

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, CUTTACK
At/ Po:-Jagatpur, District:-Cuttack, Pin:-754021, e-mail:- ddactc.dag@od.gov.in

Letter No. 2967

Date: 22.05.2026

Expression of interest (EOI) for engagement of Field Level Facilitating Agency at Block Level under Crop diversification Programme in Mega Lift Irrigation Projects 2026-27 of Govt. of Odisha w.r.t DA & FP letter no. 41136 dt 29.11.2025

Expression of interest is invited by the Chief District Agriculture Officer, Cuttack from the experienced and interested organizations/ Agencies / Local NGOs for engagement of Field Level Facilitating Agencies **for Badamba and Narsinghpur Block** of Cuttack District under Crop Diversification Programme in Mega Lift Irrigation Projects 2026-27. Interested organizations/agencies/ local NGOs are required to submit the EoI in sealed envelopes super scribed as "Application for engagement of Field Level Facilitating Agency under Crop diversification programme in mega lift irrigation project of Cuttack district 2026-27 for Badamba and Narsinghpur Block" as per enclosed application format by registered/Speed post. Proposals in e-mail would not be entertained in this regard. The EOI should be addressed to office of the Chief District Agriculture Officer, Cuttack At/Po-Jagatpur Pin-754021. Last date for receipt of EoI is Dt. 02.06.2026 upto 5.30 P.M. and the applications shall be opened on Dt.05.06.2026 at 12.00 A.M. at Office chamber of the CDAO, Cuttack in presence of authorized signatory and representatives. The application form and detail terms & conditions are available in the official website of (<https://Cuttack.odisha.gov.in>)

The authority shall not be responsible for any sort of postal delay and the EoI received beyond scheduled date and time shall not be entertained and out right to be rejected. The authority reserves the right to cancel/reject any or all the EOI without assigning any reason thereof.


Chief District Agriculture Officer,
Cuttack

**MODEL DRAFT EOI FOR SELECTION OF
FIELD LEVEL FACILITATING AGENCY UNDER CDP-
MLIP 2026-27**

N. B.: The Model draft Eoi must be approved in the District Level Monitoring Committee under the Chairmanship of the Collector & District Magistrate and may be modified as per the local situation before floating.

Expression of interest for engagement of Field Level facilitating agency at Block level for implementation of Crop diversification programme under Mega lift Irrigation Projects, 2026-27.

Government of Odisha has initiated Crop Diversification Programme in different districts including Mega Lift Irrigation Ayacut Areas. Crop Diversification is one of the focus areas of the State Agriculture Policy – 2020, SAMRUDHI. Crop Diversification program in Mega Lift Irrigation Projects has been implemented by Department of Agriculture & Farmers Empowerment, Govt. of Odisha with an objective to diversify upland and medium land paddy areas to non-paddy crops under the ayacut & periphery areas of mega lift irrigation projects. Directorate of Agriculture & Food Production (DA&FP), Department of Agriculture and Farmers Empowerment (DA&FE), Govt. of Odisha intends to implement the program in (Cuttack) district during Rabi 2026-27 with following objectives:

1. Diversification from paddy to non-paddy crops with focus on pulses & oilseeds and Horticultural crops in upland/medium land in Kharif & Horticultural Crops during Rabi.
2. Improving soil health through promotion of crops with heavy biomass and less chemical Input requirement.
3. Integration with livestock and fisheries.
4. Inclusion of produce of non-paddy crops in different Government schemes such as PSS, ICDS, MDM, PDS and ST/ SC Welfare hostels.

Roles and Responsibilities of Field Level Facilitating Agency (FLFA)

Field Level Facilitating Agencies (FLFA) shall have the following roles and responsibilities for smooth implementation of the programme.

1. FLFA will help the AOs/ VAWs/HEWs for selection of beneficiaries under this programme.
2. The FLFA will create awareness among farmers and motivate the farmer for adoption and cultivation of different non paddy crops through diversification during Kharif Season and cultivation of Vegetables through diversification during Rabi season in ayacut areas of the mega lift irrigation projects in the Block.
3. The selected FLFA will create awareness among the farmers regarding benefits to of Crop diversification from paddy to non paddy crops in upland and medium lands (Both Kharif & Rabi based on feasibility) in MLIPs.
4. The staff of FLFA will help the concern BTT / CDAO for documentation/Photographs.
5. The FLFA will be liable to RTI.
6. Block level officials of line departments BTT shall support and monitor the FLFA in the Project implementation.
7. The FLFA will perform any other work as assigned by the higher authority and as per the operational guideline/Modalities of CDP-MLIP program.

Scale and duration:

The project will be implemented as a part of the initiative of Department of Agriculture & Farmer Empowerment, Government of Odisha in for the financial year 2026-27, renewable on satisfactory performance of the selected Field Level Facilitating Agency. Details of target area and clusters under CDP-MLIP for 2026-27 in which FLFAs to be selected are intimate later.

Fund Flow Mechanism:-

1. An amount of Rs.200/- per ha will be given as remuneration to FLFA based on the area achieved through diversification of paddy areas to non paddy crops during Kharif & cultivation of vegetable through diversification during Rabi season.
2. The release of fund to FLFA shall be in consultation with AAO/BAO and concerned district level scheme officer after certifying the performance.

Eligibility Criteria:

- Any active organization/Agency/Local NGO working inside the district preferably from blocks where CDP will be carried out will be selected as Field Level Facilitating Agency for implementation of the programme.
- The members of FLFA must be literate, can read and write Odia and have a basic understanding of mathematical calculations.
- The FLFA must be willing to agree to the terms led down and signed in the agreement.

