



Meghalaya Basin Management Agency

Request for Expression of Interest

***Engagement of Qualified Personnel/ Practitioner
for providing capacity building, handholding and
training on book-keeping and accounting for
IVCS under MLAMP***

Ref No: MBMA/MLAMP/RF/60/2023/C-30/428

Issue Date: December 2, 2023



Instructions to Consultants¹

Reference Number: MBMA/MLAMP/RF/60/2023/C-30/428

December 2, 2023

Engagement of Qualified Personnel/ Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP

1. The Government of India has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Meghalaya: Livelihoods and Access to Markets Project (Megha- LAMP) (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Megha- LAMP

2. The client now invites Expressions of Interest (EOIs) from legally constituted consulting firms (“consultants”) to provide services under “Engagement of Qualified Personnel/ Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP”. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **ANNEX 1**.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **ANNEX 1**, which describe the assignment and **ANNEX 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of

¹This document refers to legally constituted consulting firms as “consultant”.



the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².

5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
- a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.

²The policy is accessible at www.ifad.org/anticorruption_policy.

³The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

- e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
7. **Procedure:** the selection process will be conducted using *Quality and Cost Based Selection method* as laid out in the IFAD procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in ANNEX 2. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below mlamp.procurement@gmail.com no later than *local time 5:00 PM, December 5, 2023*. The client will provide responses to all clarification requests by [*local time 5:00 PM, December 7, 2023*].
10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than *local time 5:00 PM, December 11, 2023*.

Attn: Augustus S Suting,
Deputy Project Director,
Meghalaya – Livelihoods and Access to Market Project (Megha – LAMP)
Meghalaya Basin Management Agency
C/o Meghalaya State Housing Financing Co-operative Society Ltd.
Nongrim Hills, Shillong-793003
Tel. no. 0364-/2522043/2522921/2522992, **Email ID:** mlamp.procurement@gmail.com



The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

MLAMP
Engagement of Qualified Personal/Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP Ref. No: MBMA/MLAMP/RF/60/2023/C-30/428

Sd/-

Shri. Augustus S Suting
Deputy Project Director, Megha-LAMP
Meghalaya Basin Management Agency



Form EOI-1
EOI Submission Form

To

Shillong, December, 2023

Deputy Project Director, Megha-LAMP
Meghalaya Basin Management Agency

**Re: Engagement of Qualified Personnel/ Practitioner for
providing capacity building, handholding and training on book-
keeping and accounting for IVCS under MLAMP**

Ref: MBMA/MLAMP/RF/60/2023/C-30/428

We/I, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

| Name of Recipient | Address | Reason | Amount | Currency |
|-------------------|---------|--------|--------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:



| Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension) | Imposed by | Name of party convicted, sanctioned or suspended (and relationship to the consultant) | Grounds for the measure (i.e., fraud in procurement or corruption in contract execution) | Date and time (duration) of measure |
|--|------------|---|--|-------------------------------------|
| | | | | |
| | | | | |

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]



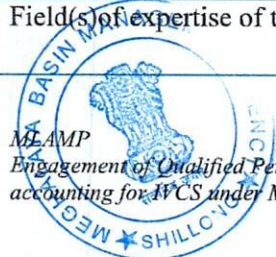
Form EOI-2
Organization of the Consultant

Re: *Engagement of Qualified Personnel/ Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP*

Ref: MBMA/MLAMP/RF/60/2023/C-30/428

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

| | |
|--|--------|
| Name of the firm | |
| Date of establishment | |
| Country of registration | |
| Full address of the firm | |
| Focal point: name, position, contact information (telephone, email): | Name: |
| | Tel: |
| | Email: |
| Number of branches in the country | |
| Country(ies) of operations with number of branches in each country | |
| Number of full-time employees | |
| Number of part-time employees | |
| Field(s) of expertise of the firm | |



| | |
|--|--|
| Number of professional staff with experience related directly to the assignment | |
| Subsidiary and associated companies (<i>wherever applicable</i>): (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words) | |
| Any other information that the consultant would like to add: | |

Maximum

10

pages



Form EOI-3

Experience of the Consultant

Re: *Engagement of Qualified Personnel/ Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP*

Ref: MBMA/MLAMP/RF/60/2013/C-30/428

[Using the format below, provide information on each relevant assignment for which your firm/consultant, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages

| | |
|--|--|
| Assignment name: | Approx. value of the contract (in Indian Rupees): |
| Country: Location within country: | Duration of assignment (months): |
| Name of client: | Total No. of staff-months of the assignment: |
| Address, and contact details (including email address(es)): | Approx. value of the services provided by your firm under the contract (in Indian Rupees INR): |
| Startdate (month/year): Completion date (month/year): | No. of professional staff-months provided by associated consultants: |
| Name of associated consultants, if any: | Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader): |
| Narrative description of project: | |
| Description of actual services provided by your staff within the assignment: | |



