



TERMS OF REFERENCE

Hiring Services of Consultant/agency/firm for policy dialogue on ‘State Agriculture Policy’ for Mizoram for the FAO Green-Ag project districts of Mizoram

Green-Ag: Transforming Indian Agriculture for Global Environment Benefits and the Conservation of Critical Biodiversity and Forest Landscapes

**Prepared by
Green-Ag Project,
State Project Management Unit,
Aizawl, Mizoram**

- **Introduction**

The Green-Ag project aims to mainstream biodiversity, climate change, and sustainable land management objectives and practices into the Indian agricultural sector. The overall objective is to “*catalyse transformative change of India’s agricultural sector to support achievement of national and global environmental benefits and conservation of critical biodiversity and forest landscapes*”. The project seeks to harmonize priorities and investments between India’s agricultural and environmental sectors so that national and global environmental benefits can be fully realized without compromising India’s ability to provide and develop rural livelihoods and meet its food and nutrition security and social (particularly gender) goals. The project will support greater coherence between GoI policies, investments, and institutions concerned with conservation and agricultural production at landscape level so that they are mutually compatible and at the same time resilient to impacts of climate change.

- **Background:**

It is well said that “Agriculture is the economic backbone”, therefore, agriculture occupies a very important place in the economy of India and Mizoram in particular which has neither industries nor raw materials whatsoever. The Department of Agriculture in Mizoram is mandated to undertake the following tasks in the State-

1. Formulation and implementation of policies and programmes aimed at achieving rapid agricultural growth through optimum utilization of land, water, soil and plant resources of the state.
2. Establishing farmer-department coordination in implementing and providing technological know-how to the farming community through agricultural extension services.
3. Undertaking all possible measures to ensure timely and adequate supply of quality inputs and services such as fertilizers, seeds, pesticides, agricultural implements, etc.
4. Motivating farmers to minimize the use of pesticides and to control the environmental population with the adoption of Integrated Pest Management.
5. Motivating farmers to diversify from traditional crops to commercial crops.

6. Monitoring soil health and testing of nutrient level of soil samples collected from farmers' fields across the state.
7. Educating farmers on soil and water conservation technologies through implementation of Watershed Projects.
8. Undertaking measures to provide agricultural credit, crop insurance and help the farmers in getting remunerative returns for their produce.
9. Conducting surveys for collection and maintenance of a wide range of statistical and economic data relating to agriculture, required for development planning.
10. Removal of rural poverty, Improvement of nutritional standards and quality of life of the rural people.

Agriculture sector is important sector of the state economy as it employs 60% of the total workforce of the state while agriculture is practiced only in 10.29% of its geographical area. The terrain of the state is hilly and Jhum cultivation is also quite common in the state. The fragility of hilly ecosystem makes the agriculture much more challenging. The changing climatic scenario is also threatening the sustainability of the agriculture sector. Additionally, Agriculture Sector has also been identified as one of the major emitters of Green House Gases Due to intensification of agriculture, state is also loosing agrobiodiversity. Further, the state continues to be food deficient. However, the state is also committed to achieve the SDG goals as it is a national commitment and this includes food and nutritional security to all its citizen.

Therefore, the state will have to adopt a holistic approach to tackle these challenges to make not only agriculture agro-ecologically sustainable, productive, profitable but also address the issue of climate change and takes the state in the direction of achieving SDG goals more particularly goals related to food and nutrition security, addressing the issues of land degradation, biodiversity conservation and mainstreaming etc. This can be achieved if there is a policy document focussed on the agriculture sector in the state due to its peculiar geographical conditions, which not only looks at the present but also captures the future challenges and suggest comprehensive strategy to overcome them. Although policy formulation task has been assigned to the state Agriculture Department but the state do not have its policy on Agriculture as yet.

- **Objective of the Assignment:** The objective of this assignment is to come out with a comprehensive policy document for agriculture sector for the state.

