

**EXPRESSION OF INTEREST (EOI)
WITH REQUEST FOR PROPOSAL (RFP)
FOR
RECRUITMENT OF TRAINING PROVIDERS
FOR IMPARTING TRAINING TO FARMERS
IN VARIOUS DISTRICTS OF ODISHA.**

**WATER AND LAND MANAGEMENT INSTITUTE
(A Premier Training & Research Institute under DOWR, Govt. Of
Odisha)**

**AT: PRATAPNAGARI, PO: TELENGAPENTH
CUTTACK – 754001.**

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www.walmiodisha.com, www.walmiodisha.org

LETTER OF INVITATION

Invitation for Expression of Interest (EOI) with Request for Proposal (RFP) (single stage) from Interested Training Providers (TPs) for providing training among progressive Farmers and office Bearers of Pani Panchayats in Dhenkanal and Keonjhar districts of Odisha.

WATER AND LAND MANAGEMENT INSTITUTE (WALMI), Odisha, A Premier training Institute under DOWR, Govt. Of Odiha hereinafter referred to as AWARDER, invites applications for Expression for Interest (EOI) with RFP from interested Training Providers (TPs) (hereafter referred to as APPLICANTS) for providing skills among progressive Farmers and office Bearers of Pani Panchayats in Dhenkanal and Keonjhar districts of Odisha. The state government has already sanctioned fund for implementation of the scheme out of OIIAWMIP Scheme assisted By ADB.

The successful Bidder shall be responsible for imparting training by providing faculties, who are specialist in the concerned sector and conducting field/ Exposure visit inside as a part of the training schedule.

Interested parties submit their EOI with RFP to the office of the Director, WATER AND LAND MANAGEMENT INSTITUTE (WALMI), Odisha, AT: PRATAPNAGARI, PO: TELENGAPENTH, CUTTACK – 754001, along with non-refundable fees of Rs 6,300.00 (Rupees Six Thousand Three Hundred only) for the document and other processing charges and refundable EMD for Rs. 30,000.00 (Thirty Thousand only). Payment shall be made only by BD/ DD drawn in favour of Deputy Director, WALMI and payable at Bhubaneswar or cuttack in any Nationalised Bank and is to be deposited along with the EOI documents. Last date of submission:- 31st March 2016 at 3.00 P.M.

Director,
WALMI, ODISHA.

SCHEDULE OF BIDDING PROCESS

Director, WALMI, Odisha would endeavor to adhere to the following schedule:

Issue of Notice of EOI with RFP	09 st March, 2016
Last Date and Time of submission of the EOI with RFP Applications	31 st March, 2016 at: 3.00 PM
Date and Time for Opening of EOI with RFP Applications	31 st March, 2016 at: 3.30 PM
Office for Submission of EOI	Deputy Director, WATER AND LAND MANAGEMENT INSTITUTE (WALMI), Odisha, AT: PRATAPNAGARI, PO: TELENGAPENTH, CUTTACK – 754001,

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1 SECTION – I

THE SCHEME OF THE TRAINING PROGRAMME

1.1 Name of the Scheme:

Recruitment of training providers for imparting training to farmers in various Districts of Odisha.

1.2 Introduction:

Water And Land Management Institute (WALMI), Odisha, At: Pratapnagari, Po: Telengapenth, Cuttack – 754001, intends to undertake one fully residential skill development training programme exclusively for the Farmers of **Dhenkhal and Keonjhar districts** of Odisha for ensuring them better livelihood opportunities by means of imparting training in a planned manner for boosting their employability by way of making a techno-economically viable rural based agro-farming with special emphasis on organic principles and related food processing for retaining ecological balance to make the weaker section of the people for its adoption as a means of either direct employment or involvement for monetarily rewarding through entrepreneurship development. Furthermore, the training programme will provide traveling allowance as admissible and free boarding and lodging to each trainees. As the scheme is being assisted by ADB (OIIAWMIP) the **Ramiala medium Irrigation Sub- Project in Dhenkanal district and Kanjhari Medium Irrigation Sub-Project in Keonjhar Districts** have been decided as the selected focus area for the present Assignment.

1.3 Broad Objective:

The broad objective of this residential programme is to train the farmers of rural Odisha about the new technology in Agriculture which will provide them assured options of monetarily rewarding engagement. Further the objective of this programme aims at strengthening the capacity of WALMI to cater training to more farmer members of Pani Panchayat in the State to contribute to the “**More crop & income per drop**” ambition through organic linkages to PMKSY.