Engagement of Qualified Personal/Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP Ref. No: MBMA/MLAMP/RF/60/2023/C-30/428

Name of Firm: _____



MLAMP SHILLONG
Engagement of Qualified Personal/Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP Ref. No: MBMA/MLAMP/RF/60/2023/C-30/428

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Consulting Services for Engagement of Qualified Personnel/ Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP

A. Background:

1. The Meghalaya Livelihood & Access to Markets Project (Megha-LAMP) is an Externally Aided Project (EAP) funded by the Government of Meghalaya (GoM) and International Fund for Agricultural Development (IFAD). While the Planning Department, GoM is the State Nodal Agency for the Project, the Meghalaya Basin Management Agency (MBMA) has been notified as the Implementing Agency and the project period is from 2014-2022. The Project has been extended for another 2 years and will end by December, 2024.
2. The project goal is to improve (double) family incomes and the quality of life in rural Meghalaya with the development objective to ensure expanded and sustainable livelihood opportunities adapted to the hill environment and to the effects of climate change.
3. The project is being implemented through the following components–
 - i. Component 1: Integrated Natural Resource Management- which includes capacity development and natural resource planning and land, water resources and crop development.
 - ii. Component 2: Rural Finance - to establish Integrated Village Cooperative Societies (IVCS) mostly in project village clusters for providing saving and credit services along with other activities, such as supply of farm inputs and aggregation of production for marketing.
 - iii. Component 3: Inclusive Supply Chains and Enterprise Development - aims to support and build the capacity of the community to implement commodity- specific livelihood activities and address issues related to access to markets and promoting enterprises.
 - iv. Component 4: Knowledge Services includes integrated activity covering planning, monitoring and evaluation as well as the generation of multi-format, multi-channel knowledge products in support of the project objectives.
 - v. Component 5: Project Management includes the State Project Management Unit (SPMU) at the State level and 11 District Project Management Unit (DPMUs) at the district level.
4. Project coverage – The project covers 18 Blocks, with about 75 villages in each Block totaling 1350 villages spread across the 11 Districts of the State.



5. Project Implementation – The Meghalaya Basin Management Agency has put in place the State Project Management Unit (SPMU) at the State level and the District Project Management Units (DPMUs) at the districts level for implementation of the project.

B. Integrated Village Cooperative Societies (IVCS):

1. One of the key objectives of the project is the establishment of IVCS under Component 2: Rural Finance. An IVCS in the simplest terms is a village Self Help Group registered as a Cooperative Society under the Meghalaya State Cooperative Societies Act (which provides a legal framework for functioning of these institutions) with joint liability of all members and leveraging strongly on the social capital in the village communities of the State. The IVCS can provide thrift, credit, other financial services and they can also take up aggregation and collective marketing activities for providing support to the various livelihood activities of farmers and ensure better price realisation for local produce. The project during its tenure is providing support to IVCS on various fronts for ensure their viability and future sustainability.
2. The project has till date formed and established 331 IVCS in 18 C & RD Blocks in the 11 Districts of the State. New IVCS are being formed and registered during the extension period. The functioning and operations of IVCS are subject to the provisions of the Meghalaya Cooperative Societies Act 2015.
3. For the overall development of the IVCS, the project is providing various support which includes training and handholding on book-keeping, business development, conduct of financial literacy programmes for improving membership, etc. The interventions of the other components of the project have also ensured that IVCS are taking up collective and aggregation activities for marketing local produces and ensuring better price realization for the farmers. IVCS have also been able to rent out farm machineries and equipment to the farmers for improving farming activities through the setting up of custom hiring centers.

C. Objectives:

The overall objective of Engaging the Partitioner is to guide the Master Trainers in providing Capacity Building, handholding on book-keeping and Accounting for IVCS.

D. Engagement of qualified personnel/ practitioner for providing capacity building, handholding on book-keeping and accounting for IVCS:

1. For keeping track of the day-to-day activities, transactions related to membership enrolment, savings and lending activities, and other business activities, IVCS are maintain record-keeping and book-keeping for ensuring transparency and enhancing trustworthiness among the members. IVCS, as per the provision of the Act are also required to get their accounts audited once in every financial period
2. With the diversification in the activities undertaken by IVCS, the level of record-keeping and book-keeping has also increase. The task of keeping the books of records up-to-date, preparation of final accounts and preparing IVCS for audit is an area which requires emphasis and attention. Apart from which, IVCS as an institution also needs to ensure



adherence and compliances to the different provisions and rules as per the Act and the respective bye-law of IVCS.