4. Tasks to be performed:

As part of the study, the firm/consultant/ external agency shall

- Prepare a background note on need of state agriculture policy and current status of agriculture and allied sector in the state based on the data and information collected through secondary literature review, looking at various national/International and state policies having similar type of agroecology. The background note should also identify very comprehensively the importance of the agriculture sector in the state; the challenges faced by the agriculture sector at present and likely future challenges. The note should also include information on present programmes and schemes being implemented by the state to promote this sector, their efficacy vis a vis the present and future challenges and a comprehensive strategy to overcome these challenges in present and future.
- Share background note with different stakeholders including government departments, research institutions, farmers organizations and their representatives, input suppliers, market players, credit institution setc. and take their inputs/suggestions on the background note.
- Examine and analyse these inputs/suggestions and incorporate appropriately in the background note to make it more comprehensive and share the first draft of state agriculture policy with SPMU and NPMU for inputs and comments.
- Present the draft state agriculture policy before all the stakeholders, after incorporating inputs received from SPMU and NPMU for their further inputs /suggestions
- Incorporate these suggestions/inputs in the draft policy.
- Organize a workshop and present the document before all the stakeholders.
- Submit the final policy draft to SPMU and NPMU after incorporation of all the recommendations (if any) from the stakeholders.
- The study should be completed within a period of six months *wef* the date of contract agreement.

- ix. The study will be carried out under the direct supervision of the State Project Director, Green-Ag Project, SPMU, Aizawl.

The final report should be submitted to the State Project Management Unit, Aizawl.

5. Scope of Work:

Key activities and deliverables under the present assignment are detailed below. In general, the agency/consultant is expected to carry out the assigned tasks in a professional manner within the ambit of the aspects detailed out in the Results Framework of the Project Document.

- **Conduct inception meetings** with the contracting authority on the commencement of the project to review the process for conducting activities within the project, discuss the basis on which this work will be implemented and finalizing the work plan and timetable. The draft work plan and the report on the outcome of the inception meeting will be prepared by the consultant/agency and the same to be submitted within two weeks counting from the date of signing the contract.
- Design, prepare and test necessary questionnaires/schedules and other materials in consultation with SPMU and NPMU, if felt necessary for the present work.
- The agency must undertake review of national policies including developed & developing nations and also other states of India having similar agro-ecology for preparation of background note.
- The consultant should also keep in mind while developing policy that the agricultural policies and practices are critical for **building the resilience of agricultural landscapes and agriculture-based livelihoods to social-ecological shocks and stresses.**

For all the key activities under tasks to be performed and Deliverables mentioned above, the Agency/Consultant has to consult regularly with SPMU and NPMU.

6. Area of Work:

The consultant will work in the Mizoram state as the policy is intended for adoption by the agriculture department, Government of Mizoram.

7. Approach:

The agency must clearly outline the schedule of work, key staff deployment (with their area of expertise and years of experience), key stakeholders, detailed methodology, results and discussions, draft of a background note, draft of agriculture policy etc in its proposal and submit the same as desired.

8. Closeout Report:

The consultant is required to submit to the contracting authority a written closeout report, the report will be prepared to highlight the full array of work undertaken during the contracting period, clearly revealing the level of success and constraints in the methodologies that are used, the nature and the quality of stakeholder participation, limitations in the scope of the consultations and meetings also mentioning any potential constraints which are however anticipated in the deliverables effective application.