1.4 Specific objectives:

- To develop PP development vision
- To provide technical assistance to farmers i.e. what should be the path towards goal?
- To build the capacity of farmers based on experiential learning adopting the principle of learning by doing out of which class room training is a component.
- To equip the trainees with Market-driven production mechanisms.
- To provide knowledge on post-harvest management and value addition of the farm produce.
- To enhance their knowledge on application of computer and ICT instruments in fields of agriculture and agricultural marketing.
- To impart training on different techniques of scientific organic farming so that at the end of the training period, the trainee is well equipped in the wide range of multi-tasking that is essential for bio-diverse agricultural practices.

- To impart high level practical training supported by field-based activities through effective linkages.
- To encourage environment-friendly practices and to change their mindset towards market-oriented production and increase quality and volume of their produce.

1.5 Project Target Group:

The Training will be focused on group of Male and women farmers drawn from:

1. Economically and socially backward rural families residing in the selected districts.
2. Farm Families with marginal land holdings
3. Members from SC/ST and minority groups.

1.6 The Project Duration:

- Number of Training center is one
- Number of Trainees per batch = 50
- Number of batches in a month = 2
- Training duration in days = 4
- Number of trainees in a year = $1 \times 50 \times 2 \times 12 = 1200$
- Year means 2016-17.

Training center preferably be located adjacent to said irrigation projects.

1.7 Project Components to be taken care of by the applicants:

- Imparting training by providing faculties, who are specialist in the concerned sector.
- Arranging and conducting study tours as a part of the training program, among which, hand on training and practical orientation at their own farm is mandatory.
- Arranging training Hall for 50 participants well equipped with training tools.
- Arranging Lodging/ Boarding with comfortable stay

1.8 Fund Allotted

The maximum amount of fund available for taken care of the scheme of the each TP is 2.565 million Rupees including 5 % institutional charges of TPs.

1.9 Expected Outcome of the Project:

At the end of the programme 1200 (Twelve hundred) multi-tasking Farm members with efficient entrepreneurial and managerial capacity in the field of agriculture with special emphasis to organic farming and action to be taken towards farm produce due to the adverse effect of climate change is expected to emerge.

2 SECTION II

INFORMATION TO THE APPLICANTS

2.1 Eligibility Criteria:

1. Should be a registered legal entity of at least 7 years standing (should show the incorporation certificate and list of Board Director, **JV or consortium is not permitted**)
2. Should have strong presence in the state of Odisha with requisite manpower and managing at least 2 contracts of imparting training in Agricultural & Water sector during last 3 Years (should submit the evident of contract)
3. Should not have blacklisted by CAPART or any other Department of Government of India or State Government.
4. Should have a turnover of at least Rs.3 crore (Rupees Three Crore) in three preceding year (Should furnish three years balance sheet, audited statement of accountants)
5. Preferably have conducting PP strengthening activity in Major/ Medium Irrigation Projects with due emphasis on classroom as well as hands on training at farm level under externally aided projects.

Any proposal not fulfilling the eligibility criteria shall be quashed summarily and shall not be subjected to further query.

2.2 Payment Terms:

1. The payment will be made on monthly basis based on the actual expenditure incurred by the TPs supported with authentic vouchers.
2. After due verification of vouchers & monthly progress report payments will be released through cheque.
3. The TPs must submit their bills in the first week of the succeeding month.
4. Replacement/ changes of list of Experts/ Teachers/ Consultants to be provided by the TP for the training program without prior approval of Director, WALMI shall invite penalty @ 3% of the quoted value for each time.
5. The quoted price for the assignment should be inclusive of all service tax and other applicable taxes, duties and levies etc.

2.3 Contract And Security Deposit

The TP will be required to enter into a contract with Deputy Director, WALMI on the agreed terms & conditions and upon signing the contract the TP firm will remain liable to furnish an interest free Security Deposit in the form of Demand Draft or Bank Guarantee for an amount equal to 2% (Two percent) of the quoted price, subject to its refund on satisfactory completion of the assignment within stipulated time. In case of non-completion of whole or any part of the assignment within the stipulated time the entire Security Deposit will be forfeited and thus the contract will stand terminated by default.

2.4 Other Important Information

1. The original proposal and one copy of the technical proposal shall be placed in a sealed envelop clearly marked **TECHNICAL PROPOSAL** and Similarly the original Financial proposal shall be placed in a sealed envelop clearly marked **FINANCIAL PROPOSAL**.

