



ଜିଲ୍ଲା ମୁଖ୍ୟ କୃଷି ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ : ସୁନ୍ଦରଗଡ଼
OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER: SUNDARGARH

କୃଷି ଓ କୃଷକ ସଶକ୍ତିକରଣ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର
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Expression of Interest (EOI) of NGO for implementation of the programme on WSHG /FPO/Agril. Entrepreneur on value addition of Jute & Jute Diversified products under the scheme under IAP Non paddy crops Jute, Mesta & Sunhemp for the year 2025-26

Expression of Interest is invited by the Chief District Agriculture Officer, Sundargarh from the experienced and Interested NGO for implementation of the programme on WSHG/FPO/Agril Entrepreneur on value addition of Jute & Jute Diversified products under the scheme FLD under IAP Non paddy crops Jute, Mesta & Sunhemp for the year 2025-26 will be conducted in Gurundia Block Interested NGO/WSHG are requested to submit their Expression of Interest (EOI) in sealed envelope super scribed as application for engagement as NGO for implementation of the programme on WSHG/FPO /Agril. Entrepreneur on value addition of Jute & Jute Diversified products under the scheme under IAP Non paddy crops Jute, Mesta & Sunhemp for the year 2025-26 for Sundargarh District by registered /speed post The proposals in Email would not be entertained in this regard. The Expression of Interest (EOI) should be addressed to the office of the Chief District Agriculture Officer, Sundargarh. The last date for receipt of EOI is 13.01.2026 up to 01.00 PM and the same shall be opened on the same day on 13.01.2026 at 3.30 PM in presence of authorized signatory and representative. The authority shall not be responsible for any sort of postal delay and the EOI received beyond scheduled date and time and shall have out right to be rejected. All the required documents or information must be enclosed in the Expression of Interest (EOI) which will be taken account of. Furnishing of any required documents or information during the opening will not be entertained. The authority reserves the right to cancel /reject any or all the EOI without assigning any reason thereof. The details of guideline of the above item are enclosed for your reference

Chief District Agriculture Officer
Sundargarh

SOP to be followed during Capacity Building & Skill Development Training
Selection of Beneficiaries

- The skill development training will be given to a group consisting of 20 WSHG members under 18 to 50 years with an aim of women empowerment and doubling farmers' income through value addition
- The selection of the members for the training will be made from WSHG members/ IPOs who are interested in Jute cultivation, processing & value addition through diversified jute products.
- The VAWs/ AOs of the block/district will select trainees list in consultation with PRI members and NGOs of the block / districts
- The list so selected must be approved by the CDAO/Collector of the district

Agency Selection:

- The training will be given to trainees for a period of 30 days by an experienced NGO which must possess a similar kind of experience (must not be less than 5 years) of conducting training and working on value added Jute & Jute diversified products.
- Additionally, the NGO must be empanelled by jute diversified product related govt. institutions like NJB, JCI etc
- The selection of the NGO for imparting the training will be made at district level by the CDAO following due codal procedures on procurement of agencies.

Method of Selection:

- The selection method will be based on floating of EOI for engagement of NGO for implementation of the training programme which needs to be uploaded in e-advertisement, which will be done by CDAO at district level following due codal procedures.

Execution of Programme:

- After the selection of NGO, the memorandum of understanding (MOU) in between CDAO & NGO should be made regarding mode of operation, cost norms of the training before conducting the training.
- The course module prepared by the agency must be submitted to the CDAO at priority level before the onset of training. After proper scrutinization at CDAO level, the course module will be finalized. The course module must include the below listed points alongwith the table of contents attached below:

1. Inauguration session- In this session the participants will be provided with the basic knowledge about the jute diversified products and manufacturing process and the functional aspect of all the machineries.
2. Session covering details understanding on jute yarns, fabrics, weaving, knitting techniques, product modification, cost analysis for marketing
3. Valedictory session including certificate distribution.
4. Sessions relating to formation of PG (Producer Group), so that the SHG Member can engage themselves for ensuring their financial sustainability even after the training gets completed. This must be kept as top priority session since the whole output of the training depends on women empowerment

PRACTICAL	THEORY
1. Safety precaution in the Workshop of the person and the machine. Concept of basic measurement in inch and centimetre	1. Introduction to Jute Handicrafts and Yarns
2. Demonstration of Handling of equipments like Frames.	2. Identifying the scope of Jute handicrafts.
3. Familiarization with tools and equipment. Preparation of handmade tools and equipment	3. Brief introduction to various Markets of Jute Products.
4. Selection of raw material. Material use of Different size of Jute Yarns. Raw Jute	4. Introduction to Marketing strategies. Quality concept
5. Preparation of Jute Banni from Raw Jute	5. Concept on identification of different raw jute yarns. Concept of different types of braiding and knots
6. Preparation of Decorative items like Door Screen, Table Mat, Wall Hanging etc..	6. Brief introduction on different designs of Jute Products
7. Preparation of Utility items like Marketing Bags, Ladies bags, Jhula, Water bottle cover, magazine and News Paper holder etc.	7. Introduction to understanding market demand and supply.
8. Use of matching colour on the Jute product	8. Ideas of various Govt schemes for Self-Employment available for Jute products

- The master trainer selected for the training purpose must possess relevant training certificate & must have a valuable experience with new insights & ideas.
- The NGO should record the details of each day wise training session as imparted by the master trainer/resource person in a separate register.
- The inaugural session, day wise training activities & the valediction session videos along with photographs will be properly documented by the NGO & accordingly two sets will be prepared by them for submission to districts & in turn the district will submit state (ADA (Fibre)) office.

Expected Outcome

On successful completion of training trainees should be able to make braided Jute products.