9. Expected Deliverables

The following chronological pattern are expected deliverable item; the same may be used for reporting format

1. Undertake Secondary literature review
2. Background note preparation
3. Undertake Stakeholder consultation
4. Finalization first draft of agriculture policy
5. Incorporation input from NPMU and SPMU
6. Present the draft state agriculture policy before stakeholders
7. Finalize the state agriculture policy based on the recommendation of the stakeholder

The deliverables will be developed, presented and adopted based on the table below

Deliverables	Timing (from contract signing date)	Payment
Undertake Secondary literature review	Two weeks	After completion the first instalment of 30% would be release
Background note preparation, inception report	Two weeks	
Undertake Stakeholder consultation	One month	30% will be release on completion
Submission of first draft of agriculture policy (with inputs from all stakeholders)	Two weeks	
Present the draft state agriculture policy before stakeholders	Two weeks	20% on completion
Submit final draft of State agriculture policy and close out report	One month	20% on completion

*Note: The total duration of the consultancy would be **four months** from the date of signing of the contract. Reports submitted to SPMU, Aizawl should be in electronic (on CD/DVD) and colour hardcopy formats (05 copies draft, 15 copies final versions). This should include all data, manuals etc. The fund available for conducting the studies/policy would be maximum Rs. 3,00,000 (rupees three lakhs only) including of all expenditure incurred for conducting meetings, dialogues and other official works related to the studies, printing, software copy, and other miscellaneous items (budget break up will be shared with the consultant)*

The consultant should submit reports (Utilization certificate) for subsequent release of fund in timely manner. Fund will be release only upon successful completion and acceptance of the work by SPMU and FAO as listed in the table shown above.

7. Reporting and ownership:

- All the reports should be submitted to the State Project Director, SPMU, Aizawl for review and feedback and recommendations. The final report should have the revisions, suggestions and recommendations incorporated.
- All data collected in printed and electronic form should be submitted to the SPMU along with the final report.
- The reports will be accepted subject to the approval by the National Project Management Unit, New Delhi
- Green Ag, FAO will be the absolute owner of the software/hardware and will have exclusive copyright. The agency shall not replicate or reproduce or use any software (or part thereof) developed or datasets used for this assignment without prior consent of the owner.

8. Data, Services and Facilities to be provided by the client:

- Make available all project documents, Results Framework, present Data base of Project etc.
- Facilitate cooperation by concerned district / block authority, line department & project staff during the course of field survey and preparation of the reports.
- The State Technical Coordinator, SPMU will act as a link among the SPMU, the agency and other relevant stakeholders and NPMU.
- The Agency will be responsible for all costs related to its assigned staff, including salary, allowance, field accommodation, travel, transport and logistic support.
- SPMU will review of the stages of the consultancy to ensure that the project/assignment is accomplished within the scheduled and agreed time period.

9. Qualifications of the Agency/ Firm and Key Personnel:

- The agency/firm should have prior and adequate experience not less than seven years in undertaking exhaustive desk research, preparing policy recommendations, well acquainted with the organizational structures of all the relevant State government department, well-versed with designing tools and preparation of such types of Reports for World Bank/Externally Aided projects/similar projects. The agency should submit a proof of experience for successfully handling such assignments.
- Any University/Institution/Consultancy firm/Consultant who have experience of working in the relevant field for not less than seven years in undertaking exhaustive desk research, preparing policy recommendations, well acquainted with the organizational structure of all the relevant State government department, well-versed with designing tools and handled the task with high standard of quality. A documented evidence is required to be submitted as proof of experience for successfully handling such assignments.
- The applicant should be familiar with the recent developments in the field of agriculture and allied sector, biodiversity, climate change, land degradation etc.

10. List of Key Professional Positions whose CV and experience would be evaluated:

The Agency is expected to provide a team of experts with relevant technical and professional qualifications including experience in conducting surveys, preparation of reports and on timely delivery of reports.

Position	Key Qualification / Experience
Principle investigator/ Team Leader	Post Graduate Agriculture/Environmental Science/Botany/Natural Resource Management or any relevant work with a minimum of 10 years of experience in agriculture sector. Preference will be given to Ph.D. degree holders. He/she must have knowledge of conducting desk research, undertaking stakeholder consultation, drafting reports etc.
Supervisors	He/she must be a graduate and have at least five (5) years of experience in supervising a team of field surveyors/investigators deployed for the purpose of field visit, data analysis, compilation etc for final report. He/she must have knowledge of conducting desk research, undertaking stakeholder consultation, drafting reports etc.