The envelop containing the Technical Proposal, Financial Proposal, EMD, and Bid processing Fee shall be placed into an outer Envelop bearing Submission address, Reference No and the District for which applied.

2. **A TP may participate for one district only. An applicant partaking in more than one district will lead to disqualification. The envelop will need to be superscribed for which district the TP wishes to participate.**
3. The The Training program will be conducted in the classrooms arranged by TP in its own/ rented infrastructure.
4. Proposal should contain available infrastructure for imparting training, etc.
5. Trainees' lodging and boarding facilities will be provided by TPs.
6. TA will be paid to Trainee as admissible duly certified by the accompanying JE.
7. The Training Provider shall abide by all the instructions issued by WALMI, Odisha from time to time.
8. Notwithstanding anything contained in this EoI, Director, WALMI, Odisha reserves the right to accept or reject any application and to annul the selection process and reject all applications/ proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons therefore.
9. Confidentiality of information relating to the examination, clarification, evaluation, and recommendation shall not be disclosed to any person not officially concerned with the process. Director, WALMI, Odisha will not divulge any such information unless it is ordered to do so by any authority that has the power under law to require its disclosure.
10. Director, WALMI, Odisha reserves the right to reject any application and reserves the right to relax condition(s) and/or impose additional condition(s) at any time during the procedure.
11. All disputes arising out of or in any way connected with this EoI shall be deemed to have arisen in Cuttack and only courts in Cuttack shall have jurisdiction to determine the same.
12. TP must furnish PAN/ TAN and Latest VATCC.

3 SECTION III

A. Technical Proposal Standard forms

3.1 FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To:

Director, WALMI,
Pratapangari, Telengapentha, Cuttack

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/ job for [Insert title of Assignment/ job] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD and bid processing fees.

We hereby submitting our proposal for the district _____ (Dhenkanal/ Keonjhar).

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

3.2 FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief description of the background and organization of your firm for this Assignment/ job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.]

B - Consultant's Experience

[Using the format below, provide information on each Assignment for which your firm, for carrying out consulting Assignment/ job similar to the ones requested under this Assignment (If possible, the employer shall specify exact assignment for which experience details may be submitted). (Furnish data for at least 2 relevant project in the state of Odisha)

1.	Firm's name:	
	Assignment/ job name:	
1.1	Description of Project	
1.2	Approx. value of the contract (in Rupees):	
1.3	Country:	
1.4	Location within country:	
1.5	Duration of Assignment/ job (months) :	
1.6	Name of Employer:	
1.7	Address:	
1.8	Total No of staff-months of the Assignment/ job:	
1.9	Approx. value of the Assignment/ job provided by your firm under the contract (in Rupees):	
1.10	Start date (month/ year):	
1.11	Completion date (month/ year):	
1.12	Name of associated Consultants, if any:	
1.13	No of professional staff-months provided by associated Consultants:	
1.14	Name of senior professional staff of your firm involved and functions performed.	
1.15	Description of actual Assignment/ job provided by your staff within the Assignment/ job: (Also provide No of farmers trained so far during last 3 years)	

Note : Please provide documentary evidence form the client i.e copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

3.3 FORM TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/ JOB

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters: a) Technical Approach and Methodology, b) Work Plan, and c) Organization and Staffing]

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/ job, approach to the Assignment/ job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. The consultant should propose and justify the main activities of the Assignment/ job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-7.

c) Organization and Staffing. The consultant should propose and justify the structure and composition of your team. You should list the main disciplines of the Assignment/ job, the key expert responsible, and proposed technical and support staff.]

3.4 FORM TECH-4

TEAM COMPOSITION AND TASK ASSIGNMENT/ JOBS

Staff Strength by category (Coordinator/ Trainer/ Support Staff)

[illegible]

3.5 FORM TECH-5

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate form Tech-5 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/ university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/ job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/ jobs in which the staff has been involved, indicate the following information for those Assignment/ jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/ job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized
representative of the staff]

[Full name of authorized representative]:

3.6 FORM TECH-6

STAFFING SCHEDULE

Sl No	Name of Staff	Staff input (in the form of a bar chart)												Total Months
		1	2	3	4	5	6	7	8	9	10	11	12	

Note:

1. For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: Office Assistant, Ward Boy, Classroom attendant etc).
2. Months are counted from the start of the Assignment/ job. For each staff indicate separately staff input for home and field work.

