

OFFICE OF THE PROJECT DIRECTOR

Sustainable Land Management, Meghalaya
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Issued on: April 24, 2024 Clarification, Addendum and Corrigendum

**“RFP for Hiring of Consulting Firm for implementation of various activities for the Farmers Mobilization Project (2), MBMA
RFP No: MBMA/KfW/C-4/2024/13, Date of issue of RPP Document: March 11, 2024**

Further to the RFP, the clarification, amendment, corrigendum notified as below. All other requirements information, terms and conditions shall remain unchanged in the RFP.

1. Clarification of the pre-proposal queries:

| Sl.no | Original Clause No. in RFP. & Page No. | Queries/Clarifications from the firms | MBMA Response |
|-------|--|---|--|
| 1 | Pg-25, Section II - C. Submission, Opening and Evaluation, 15.6 The deadline for the submission of Proposals shall on 11th April, 2024 at 5:00 PM (IST) | Considering the requirements of the experts in terms of qualifications, experience and understanding of the local context and local languages and upcoming elections we request to please extend the submission day by at least 15 days. This will help us in developing a responsive proposal to the requirements and may also aid in getting an adequate number of responsive proposals. | Please refer to the Addendum that has been published on the website www.mbda.gov.in |
| 2 | Pg-26, ITC Clause reference 20.2 (b): Prequalification criteria, Sl. No.4: The applicant firm must have an Average annual turnover of INR 50 Lakhs (Indian Rupees Fifty Lakhs only). In the previous three financial year viz., 2020-21, 2021-22 & 2022-23 | <p>We understand that the project is an intensive and multifaceted project with a mandate for transforming the organic agriculture and certification scenario of the state while building the capacity of the stakeholders. It is our request to increase the average annual turnover criteria to over INR 100 crore, to ensure that a firm which has established credibility in the market and is getting regular business could be onboarded for quality delivery.</p> <p>The applicant firm must have an Average annual turnover of over INR 100 crore (Indian Rupees Hundred Crores only). In the previous three financial year viz., 2020- 21, 2021-22 & 2022-23</p> <p>We request you to kindly consider the suggested modification</p> | There is no change in this clause |

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| 3 | <p>Pg-25, ITC Clause reference 20.2 (b): Technical Proposal,</p> <ul style="list-style-type: none"> • Sl. No. 1.4: At least 3 similar contracts achieved during the last 7 years • Sl. No. 1.5: At least 3 years of experience in conducting research on plant pathogens/ microbiology | <p>The criteria don't specify the sectors/ nature of services in which the organization needs to have similar contracts achieved during last 7 years and the total marks allotted for each of the projects. We request you to kindly consider the following suggested modification:</p> <ul style="list-style-type: none"> • Experience of implementing PMU/ PMA/ PMC/ PMMC/ TSA with Central/ State Governments in Agriculture and allied/ Horticulture/ Livelihoods in the last 5 years. (3 marks per project) Maximum marks - 15 marks • Experience of implementing projects/ undertaking studies related to organic farming/organic value chain development/ organic certification/ capacity building in the last 5 years. (2.5 marks per project) Maximum marks - 10 marks | <p>Experience in similar projects below preferred:</p> <ul style="list-style-type: none"> • Organic Certification of Farmers' organizations (National Programme for Organic Production NPOP standards, preferred) • Studies and/or research to develop biocontrol agent(s) and/or bio/organic pesticide(s) • Develop PoP materials for selected crops and training materials for knowledge dissemination. |
| 4 | <p>Pg-32, Section VI - Ad 3.2 Reporting and information, D. No. D1 - Inception Report, Deadline submission in calendar days - 15 days after signing of the contract</p> | <p>Considering that the Inception report shall contain the detailed workplan and personnel schedule we earnestly request the deadline of the same to be 30 days after signing of the contract</p> | <p>Please Refer to the Addendum Section</p> |
| 5 | <p>Pg-66, Section VI - Terms of Reference, 5.7- Team qualifications and expected level of efforts: The credibility of mentioned experience shall be presented in a list of the required similar project/ contracts as required above, including description of services provided (including information on contract value, contracting entity/ client, project location/ country, duration, assignment budget, percentage carried out by consultant in case of association of firms or subcontracting and main activities) and accompanied by certificates/ confirmation of orderly fulfilment of the contracts verified by other party from such contracts.</p> | <p>We understand that securing certificates/ confirmation of orderly fulfilment of the contracts verified by other party from such contracts would be difficult and a limiting factor for securing the right expert for the project</p> <p>We request you to kindly consider the joining letters of the key experts instead of certificates/ confirmation of orderly fulfilment of the contracts verified by other party from such contracts.</p> | <p>Joining letters can serve as an alternative means of demonstrating the qualifications and commitment of key experts. The bidders should ensure that the joining letters effectively convey the relevant expertise and experience of the key experts, and will provide steps that will be taken to verify the authenticity of the joining letters or to corroborate the information provided</p> |