Note: Notwithstanding the qualifications to deliver the tasks listed above, the agency shall remain fully responsible to deliver the described project output.

- All findings, and all related documents, written inputs received from different stakeholders, proceedings of the stakeholder consultations, virtual meeting recordings etc. will be the property of the FAO, and publication of the abstract or whole in other platform will amount to infringement of the property of the FAO and is strictly prohibited without prior permission
- **How to Apply:**

The agency/Consultant has to submit proposals to the office of the undersigned within 14 days from the date of publication of advertisement through registered post/courier addressed to “The State Project Director, State Project Management Unit, Green Ag, FAO India, District Agriculture Office Building, Agriculture Department, Tuikual South, 796001, Aizawl”

Green-Ag, Mizoram Website: <https://faogreenag.mizoram.gov.in/>

Annexure 1

Format for Expression of Interest (EoI)

1.	Name of the organization	
2.	Address of registered office	
3.	Address of local/district office/Business office	
5.	Name of Contact person	
6.	Designation	
7.	Telephone	
8.	Fax	
9.	Email	
10.	Website	
11.	Registration details (number and date) of the Organisation	
12.	Income tax registration and PAN no. Details of the Organisation	
13.	Number of years of experience (within India)	
15.	Number of employees with professional field experiences (enclosed in separate sheet)	
16.	Full time, Professional manpower	Men _____ ; Women _____
17.	Full time, Non- professional manpower	Men _____ ; Women _____
18.	Please provide the following: <ul style="list-style-type: none"> • Copy of the Registration Certificate • Copies of certifications/testimonies, if any, of past work done by the Agency • Impact Studies or evaluation of the AGENCY's work in the recent past by an external AGENCY, if any • Number of Newspaper reports of the work of the AGENCY in the recent past, if any • Details of qualification, experiences and key competancies of professional and non-professional staff of the AGENCY. • Audit Report for the past 3(three) years 	
19.	(a) List of major projects carried out by the organization in the past three years, including in the North East region (in the State and nearby State) <ol style="list-style-type: none"> 1. Geographic location of projects (State) 2. Project awarded by 3. Total funding received/utilized for each project 4. Key objectives of the projects 5. Duration of the project and key activities undertaken (b) Mention in brief about experience of working MIS/ Baseline survey projects.	
20.	Submit a write up on the Agency, its evolution, founding philosophy, values, beliefs, vision, mission, approaches and strategies, activities, major achievements and plans for future.	

Please give the information as listed below.

- Give a detailed methodology for carrying out the assignment along with timelines.
- List out a tentative list of various stakeholders (with details such as department, designation, place of posting etc.) for consultations.
- Annotated outline of background note with details on aims, objectives, intended outcomes etc.
- Annotated outline of the draft agriculture policy for the State.

Shortlisting Criteria:

1. Experience of working in the relevant field
 - Number of years
 - Relevance of the field dealing with
 - Type of project implemented
 - Number of assignments undertaken
2. Curriculum Vitae detailing proven track records of designing schedule, survey method and data analysis and report preparation (to be submitted in separate sheet)
3. Compulsory experience in agricultural and its allied sectors
4. Expertise in collection of secondary data and their analysis
5. Quality of the plan proposed with milestones for the assignment of SPMU
6. Number of full time professionals/academic background for the assignment.
7. Total Annual turnover for the last three years.
8. Detail of research/survey conducted for the last 5 years.