3.7 FORM TECH-7

WORK SCHEDULE

Sl No	Activity	Months												Total Months
		1	2	3	4	5	6	7	8	9	10	11	12	

Note:

1. Indicate all main activities of the Assignment/ job, including delivery of reports and other benchmarks such as Employer approvals. For phased Assignment/ jobs indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar chart.

SECTION III

B. Financial proposal Standard forms

3.8 FORM FIN - 1

Letter of Application

Date:

To:

The Director, WALMI
At: Pratapanagari, PO: Telengapenth,
Cuttack.

Ref: EOI with RFP for Recruitment of training providers for imparting training to Farmers for various districts of Odisha vide EoI No 02/ 2015-16.

Sir,

Being duly authorized and act on behalf of _____

_____ (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre-qualification requirements and information provided, the undersigned hereby apply for qualification for the project referred above and my fund requirement for accomplishing my part in the project is _____ Million Rs. [Rupees..... (In words)].

We are enclosing our Expression of Interest with proposal in One original plus one copy along with soft copy with the details as per the requirements of the EOI, for your evaluation.

(Authorized Signatory)

4 SECTION IV

TERMS OF REFERENCE

4.1 Introduction:

Water And Land Management Institute (WALMI), Odisha, At: Pratapnagari, Po: Telengapenth, Cuttack – 754001, intends to undertake one fully residential skill development training programme exclusively for the Farmers of **Dhenkna and Keonjhar districts** of Odisha for ensuring them better livelihood opportunities by means of imparting training in a planned manner for boosting their employability by way of making a techno-economically viable rural based agro-farming with special emphasis on organic principles and related food processing for retaining ecological balance to make the weaker section of the people for its adoption as a means of either direct employment or involvement for monetarily rewarding through entrepreneurship development. Furthermore, the training programme will provide traveling allowance as admissible and free boarding and lodging to each trainees. As the scheme is being assisted by ADB (OIIAWMIP) the **Ramiala medium Irrigation Sub- Project in Dhenkanal district and Kanjhari Medium Irrigation Sub-Project in Keonjhar Districts** have been decided as the selected focus area for the present Assignment.

4.2 Broad Objective:

The broad objective of this residential programme is to train the farmers of rural Odisha about the new technology in Agriculture which will provide them assured options of monetarily rewarding engagement. Further the objective of this programme aims at strengthening the capacity of WALMI to carte training to more farmer members of Pani Panchayat in the State to contribute to the “**More crop & income per drop**” ambition through organic linkages to PMKSY.

4.3 Specific objectives:

- To develop PP development vision
- To provide technical assistance to farmers i.e. what should be the path towards goal?
- To build the capacity of farmers based on experiential learning adopting the principle of learning by doing out of which class room training is a component.
- To equip the trainees with Market-driven production mechanisms.
- To provide knowledge on post-harvest management and value addition of the farm produce.
- To enhance their knowledge on application of computer and ICT instruments in fields of agriculture and agricultural marketing.
- To impart training on different techniques of scientific organic farming so that at the end of the training period, the trainee is well equipped in the wide range of multi-tasking that is essential for bio-diverse agricultural practices.
- To impart high level practical training supported by field-based activities through effective linkages.
- To encourage environment-friendly practices and to change their mindset towards market-oriented production and increase quality and volume of their produce.

4.4 The Project Duration:

- Number of Training center is one
- Number of Trainees per batch = 50
- Number of batches in a month = 2
- Training duration in days = 4
- Number of trainees in a year = $1 \times 50 \times 2 \times 12 = 1200$
- Year means 2016-17.

Training center preferably be located adjacent to said irrigation projects.

4.5 Project Components to be taken care of by the applicants:

- Imparting training by providing faculties, who are specialist in the concerned sector.
- Arranging and conducting study tours as a part of the training program, among which, hand on training and practical orientation at their own farm is mandatory.
- Arranging training Hall for 50 participants well equipped with training tools.
- **Arranging Lodging/ Boarding with comfortable stay**

4.6 CONFIDENTIALITY:

All deliberations relating to the assignment including all information collected from various meetings/ documents, primary and secondary data etc. shall be kept confidential and shall not be divulged to any third party either verbally or in writing or in electronic form or in any other form.

4.7 TIME PERIOD

The assignment shall be completed within a period of 12 (tweleve) months from the date of its assignment.

