



The Agricultural Promotion & Investment Corporation of  
Odisha Ltd. (APICOL)

Plot no 326, Baramunda, Bhubaneswar, 751003

Tel No.-0674-2354125

Website: [www.apicol.nic.in](http://www.apicol.nic.in)

Email: [apicol96@yahoo.com](mailto:apicol96@yahoo.com)



Advertisement No- 1675

Date- 02-05-2023

**Empanelment of State Resource Persons (SRPs), Block Resource Persons (BRPs) & Training Coordinators (TCs) for training of Agri-Entrepreneurs (AEs) under Agriculture Entrepreneurship Promotion Scheme (AEPS)**

Applications are invited from eligible Resource Persons in the field of Agriculture, Horticulture, Veterinary, Fishery, Agribusiness, Agri- Marketing, Banking, Finance, Rural Development and allied disciplines for engagement as Empanelment of State Resource Persons (SRPs), Block Resource Persons (BRPs) and Training Coordinators (TCs) for training of Agri- Entrepreneurs (AEs) under Agriculture Entrepreneurship Promotion Scheme (AEPS). The prescribed application form and detailed ToR can be downloaded from APICOL website i.e., [www.apicol.nic.in](http://www.apicol.nic.in). Any further information with respect to this advertisement can be obtained from APICOL website. Complete application form along with self- attested copies of testimonials may sent through mail Id- [resource.aeps@gmail.com](mailto:resource.aeps@gmail.com) or Speed Post/ Registered Post/ Courier to the undersigned before 31.05.2023, 05.00 PM super- scribing on the envelope "Application for SRP/ BRP/ TC under AEPS."

The address for sending the application is-

"The Agriculture Promotion & Investment Corporation of Odisha Ltd. (APICOL)  
Plot No.- 326, Baramunda, Bhubaneswar- 751003, Odisha."

Sd/-  
Managing Director

*P*  
*29.4.23*



## **Application for SRP/TC/BRP Empanelment**

To,

The Managing Director  
The Agricultural Promotion & Investment  
Corporation of Odisha Limited (APICOL)  
Bhubaneswar, 751003

**Subject: Empanelment as SRP/TC/BRP - \_\_\_\_\_**  
*(please write name of thematic area for which applying as per clause 8 in ToR)* **under**  
**Agriculture Entrepreneurship Promotion Scheme (AEPS)**

Dear Sir,

1. I have read all the terms & conditions of ToR for empanelment of State Resource Person/Training Coordinator/ Block Resource Person under AEPS
2. I am submitting the Credentials/Information as per requirement of ToR and this application form. In case you require any further information in this regard, I agree to furnish the same.
3. Supporting documents as per the checklist provided has been enclosed with this application.
4. The details mentioned in this application and CV is best to my knowledge. In future if any of this information mentioned in the application is found incorrect, then I understand that my all type of engagement with APICOL will be terminated and appropriate action can be taken against me.

Thanking you,

Yours faithfully  
(Signature with name & address)

Date :

***Note: If applying for more than one thematic then separate application has to be submitted for each theme.***



**CV Format**

Name :

Father /Husbands Name :

Date of Birth :

Gender :

Phone No. :

Email Id. :

Permanent Address :

Correspondence Address :

Name of the thematic area applied for :

Empanelment/membership with category (if any) under NRLM/ SRLMs/ NIESBUD/EDIs (or any similar institutes) :

Education Details :

Passport Size Photograph
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Sl.No.	Qualification	Institution/University Name	Year of Passing (DD/MM/YY)	Percentage
1	PhD			
2	Post- Graduation			
3	Graduation			
4	Higher Secondary (12 <sup>th</sup> )			
5	SSC (10 <sup>th</sup> )*			
6	Diploma / Any other			
7	Others.....			