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| 6 | Pg-66, Section VI – Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility: Position – - Project Coordinator - Key PoP Specialist and - Translation facilitator | We see there is no mention of experience in number of years. Requesting you to please share the minimum years of experience for each position. We suggest that 5-7 years of experience would suffice to deliver the assignment. | Please Refer to the Addendum Section |
| 7 | Pg-66, Section VI – Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility: Position – - Project Coordinator - Key PoP Specialist and - Translation facilitator | We understand that the project would require key domain experts and their roles and responsibility would include conducting field visits for monitoring and data collection. Given the difficulty terrain of the state, we propose to hire young resources who could travel to the remote location and are better prepared to deliver the ask of the ToR. | Please Refer to the Addendum Section |
| | Section VI – Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility Experience in acting in a team leader role Experience of managing multidisciplinary teams, liaising with government departments, building strong relationships with stakeholders and delivering consensus-based outputs. Experience in Agriculture & allied sectors | A) Project Coordinator i) The team leader should have a minimum of 10 years of experience in agriculture value chain development, agro-industry development, food chain logistics development, agro-food trade promotion. Experience in the field of Organic farming and its certification process. Experience in Agriculture & allied sectors including knowledge in marketing of organic products. Familiarity with Grower Group Certification System, Internal Control System and efficient in documentation for both internal and external audits. ii) S(he) will have a master’s degree in agriculture/ horticulture/ agribusiness/ rural development/ development economics/ public policy/ management/ business administration or other related fields. | Please Refer to the Addendum Section |
| | Section VI– Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility with three years in the field of Organic farming and its certification process as per NPOP norms. For Bachelor’s degree holders: | B) Six (6) Subject Matter Experts for Organic Farming Specialist i) For Master’s Degree holders: Minimum 2-3 years of post-degree experience with three years in the field of Organic farming and its certification process as per NPOP norms. For Bachelor’s degree holders: At least 5-7 years of working experience in agricultural value chain development, agro-industry development, agricultural trade facilitation and/ or agricultural policy | Please refer to the Addendum Section |

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| <p>Minimum ten years' post-degree experience with five years in the field of Organic farming and its certification process as per NPOP norms.</p> <p>Desirable Qualifications: Experience in Agriculture & allied sectors including knowledge in marketing of organic products.</p> <p>Familiarity with Grower Group Certification System, Internal Control System, and efficient in documentation for both internal and external audits. The age of the applicant should not be more than 55 years as on 31st May 2019.</p> | <p>formulation. Experience and knowledge in Meghalaya are an asset.</p> | |
| | <p>C) Key R&D Specialist i) The specialist shall have at least 3-5 years working experience in conducting research on plant pathogens/ microbiology/ molecular biology/ genetics/ plant pathology/ sampling/ laboratory techniques</p> | <p>Please refer to the Addendum Section</p> |
| <p>Section VI - Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility</p> <p>Demonstrated experience working in the north-eastern states especially in Meghalaya within the agricultural sector, specifically engaging in activities directly related to developing RP materials</p> <p>Proven expertise in organic and sustainable agriculture with experience in developing PoP materials.</p> | <p>D) Key PoP Specialist i) The specialist shall have at least 2-3 years of experience in activities directly related to developing PoP materials/ agricultural sector/ field trials/ demonstrations/ farmer training programs. Understanding of local farming practices, soil conditions, climatic factors.</p> <p>Ability to work effectively with diverse stakeholders, including farmers, extension workers, and government officials</p> | <p>Please referred to the Addendum Section</p> |
| <p>Section VII - Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility</p> <p>Proficiency in English, and any one or both of the local languages - Khasi and Garo.</p> | <p>D) Translation facilitator i) The specialist should have 2-3 years of experience in translation services. Must be proficient in English and any one or both local languages - Khasi and Garo.</p> | <p>Please referred to the Addendum Section</p> |