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Outline for Background Note

1. General Agriculture scenario in the State
2. Definition and classification of farmers
3. Status of natural resources (land, water, bioresources etc.)
4. Status of biodiversity in the State (specific focus on agro-biodiversity and its conservation)
5. Land tenure, land holding size etc.
6. Markets, infrastructure and value chains
7. Post-harvest facilities
8. Livelihood dependency on agriculture and allied sectors
9. Gender and indigenous communities (their role and dependency on agriculture)
10. Agriculture research and extension (includes agriculture and allied sectors)
11. Self-sufficiency of State in terms of agriculture production
12. Major threats to agriculture and allied sectors in the state
13. Disaster management and insurance
14. Information and communication technology
15. State and Central Government initiatives for agriculture and allied sectors
16. Major programmes and policies (being implemented in the state for agriculture and allied sector)
17. Need for State agriculture policy
18. Research Methodology (including information on data collection methods, selection criteria for data collection, data analysis)

Bibliography/Reference (Provide all the sources of the data and information which are used/ referred during the drafting of the background note)

Annexure [Data sources, level of data, frequency of data publication, survey questionnaire etc.]

Outline for Draft Agriculture Policy

Table of contents

Abbreviations and Acronyms

List of Tables, Figures etc.

Measurement and Units

Glossary (Description of important locally used terms)

Acknowledgements

Summary

1. Introduction
 - a. Need for agriculture policy in the State
 - b. Vision of the agriculture policy
 - c. Objectives of agriculture policy
2. Farmers in the State
 - a. Definition
 - b. Special categories of farmers (tribal farmers, pastoralists, plantation farmers etc.)
3. Status of Agriculture in Mizoram
4. Natural resources in Mizoram
 - a. Land
 - b. Water
 - c. Livestock
 - d. Fisheries
 - e. Plant
5. Biodiversity richness of State (Agrobiodiversity and its conservation)
6. Land tenure issues
7. Production and productivity
 - a. Land
 - b. Water management
 - c. Seeds
 - d. Fertilizers
 - e. Crop management
 - f. Crop Protection

- g. Farm mechanization
 - h. Agri-waste management
- 8. Livestock and fisheries
- 9. Support services
 - a. Agricultural biosecurity and agrobiodiversity conservation
 - b. Agrometeorology
 - c. Climate Change
 - d. Inputs and services including seed banks
 - e. Credit and insurance
 - f. Cooperatives
 - g. Extension and training
 - h. Research
 - i. Social security
 - j. Agricultural prices, marketing and trade
 - k. Marketing integration with processing and value chain
 - l. Information and communication technology
- 10. Special farming categories:
 - a. Organic Farming/ Natural farming
 - b. Integrated farming
 - c. Protected Agriculture
- 11. Genetically modified cropsSpecial Areas in the State
 - a. Mega Biodiversity areas
 - b. Distress hotspots
- 12. Role of women and indigenous communities
- 13. Operationalization of the policy

Award of contract

1. Shortlisted firm/consultant will be contacted by telephone/email. The date and place for interview will be notified to them.
2. Interview will be in the form of power-point presentation, the expert panel constituted to evaluate performance of firm/consultant will be formed under the chairmanship of the State Project Director, SPMU from time to time. A representative from NPMU will be part of the expert panel constituted for selection of the agency. The decision of the committee will be final and no communication will be entertained before or after the interview with the expert panel.
3. The firm or consultant need to make a presentation to the expert panel with minimum of 15 slides with details on the following (but not limited to).
 - Previous work experience.
 - Detailed methodology for carrying out the assignment along with timelines.
 - List out a tentative list of various stakeholders (with details such as department, designation, place of posting etc.) for consultations.
 - Annotated outline of background note with details on aims, objectives, intended outcomes etc.
 - Annotated outline of the draft agriculture policy for the State.
 - Details about the team members who will be undertaking the work.
4. The duration of the presentation may be 15-20 minutes.
5. No TA/DA will be admissible for attending the interview.

The following format will be used to evaluate the competency of the firm/consultant for award of contract.

Sl no	Evaluation	Point score			
		Poor 1-5	Good 6-10	Excellent 11-15	Point
1.	Prior work experience				
2.	Knowledge about the current assignment				
3.	Strength of presentation				
4.	Prioritization				
5.	Technical skills				
6.	Verbal communication skill				
7.	Professional demeanour				
	Total point score				