**Total Experience Details:**

Organization Name	Designation	Nature of Employment (Full time/Part time)	From (DD/MM/YY)	To (DD/MM/YY)	Total (Years)

**Total Relevant (in applied thematic area) Experience: (out of total experience)**

Organization Name	Responsibilities	From (DD/MM/YY)	To (DD/MM/YY)	Total (Years)
	1)			
	2)			



**Total Experience in training /project implementation and capacity building of farmers: (out of total experience)**

Organization Name	Responsibilities	From (DD/MM/YY)	To (DD/MM/YY)	Total (Years)
	1) 2)			

**Details of Awards Received (if any):**

Name of the Award	Awarding Body	Year

**Any other Memberships /Achievements, Please mention in the space below:**

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**Please describe in the space below, how you would contribute to taking the programme forward based on the expected deliverables in ToR.**

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**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge and I understand that I subject myself to disciplinary action in the event that the above information is found to be falsified.

**Name** : \_\_\_\_\_

**Signature of the Applicant** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Place** : \_\_\_\_\_



## **Document Checklist for Submission with Application Form**

- 1) All Educational Certificates (as per the ToR) from 10<sup>th</sup> to PhD.
  - 2) All Experience Certificates
  - 3) All membership/empanelment proof
  - 4) Identity Proof (AADHAAR/Voter Id/DL/PASS PORT)
  - 5) PAN card (to be submitted after empanelment)
  - 6) Bank Details (to be submitted after empanelment).
  - 7) Passport Size Photograph - 2 No.
  - 8) All the documents submitted have to be self-attested
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**The Agriculture Promotion & Investment Corporation of Odisha Ltd.  
Baramunda, Bhubaneswar-751003, Odisha**

**Terms of Reference (TOR) for Empanelment of State Resource Persons, Training Coordinator & Block Resource Persons for Agriculture Entrepreneurship Promotion Scheme (AEPS)**

**1. About APICOL**

The Agricultural Promotion & Investment Corporation of Odisha Limited (APICOL) was incorporated on 01-03-1996 with the intention of bringing enterprise into agriculture as envisaged in State Agriculture Policy 1996. It started functioning since 01-06-1996 with the sole objective of promoting agri-business including agro-based industries/ food processing industries as well as establishment of commercial agriculture/ horticulture/ animal husbandry/ fisheries units. In broad terms APICOL promotes investment in Agriculture and allied sector.

**2. Agriculture Entrepreneurship Promotion Scheme:**

APICOL is the implementing agency for Agriculture Entrepreneurship Promotion Scheme (AEPS) which aims to promote 1000 Agri-entrepreneurs (AE) in 40 tribal blocks of Odisha covering 12 districts. The candidates selected following due procedures of selection will be trained for 54 days. After successful completion of training, AEs will be incubated to establish their enterprises. APICOL will empanel State Resource Persons (SRPs), Training Coordinator (TCs) & Block Resource Persons (BRPs) to impart the impactful training at different levels for accomplishing the tasks.

**3. Brief of Training Architecture:**

Each AE will go through 54 days training under the scheme, which includes;

- i) Foundation course- Residential training of 24 days comprising of; Entrepreneurship Motivation Training, Basics of business planning, Exposure to enterprises, Post exposure learning integration, Understanding livelihoods, Basics to agriculture, livestock, market etc. The trainees will undertake an inter phase assignment for feasibility framework study in their respective area.
- ii) Trade specific Training- Residential training 14 days on trade chosen by Agri-entrepreneur. It would include Package of Practices (POP), Business planning, Trade specific exposure, Government schemes and applications etc.

On successful completion of above 38 days of training, the trainees will get a certificate on Agri-entrepreneurship.

iii) On- field hand holding-Thereafter, each AE will get 16 trainee days of on- field hand holding support during incubation and performing stages.

#### **4. Resource Person to be Empanelled under AEPS**

##### **4.1. State Resource person**

A State Resource Person (SRP) is a qualified, experienced, and resourceful person having expertise in any one or more thematic areas like – Institution Building, Capacity Building, Financial Inclusion, Livelihoods, Convergence, Leadership Management, Vision Building etc. or any new thematic area as and when it is introduced. The State Resource Person will provide training to Agriculture Entrepreneurs under Agriculture Entrepreneurship Promotion Scheme. The SRP will be empanelled under A, B, C and D categories based on evaluation of their educational qualification, experience, and achievements as per classification at point no-6.