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| <p>Previous experience in translation services (with supporting evidences and references). Understanding of technical terminology related to Agriculture, environmental management, community engagement, project operation and management, and related subjects (preferred). Ability to meet deadlines and produce high-quality translations.</p> | |
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2. Addendum

| Sl. No | Clause No. & Page No. | Original Clause in RFP | Amended Clause |
|--------|---|---|---|
| 1. | Section VII Terms of Reference -5.6 Expected Output and Time Schedule, Table 1. Output Expected: D1 Page-32 | Inception Report, Deadline submission in calendar days - 15 days after signing of the contract | Inception Report, Deadline submission in calendar days- 30 days after signing of the contract |
| 2. | Section VII - Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility Position: Project Coordinator Page -66 | Experience in acting in a team leader role Experience of managing multi-disciplinary teams, liaising with government departments, building-strong relationships with stakeholders and delivering consensus-based outputs. Experience in Agriculture & allied sectors | Experience in acting in a team leader role Experience of managing multidisciplinary teams, liaising with government departments, building-strong relationships with stakeholders and delivering consensus-based outputs. Experience in Agriculture & allied sectors with 10 years of experience |
| 3. | Section VII - Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility: Position and Experience Page- 66, 67, 68 and 69. | Experience for each Position Position - - Project Coordinator -Six Subject Matters Experts for Organic Farming adoption -Key R&D Specialist - Key PoP Specialist and - Translation facilitator | Team Leader/Project Coordinator, minimum 10 years of specific experience in acting in a team leader role Experience of managing multidisciplinary teams, liaising with government departments, building strong relationships with stakeholders and delivering consensus-based outputs. Experience in Agriculture & allied sectors |
| 4. | Section VII - Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility Page-66 | Position - - Project Coordinator -Six Subject Matters Experts for Organic farming Adoption -Key R&D Specialist -Key PoP Specialist and -Translation facilitator | Position - - Project Coordinator Six Subject Matters Experts for Organic farming Adoption - Key R&D Specialist - Key PoP Specialist - Translation facilitator -Young resources |
| 5. | Section VII - Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility Position: Experience of Six (6) Subject Matter Experts | For Master's Degree holders: Minimum five years of post-degree experience For Bachelor's degree holders: Minimum ten years' post-degree experience with five | For Master's Degree holders: Minimum five years of post-degree experience with three years in the field of Organic farming and its certification process as per NPOP norms. For Bachelor's degree holders: |

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| | <p>for Organic Farming Specialist Page-66 &67</p> | <p>years in the field of Organic farming and its certification process as per NPOP norms.</p> | <p>Minimum ten years' post-degree experience with five years in the field of Organic farming and its certification process as per NPOP norms.</p> <p>Desirable Qualifications: Experience in Agriculture & allied sectors including knowledge in marketing of organic products. Familiarity with Grower Group Certification System, Internal Control System, and efficient in documentation for both internal and external audits.</p> <p>The age of the applicant should not be more than 58 years as on 31st May 2019.</p> |
| <p>6.</p> | <p>Section VI - Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility Position: Experience of Key R&D Specialist Page- 67</p> | <p>Demonstrated experience in conducting research on plant pathogens/microbiology. Expertise in molecular biology, genetics, and plant pathology. Proven track record of Implementing successful projects on microbiology/plant pathology. Experienced on sampling, laboratory technique.</p> | <p>Demonstrated 7 years' experience in conducting research on plant pathogens/microbiology. Expertise in molecular biology, genetics, and plant pathology. Proven track record of implementing successful projects on microbiology/plant pathology. Experienced on sampling, laboratory techniques, and experimental design for the development of biocontrol agents and biomarkers for detection of the pathogens in seed rhizomes. Proven track records of preparation of plans for identification of resistant ginger varieties. Field demonstration and testing the control measures developed experience.</p> |