The Mandatory criteria to be selected as FLFA are as follows:-

1. Should be legally registered under Society/Trust/ Company act.
2. Should provide a self-attested copy of registration, PAN card.
3. Should not have been blacklisted by Government of India, Government of Odisha, other government agencies and any Indian or international donor and provide a self-declaration by the authorized representative to this effect.
4. Should have last 3 years' audited Balance Sheet and Financial Reports submitted to the concerned regulatory authorities.
5. The chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
6. Should not have more than one-third of the Governing Body members related to each other and no staff members related to each other should be supervising each other.
7. Must have worked with any of the government program related to agriculture, NRM, water management, farmer's organization in a substantial way.
8. One Organization/agency is eligible for applying for one Block only.

The format of EOI is given in **Annexure-A** and Organizations need to apply in the specified format only. Copies of the following documents need to be submitted along

with the EOI form. If any documents not submitted by the agencies, the application will be rejected.

- Registration certificate of NGO
- Audited statement of accounts for last three years 2022-23, 2023-24 & 2024-25.
- Annual Report last 3 years 2022-23, 2023-24 & 2024-25.
- Fixed asset position including its present value and location.
- Profile of professional staff of the organization.
- MoU / agreement / any documentary evidence of working for Govt. or special projects or Govt. undertakings for implementing drought resilient agriculture activities of last three years only 2022-23, 2023-24 & 2024-25.
- Address of head and field offices.
- Undertaking towards not blacklisted in the past.

All the documents should be self-attested.

1. Process of Selection:

Stage1: Short listing of at least two applications from the received applications after assessment by screening committee on the basis of scoring.

Scoring Details (Stage-1)

Sl No.	Scoring details	Mark obtained
1.	The organization involved in the designated Block	10 Mark
2.	The organization having at least 3 years experience in CDP MLIP	1-2 years – 10 Mark >2 years - 20 Mark Total mark - 20 Mark
3.	The organization having technical staff Bsc. / Bsc (Ag.) Qualification	Bsc. -10 Mark Bsc. (Ag.) -20 Mark Total mark - 20 Mark
		Total – 50 Mark

Out of 50 marks the organization scoring at least 30 marks shall be eligible for Stage-2 evaluation(Relevant documents should be attached).

Stage - 2 : The Presentations (Maximum mark is 30 marks) by shortlisted organizations before "District Level & monitoring Committee under chairmanship of Collector & District Magistrate or appointed representative". will be followed by the field visit marks as per the details given below:-

Sl No.	Scoring details	Marks
1.	Past experienced of the bidder (Organization background / Joining & current achievement for ongoing project details preferably with the Agriculture department.	10 Marks
2.	Understanding the support of the project	10 Marks
3.	Road map/ action plan of the project in the designated block	10 Marks
Total		30 Marks

Stage-3 Field visit (Maximum mark is 20 marks) by members of selection committee will be conducted for final evaluation.

The organization having highest score out of 100 marks shall be selected as the FLFA.

One Organization per Block will be selected as Field Level Facilitation Agency (FLFA) by the DLMC committee through presentation and field visit. Selected FLFA will be approved by the Collector & District Magistrate. Organization selected as Facilitating Agency will submit all relevant documents for verification.

After completion of selection of FLFA, MoU will be signed between CDAO, and selected FLFA.

Annexure-A

Expression of interest for engagement of Field Level facilitating Agency at Block level for implementation of Crop diversification programme under Mega lift irrigation projects

Details of the Organization:

1. Introduction

- a. Name of the Organization:
- b. Acronym of the organization, if any-
- c. Address of the Organization
 - i. Mailing/Correspondence office:
 - ii. Visiting office
- d. Contact Person
 - i. Name-
 - ii. Designation/Title-
 - iii. Telephone No-
 - a. Landline-
 - b. Mobile-
 - c. E-Mail-
 - iv. Address if different from (c)

2. Identity/Legal Status

a. Is the Organization Registered-YesNo

b. If yes-

Under Society Act Under Trust Act

Under Company Act (Section 25)

If Anyother, Please Specify

c. Year of Registration-

d. Since how long it is operational(No of years)-

e. Operational area of the Organization

(Please indicate the number) State(s)-

District(s)-

Block(s)-

Village(s)-

f. Whether Organization is registered under FCRA-YesNo

g. Whether it is registered under income tax-YesNo

Management/Administration:

- a. Briefly mention administrative setup below chief executive (Flow Chart)
- b. Are roles and responsibilities of staff clearly defined-YesNo
- c. Are staffs issued with letters of appointment/Contract- YesNo

4. Financial Management:

- a. Whether accounts are audited by external auditor-YesNo
- b. Do you have system of internal control? YesNo
- c. If yes, specify
- d. What financial statements are prepared at Organization:

Balance Sheet Receipt/Payment

Income/ Expenditure

Others (please specify)

Financial particulars of the agency:

Financial Year	Turnover from professional services	Turnover from other activities	Total Turnover	Income tax return filed(Yes/No)
2022-23				
2023-24				
2024-25				

*Attach copies of receipt and payment, income and expenditure and balance sheet for these years

** Please attach last three assessment years income tax return receipt (Please attach Xerox copies of PIN and TIN certificate.

Audited balance sheet of the agency:

Financial year	Audit of balance sheet(Yes/No)	Remarks
2022-23		
2023-24		
2024-25		

5. Personnel/Staff(Current status)

- a. Total numbers of staff-
- b. No of technical/Professional staff(M/F) Please specify-

Details of Technical/Professional staff

Name	Position	Engaged since(Year)	Qualification

6. Work Experience

a. Please share your Organization experience on Agriculture & allied activities in the Block for last 3 years

Activity	GP	Block	Crop	Year	Donor/ Client	Area coverage in Ha.	Coverage of HHs (in Nos)

I declare that all the information given above is true and correct.

Signature & Seal of the Competent Authority