##### **Scope of Work for SRP**

- State Resource Persons are to coordinate with APICOL as well as Training Institutes to conduct the training of AEs as per the specified Training schedule.
- The SRP will conduct the training of Agri entrepreneurs in accordance with the approved training manual.
- The SRP will conduct the training of Agri entrepreneurs to impart knowledge, skill and attitude required for entrepreneurship.
- The SRP will deliver the training following a participative approach in which the trainees should feel involved, and the approach must consider adult learning processes.
- The SRPs will conduct TOT for other Resource persons as and when required.
- SRPs will help APICOL in developing Training tools/demonstrations plan for effective hands-on training
- SRP will uphold the processes laid out and updated time to time in the Operational guidelines of the scheme.

## **4.2. Training Coordinator**

A Training Coordinator (TC) is a qualified, experienced and resourceful person having expertise in any one or more thematic areas like – Institution Building, Capacity Building, Financial Inclusion, Livelihoods, Convergence, Leadership Management, and Vision Building etc. The Training Coordinator will facilitate training to Agriculture Entrepreneurs by coordinating with SRPs, Training Institutes and APICOL for smoother implementation of training. The TC will be empanelled under C and D categories based on evaluation of their educational qualification, experience, and achievements as per classification at point no-6.

### **Scope of Work for TC**

- The Training Coordinator will be responsible for coordination of training programmes to be conducted at different Training Institutes. They are to look after the exposure visits of AEs.
- Training coordinator will facilitate the training sessions as and when required.
- Training coordinator will facilitate sessions on learning capitulations of the trainees.
- Training coordinator will arrange all the training logistics such as lodging/boarding as per the plan of training.
- Other related works involve feedback collection from training participants, ensuring timely assessment of resource persons, and learning of training participants, conflict handling among participants, day to day reporting of progress of training to APICOL.
- Training Coordinator will uphold the processes laid out and updated time to time in the Operational guidelines of the scheme.

## **4.3. Block Resource Person**

A Block Resource Person (BRP) is a qualified, experienced, and resourceful person having expertise in any one or more thematic areas like – Institution Building, Capacity Building, Financial Inclusion, Livelihoods, Convergence, Leadership Management etc. or any new thematic area as and when it evolves. The Block Resource Person will provide on-field training & hand holding support to Agriculture Entrepreneurs under Agriculture Entrepreneurship Promotion Scheme at Block level. The BRP will be empanelled under E category as per classification at point no-6.



### **Scope of Work for BRP**

- BRP will ensure hand holding support to entrepreneurs at block level.
- BRP will conduct convergence planning for asset creation of AEs & help them in building functional relationship with the line departments.
- BRP will facilitate credit linkage of entrepreneurs with financial institution
- BRP will ensure fortnightly meetings of entrepreneurs at block level and establish networking among them.
- BRP will ensure monitoring of scheme at block level in accordance with scheme modalities and strengthen the monitoring mechanisms.
- BRP will regularly report the progress of project to APICOL.
- BRP will uphold the processes laid out and updated time to time in the Operational guidelines of the scheme.

### **5. Key deliverables of the Resource Persons**

- Imparting training to Agri-entrepreneurs.
- Developing contents for various training programs.
- Developing different tools for bringing efficiency in delivery of training.
- Conduct Training of Trainers (TOT) programmes for Resource Person in different thematic areas.
- Any other technical support sought by APICOL with respect to entrepreneurship development.
- Demonstration and on field hands on training in the respective thematic areas.

### **6. Resource Person: Eligibility criteria and Category Details:**

The resource persons will be empanelled in following categories basing on their declarations made regarding educational qualifications, experience and achievements followed by an interview.