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| 7. | <p>Section VI - Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility Position: Experience of Key POP Specialist Page - 68</p> | <p>Demonstrated experience working in the north-eastern states especially in Meghalaya within the agricultural sector, specifically engaging in activities directly related to developing RP materials Proven expertise in organic and sustainable agriculture with experience in developing PoP materials.</p> | <p>Demonstrated 5 years' experience working in the north-eastern states especially in Meghalaya within the agricultural sector, specifically engaging in activities directly related to developing PoP materials Proven expertise in organic and sustainable agriculture with experience in developing PoP materials. Strong understanding of the agricultural context of Meghalaya, including local farming practices, soil conditions, and climatic factors. Excellent research, writing, and communication skills, with fluency in local languages and dialects. Experience in conducting field trials, demonstrations, and farmer training programs.</p> |
| 8. | <p>Section VI - Terms of Reference, 5.7- Team qualifications and expected level of efforts: Table 2- Team composition, role, & responsibility Position: Experience of Translation facilitator Page - 69</p> | <p>Proficiency in English, and any one or both of the local languages - Khasi and Garo. Previous experience in translation services (with supporting evidences and references). Understanding of technical terminology related to Agriculture, environmental management, community engagement, project operation and management, and related subjects (preferred). Ability to meet deadlines and produce high-quality translations.</p> | <p>Proficiency in English, and any one or both of the local languages - Khasi and Garo. Previous 5 years' experience in translation services (with supporting evidences and references). Understanding of technical terminology related to Agriculture, environmental management, community engagement, project operation and management, and related subjects (preferred). Ability to meet deadlines and produce high-quality translations.</p> |

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3. Corrigendum

| Sl. No | Clause No. & Page No. | Original Clause in RFP | Updated Clause |
|--------|---|---|---|
| 1 | Pg-28: Section -II Data sheet 20.2 (b)-, Technical Proposal, 1.4-Total Points Criterion | <p>The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <ol style="list-style-type: none">1) General qualifications (general education, Journalism, and Film making experience: [20%]2) Adequacy for the Assignment (relevant experience in the sector/similar assignments): [70%]3) Working in the region - North Eastern part of India, knowledge of local language etc.: [10%] | <p>This clause/criterion stands deleted from the RFP document The Other wording in Data sheet 20.2 (b)-Technical Proposal, Section -II remain unchanged</p> |

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Addendum#3

**“RFP for Hiring of Consulting Firm for implementation of various activities for the Farmers Mobilization Project (2), MBMA
RFP No: MBMA/KfW/C-4/2024/13
Date of issue of RPP Document: March 11, 2024**

| Sl. No | Clause No. & Page No. | Original Clause in RFP | Amended Clause #1 | Amended Clause #2 | Amended Clause #3 |
|--------|---|---|---|--|--|
| 1 | Pg-25, Section II – C. Submission, Opening and Evaluation, 15.6 | The deadline for the submission of Proposals shall on 11th April, 2024 at 5:00 PM (IST) | The deadline for the submission of Proposals shall on 24th April, 2024 at 5:00 PM (IST) | The deadline for the submission of Proposals shall on 3 rd May, 2024 at 5:00 PM (IST) | The deadline for the submission of Proposals shall on 8 th May, 2024 at 5:00 PM (IST) |
| 2 | Pg-26, Section II – C. Submission, Opening and Evaluation, 17.1 | The deadline for the submission of Proposals shall on 11th April, 2024 at 5:30 PM (IST) | The deadline for the submission of Proposals shall on 24th April, 2024 at 5:30 PM (IST) | The deadline for the submission of Proposals shall on 3 rd May, 2024 at 5:30 PM (IST) | The deadline for the submission of Proposals shall on 8 th May, 2024 at 5:30 PM (IST) |

Sd/-

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