4.8 LOGISTIC AND OTHER SUPPORTS

- Trainees' accommodation, lodging and fooding facilities will be provided by TPs with the Help of WALMI, Odisha.
- Classroom room facilities including computer and other necessary infrastructures for conducting classes will be provided by TPs with the Help of WALMI, Odisha.

4.9 Desirable Qualification FOR THE APPLICANTS

- Expertise in imparting training in the field of agriculture, organic farming, entrepreneurship development in agribusiness, processing experience in agriculture and allied sector. The TPs who have succeeded in establishing replicable agribusiness model will be given due weightage.
- Adequate knowledge and experience for on-campus hand-on training of all kinds related to agribusiness and entrepreneurship development.
- Good and experienced faculty and Human Resource in the related sector.

- Adequate proven financial capability.

4.10 PRICE BASE

The maximum amount of fund available for taken care of the above mentioned project components is 2.565 million Rupees for each TP in one year. The quoted price for the assignment should be inclusive of all service tax and other applicable taxes, duties and levies etc.

4.11 CONTRACT AND SECURITY DEPOSIT

The TP will be required to enter into a contract with Deputy Director, WALMI, Odisha on the agreed terms & conditions and upon signing the contract the TP firm will remain liable to furnish an interest free Security Deposit in the form of Demand Draft or Bank Guarantee for an amount equal to 2% (Two percent) of the quoted price, subject to its refund on satisfactory completion of the assignment within stipulated time. In case of non-completion of whole or any part of the assignment within the stipulated time the entire Security Deposit will be forfeited and thus the contract will stand terminated by default.

4.12 PAYMENT TERMS AND CONDITIONS

Mobilization Advance, if desired by the TP, will be restricted to 10% of the quoted amount, for which a Bank Guarantee of 110% of the advance need to be tendered. The BG may be submitted within 10 days from the date of execution of the agreement and the advance will only be released after verification of the BG from the concerned bank. The mobilization advance will be recovered in proportion in the next two installments of fund release.

4.13 SELECTION CRITERIA

Selection will be made on QCBS method in the ratio 80:20.

4.14 FORCE MEASURES

The conditions of the contract shall stipulate the failure on the part of the TPs to perform their obligations under the contract will not be considered a default if such failure is the result of an event of force measure as defined in the conditions of the contract.

4.15 DISPUTE RESOLUTION AND ARBITRATION

That in case of any dispute or difference arising between the parties under this agreement, the same shall be referred to a sole Arbitrator, namely, The Director, WALMI, Odisha and the decision of the said sole Arbitrator shall be final and binding upon both the parties to this Agreement subject to the provisions of the Arbitration & Conciliation Act, 1966. The venue of the Arbitration proceedings shall be Cuttack city and expenses in connection with such arbitration proceedings shall be shared by both the parties in equal proportion.

4.16 The Staff requirement for each TP in one training location.

- 1. Programme Coordinator (1 No):** Post Graduate degree in Civil/ Ag Engg/ Agriculture with 5 years relevant experience with proven track record. Establishment of organizational setup & leadership, operation of set function, resource mobilization, networking etc. Preferable should possess leadership skill, Inter-personal skill, communication skill and adequate management expertise & experience.
- 2. Trainers/ Subject specialists:** Post graduate degree in following ;(a) Civil Engineering – 1 no.; (b) Agriculture Engineering – 1 no.; (c) Agriculture – 1 no.; (d) Sociology – 1 no.; (e) Economics with Accountancy – 1 no. The above trainers must have at least 5 years experience of teaching/ Working specially with Pani Panchayats in Irrigated Agriculture and Command of Major/ Medium/ Minor/ Lift Irrigation Projects.
- 3. Support staff**
 - A) Class room Attendant/ Operator – 1 no.- Matriculate with 3 years working experience in similar institution/ field
 - B) Ward boy/ House keeping boy – 1 no. Matriculate with 3 years working experience in similar institution/ field
 - C) Office Assistant-cum-Computer Assistant – 1 no. DCA with 3 years experience in similar institution/ field
- 4. Training premises:** The TP should make available adequate premises for the delivery of the training programmes. The indicated premises must be fully equipped for the purpose of tuition & satisfy the standards to meet the required specification of a training establishment. Farmers of Dhenkanal districts must receive their training adjacent to Ramiala Irrigation Project & farmers of Keonjhar districts adjacent to Kanjhari Irrigation Project. The TPs should furnish full details of training premises;
 - (a) The address.
 - (b) Size of Training hall.
 - (c) Hall capacity.
 - WALMI, Odisha will inspect the indicated premises prior to award of contract.
 - The TP will collect the list of trainees from the S.E/ E.E of concerned Irrigation Projects duly approved by them. TP must observe non-repetition of participants for the training programme. The list of participants with their joining/ relive must be submitted to Professor (Engineering), WALMI at beginning & at end of the programme.
 - Study materials will be distributed to the TP by WALMI well in advance.
 - Certificate of participation will be distributed at the closing day of the programme. Specimen copy will be provided by WALMI.
 - Training modules if charged will be intimated to the TP in due course.
 - Sufficient publicity of the training programme must be made by TPs to attract the beneficiaries.
 - The Tps should deliver, arrange, administer and co-ordinate the courses to successful completion over the period.
 - If registration of participants is low the TPs should contact the Project authorities and/ or WALMI for initiating to determine what action should be taken to boost attendance.