The Resource persons, viz:

- I) SRP are categorized as A, B, C and D
- II) TC are categorized as C, D
- III) BRP as E category

The detailed eligibility criteria for the Resource Persons of all the categories are mentioned below:

<b>Eligibility criteria for different categories of State Resource Person and Training Coordinator</b>				
<b>Category</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Educational Qualification	Graduate from recognized Universities/ Institutes			
Field of experience	Rural Development/Women Empowerment/ Livelihoods/Agri Business/Agri-Marketing/ Capacity Building/Financial Inclusion/Social Mobilization /Institution Building/Tribal Development/RBI/ NABARD/ Bank/HR/ Finance			
Age	Up to 70 years for A, B & C categories			Up to 50 years for D category
Work Experience in Training /Project Implementation	Minimum-5 years for A and B categories		Minimum-3 years for C categories	Minimum-1 year for D categories

<b>Eligibility criteria for Block Resource Person (Category E)</b>	
Educational Qualification and Experience	<p>Graduate in Agriculture and allied sciences with minimum 1 year of post qualification experience in training and capacity building in Govt./NGO/Corporate Social Responsibility (CSR)</p> <p style="text-align: center;">Or</p> <p>Diploma in Agriculture or allied sciences with minimum 2 years of post-qualification experience in training and capacity building in Govt./NGO/Corporate Social Responsibility (CSR)</p> <p style="text-align: center;">Or</p> <p>Graduate in any stream with minimum 5 years of relevant post qualification experience in training and capacity building in Govt./NGO/Corporate Social Responsibility (CSR).</p> <p style="text-align: center;">Or</p> <p>Postgraduate in Rural Management/Agri-business Management/Social work/Forest Management or equivalent from a recognized institute with minimum 2 years of relevant post qualification experience in training and capacity building in Govt./NGO/Corporate Social Responsibility (CSR).</p>
Other skills/competencies	<ul style="list-style-type: none"> <li>• Good training skills</li> <li>• Competency in usage of IT tools including MS Office suite.</li> <li>• Working knowledge of accounts and bookkeeping</li> </ul>

	<ul style="list-style-type: none"> <li>• Good at community mobilization</li> </ul>
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**7. Domain wise eligibility criteria for application of State Resource Persons and Training Coordinators along with indicative experience in the profession**

**7.1. Domain: Entrepreneurial Motivation, Business Planning, Agri-business, Agri-marketing & Training Coordinator**

S. No.	Category	Eligibility criteria with respect to position held	Experience
1	A	<ul style="list-style-type: none"> <li>• RD/RM/Agribusiness professionals</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Professor/Associate Professor from RD/RM/Agribusiness institutes</li> </ul>	More than 10 Years
2	B	<ul style="list-style-type: none"> <li>• RD/RM/Agribusiness professionals</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Assistant Professor RD/RM/Agribusiness institutes</li> </ul>	7-10 years
3	C	<ul style="list-style-type: none"> <li>• RD/RM/Agribusiness professionals</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Assistant Professor from RD/RM/Agribusiness institutes</li> </ul>	5-7 years
4	D	RD/RM/ Agribusiness professionals in the field of - Institutional building, Community cadre development, social audit process, Business Planning and accounting, Leadership development	2-5 years

**7.2. Domain: Livelihoods –Agriculture/ Livestock/Fishery/Horticulture**

S. No.	Category	Eligibility criteria w.r.t. position held	Experience
1	A	<ul style="list-style-type: none"> <li>• Practitioners/Professionals/Consultants in concerned field</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Director /Vice-chancellor/ Dean of the university/ college of concerned institutes</li> </ul>	More than 10 Years