3. The project is working in close coordination with the department of cooperation, apex bank and NABARD for providing the required support and guidance to IVCS for ensuring their active operation and functioning. Considering the paucity of time and the goal of the project to ensure that IVCS are sustaining beyond the project period, the project intends to further build up the capacity of the IVCS and project officials in the area of book-keeping and accounting of IVCS through engagement of an experienced and qualified personnel/practitioner in the area.
4. Scope of the engagement – the assignment mainly relates to providing capacity building and handholding to project staff and members of IVCS, designing of course content and training module, conduct of IVCS mock-branch practices, etc., for streamlining and improving the functioning of IVCS

E. Terms of Reference for the assignment:

- i. Systematizing the Accounting system with principles of standard accounting practices.
- ii. Prepare training content and module in line with cooperative accounting and taking into account the different activities undertaken by IVCS. The areas which should be focused includes book-keeping, preparation and consolidation of final accounts, rectification of accounts wherever required, review of audit reports, framing replies to audit observations, etc.
- iii. Familiarize project officials with processes of Tax, GST, etc., for cooperatives and filing of the same.
- iv. Proper accounting system with adherence to legal compliances in the context of Income Tax amendments.
- v. Training project officials and members on IVCS in line with the training module as discussed at SN. 5. i. above.
- vi. Conduct assessment of the training imparted.
- vii. Maintenance of Minutes of a Society (Governing Body and General Body Minutes) in a systematic manner as per the provisions of the Bye-laws of the Society.

F. Eligibility Criteria:

- i. Should have prior experience in dealing with cooperatives, their operations, functioning, etc.
- ii. Should be familiar with cooperative accounting and the various aspects related to book keeping, preparation of accounts, etc., of a cooperative society.
- iii. Should have at least 15 years of working experience in the cooperative sector. Audit planning, replying to audit observations etc.

MLAMP

Engagement of Qualified Personal/Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP Ref. No: MBMA/MLAMP/RF/60/2023/C-30/428

16



- iv. Should have a strong background of accounting and clear understand of audit, its process and requirements.
- v. Should be acquainted with Cooperative Acts and Rules.
- vi. Should be willing to travel to villages/ societies.

G. Selection criteria for the Practitioner:

- i. The selection of the Practitioner shall be made on the basis of the Quality and cost-based selection method. Interested personnel will be required to submit the following information:
 - a) Details of profile of the Practitioner.
 - b) Material evidence, namely reference letters or contract. In respect of previous experience of similar works.
 - c) Any other documents which may support the proposal.
 - d) Brief description of the plan proposed to carry out the assignment.

H. Tenure:

The engagement will be for a total of 45 days and the assignment can be taken up for a period of 03 months from the date of engagement.

I. Tenure:

Payments will be made based on submission of specific deliverables and report as agreed upon mutually.

J. Tenure:

- Local Logistic arrangement etc.
- Boarding and Lodging to be provided by the client.
- Any other requirement for coordination with the line department.

K. Management and Reporting:

- The Administrator for this contract is CEO- MBMA through DPD – MLAMP, MBMA or his designate.
- All submissions must be made to the DPD or his designate.
- A team comprising the DPD or his designate is responsible for reviewing and approving the reports, plans and designs.

Satisfactory completion and submission of the deliverables outlined and acceptance of the same by the DPD or his designate will be taken as an indicator of the successful completion of the work allotted.

MLAMP

Engagement of Qualified Personal/Practitioner for providing capacity building, handholding and training on book-keeping and accounting for DCS under MLAMP Ref. No: MBMA/MLAMP/RF/60/2023/C-30/428

17



ANNEX 2
Qualification and Evaluation Criteria

| Item | Criteria | Points |
|---|---|------------------|
| i | Should have prior experience in dealing with cooperatives, their operations, functioning, etc. | 30 |
| ii | Should be familiar with cooperative accounting and the various aspects related to book keeping, preparation of accounts, etc., of a cooperative society | 20 |
| iii | Should have at least 15 years of working experience in the cooperative sector. Audit planning, replying to audit observations etc. | 20 |
| iv | Should have a strong background of accounting and clear understand of audit, its process and requirements. | 10 |
| v | Should be acquainted with Cooperative Acts and Rules. | 10 |
| vi | Should be willing to travel to villages/ societies. | 10 |
| Total Points | | 100 |
| Minimum points required to get shortlisted | | 70 points |

NOTE: in case of consultant getting similar passing marks, preference will be given to local consultant.