- Attendance sheets/ related records of both participants & trainers must be maintained by Tps.
- **A TP may participate for one district only. An applicant partaking in more than one district will lead to disqualification.**
- The training must be offered during hours convenient to farmers.

5. Facilities

- All training facilities, equipment and articles are to be provided by TPs.

6. Reporting obligations

- The eligible TPs must present a report for each course/ batch. The report must contain, yet must not be limited to information containing the course (Topics), brief profile of attendance (age, gender etc) and feedback etc. (3 copies).
- Monthly progress report and quarterly progress report must be submitted to WALMI for review. (3 copies).
- Separate book of A/C must be maintained by Tps and all payments more than Rs.1000/- (One thousand) only should be made by A/C Payee Cheques.
- The final Report submitted at the end of contract (6 copies).

7. Review Mechanism

- Monthly meeting at WALMI Headquarters.
- Quarterly review meeting at WALMI with power point presentation by TPs for strategy formulation and address the constraints.

8. Steering Committee

- 1) Principal Secretary to Government, Department of Water Resources & President, WALMI – Chairman
- 2) Special Secretary, Water Resources-cum-Director, CAD, PIM – Head of PMU
- 3) Director, WALMI – Convener

9. Supervision of contract

- WALMI, Odisha resumes the right to terminate the contract, withheld payment due or recover payments made of the TPs are of insufficient quality or in the event that insufficient effort is being made to reach the targets set.

10. A typical module as being conducted by WALMI is as follows:

DAY 1	DAY 2	DAY 3	DAY 4
<ul style="list-style-type: none"> • Registration • Aim & Objective • Development of Irrigated Agriculture through PP • PP Act & Rule • Horticulture Development in the command • Video on SRI method for Paddy. 	<ul style="list-style-type: none"> • PWT for O& M of Canals • Effect of Climate Change in agriculture • Entry Point Activity in Irrigated command • Exposure visit to command area 	<ul style="list-style-type: none"> • Field visit to Local Agricultural research station • Canal operation through PP 	<ul style="list-style-type: none"> • Canal Maintenance through PP • Maintenance of PP Accounts and Records • Feedback from Participants • Group Discussion & Suggestion from trainees • Valedictory

11. STANDARD Items FOR A BATCH SIZE OF 50

Sl No	Items	Unit	Days	Quantity
A	Registration			
1	Registration materials/ Training kits folder, Note pad, pen etc.	No		50
2	Training Manual/ Xeroxing etc	No		50
3	Marker pen, Drawing sheet,Room spray, WB Marker, Battery etc	LS		
B	Faculty/ Traveling Charge			
1	Guest Faculty service	Hrs		20
2	Guest Faculty Transport	No		10
3	Bus, Car, Hire vehicle etc	Km		150
4	TA of Farmers	No		50
C	Lodging & Boarding Charges			
1	Break fast	No	4	50
2	Lunch	No	4	50
3	Dinner	No	4	50
4	Class room Tea	No	4	55
5	Refreshment packets on Inauguration/ Valedictory.	No	2	60
6	Lodging charges	No	4	50
D	Miscellaneous expenditure			
1	Hiring of Class Room, Mike, Chair, Table, Projector, Computer etc.	Day	4	
2	Photograph/ Video	LS		
3	Banner	Sqft		24
4	Certificate	No		50
5	Sanitation	No	4	50
E	Total			
	Institutional OH	5.0%		
	Approximate Training cost per farmer			