		<ul style="list-style-type: none"> <li>• Senior Scientist– Agriculture/ ARD/ Fishery/ Horticulture</li> <li>• Professor/Assistant Professor in concerned institutes</li> <li>• Government official in related Department</li> </ul>	
2	B	<ul style="list-style-type: none"> <li>• Practitioners/Professionals/Consultants in concerned field</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Junior Scientist - Agriculture /Veterinary/Horticulture/Fisheries</li> <li>• Assistant Professor in concerned institutes</li> <li>• Government Official in related Department</li> </ul>	5-10 years
3	C	<ul style="list-style-type: none"> <li>• Practitioners/Professionals/Consultants in concerned field</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Junior Scientist - Agriculture /Veterinary/Horticulture/Fisheries</li> <li>• Government official in related Department</li> </ul>	3-5 years
4	D	<ul style="list-style-type: none"> <li>• Practitioners/Professionals/Consultants in concerned field</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Postgraduate in concerned discipline with prior experience in conducting training</li> <li>• Junior Scientist - Agriculture/ Veterinary/Horticulture/Fisheries</li> </ul>	Minimum 1 year

**NB-**Retired person from above domain is also eligible.

**8. Theme wise Requirement of Resource Persons (No.):**

Sl. No.	Theme	No. of Resource Persons required					
		A	B	C	D	E	Total
1	<b>State Resource Person (SRP)</b>						
•	Entrepreneurial Motivation & Business planning/Financial Inclusion	3	3	3	0	0	9
•	Agronomy	5	5	7	3	0	20
•	Entomology	3	3	4	2	0	12
•	Seed Production	2	2	3	1	0	8

•	Veterinary Science & Animal Husbandry	4	4	5	3	0	16
•	Agriculture Marketing	3	3	3	3	0	12
•	Mushroom spawn production	1	2	2	1	0	6
•	Fishery	1	2	2	1	0	6
•	Farm Mechanization	1	2	2	1	0	6
Subtotal							<b>95</b>
<b>2</b>	<b>Training Coordinator (TC)</b>	0	0	4	4	0	<b>8</b>
<b>3</b>	<b>Block resource person (BRP)</b>	0	0	0	0	40	<b>40</b>
Total							<b>143</b>

**N. B:**

1. APICOL reserves the right to increase/decrease the number of Resource Persons as per the requirement.
2. For empanelment of Block Resource Person (BRP) the following list of operational project district and blocks are mentioned below

Sl.No.	District	Name of Blocks
1	Kandhamal	Phulbani sadar, Balliguda, K. Nuagaon
2	Rayagada	Kolnara, Bisamkatak, Muniguda, K singhpur
3	Kalahandi	Lanjigarh, Thuamal Rampur, Golamunda
4	Koraput	Boriguma, Dasmantpur, Semiliguda, Pottangi, Nandpur, Lamptaput, Boipariguda, Kundra
5	Keonjhar	Jhumpura, Patana, Banspal, Harichandanpur & Keonjhar Sadar
6	Mayurbhanj	Jashipur, Karanjia, Thakurmunda, Khunta
7	Dhenkanal	Kankadahad
8	Bolangir	Belpada, Khaprakhol, Bangomunda, Tureikela, Murivahal
9	Nuapada	Khariar, Boden
10	Jharsuguda	Laikera, Kulabira
11	Sambalpur	Jamankira, Kuchinda
12	Boudh	Kantamal

## 9. Screening and empanelment process

- a) Advertisement for empanelment of Resource persons will be placed in APICOL website with and indicative advertisement in Newspaper.
- b) All the interested resource persons will apply in the prescribed format attached with the ToR through E-mail to **email id- [resource.aeps@gmail.com](mailto:resource.aeps@gmail.com)** OR send the filled form along with testimonials by post to address by superscribing “Empanelment for SRP-(Theme) / BRP (Preferred Operational District) under AEPS” on a sealed envelope:

**The Agriculture Promotion & Investment corporation of Odisha Ltd.  
Plot no.- 326, Baramunda, Bhubaneswar-751003, Odisha**

The last date of receiving application is **Dt- 10.11.2022, 5PM.**

- c) Applications so received will be shortlisted based on the eligibility criteria.
- d) The shortlisted applicants will have to attend an interview conducted by APICOL.
- e) The evaluation of applicants will be done on the basis of their highest educational qualification, total experience, experience in applied theme, experience in project implementation or experience in training and capacity building, previous empanelment status in taking up similar assignments with reputed institutions followed by their performance in Personal interview.
- f) Selected Resource persons will be empanelled in following four categories based on the % of marks scored by them after the assessment made on above parameters in conformity with the eligibility criteria and experience as specified in Clause-6.

Sl no	Grade	Marks scored in %
1	A	80 and above
2	B	60-79
3	C	40-59
4	D	30-39

**Details at page12**

- g) The names of empanelled Resource Persons along with their category of empanelment will be uploaded in APICOL website ([www.apicol.nic.in](http://www.apicol.nic.in)) on approval of the competent authority
- h) APICOL reserves the right to accept/reject the applications received through advertisement without assigning any reason thereof.

## **10. Review of the performance of the Resource Person**

APICOL will provide necessary support to the Resource Person to carry out the assignment. The review of the work will be done by APICOL at regular interval. A Panel comprising of following members will look after the selection process of SRP/TC and BRP and review the performance of the Resource Persons from time to time.

- 1) Assistant Director Agriculture, APICOL - Chairman
- 2) Deputy Director (Veterinary) - Member
- 3) Asst. District Fisheries Officer, APICOL - Member
- 4) Executive Engineer (Agri.)-cum-AEPS  
Scheme Officer - Member

## **11. Remuneration:**

Remuneration (Honorarium, travel, lodging and boarding) to State Resource persons, Training Coordinators and Block Resource Persons basing on their eligibility will be paid as per following financial norms.

### **i) Honorarium**

<b>Sl. No.</b>	<b>Resource Person</b>	<b>Honorarium</b>
1	State Resource Person	Rs 1500/ session of one hour*
2	Training Coordinator	Rs.1500/Day
3	Block Resource Person	Rs.750/Day

\*SRP can conduct a maximum of 6 hours training in a day.

### **ii) Travel cost norms**

<b>Outstation travel norms*</b>			
<b>Category</b>	<b>Travel Mode</b>	<b>Eligibility</b>	<b>Remarks</b>
A and B	Air	Economy Class	With prior approvals of APICOL
	Train	II AC	
	Bus	AC	
C	Train	III AC	
	Bus	AC	
D	Train	Sleeper	
	Bus	AC/Non-AC	

<b>Local conveyance norms*</b>				
Category	Four-wheeler	Two-wheeler	Taxi	Auto
A, B, C and D	@ 10 Rs per K.M.	Rs. 4 per K.M.	Rs 800/day	Rs 300/day
E**		Rs. 4 per K.M.		

*Basis- Resource person travel cost norm (NRLM/SRLM Guidelines)*

\*Conveyance of RPs is purely based on as per actual.

\*\*For Block Resource Persons, it is to be paid as per actual, limiting to maximum of Rs. 4000/- per month.

### iii) **Lodging and Boarding cost norms**

#### a. **Lodging:**

Category	Bhubaneswar (limiting to per day)	Other places in Odisha (limiting to per day)
A, B, C and D	Maximum Up to Rs 3000 (subject to actual)	Maximum Up to Rs 2500 (subject to actual)

#### b. **Boarding:**

Category	Bhubaneswar (limiting to per day)	Other places in Odisha (limiting to per day)
A, B, C and D	Rs 650	Rs 500

*Basis- Resource person lodging/boarding cost norm (NRLM/SRLM Guidelines)*

#### **N.B.:**

- Remuneration to the Resource Persons towards honorarium will be reimbursed on monthly basis on submission of the bills.
- Reimbursement towards travel and lodging will be paid to the Resource persons **as per actual** on submission of the bills.
- Reimbursement towards boarding expenses will be paid, subject to submission of a self declaration of expenditure made in this regard.
- Resource Persons are to provide a declaration about their current place of posting/residence duly issued by the competent authority.

### **12. General Guidelines:**

- The State Resource Persons / Training Coordinator / Block Resource Persons will



be empanelled by APICOL initially for a period of 2 years which can be extended further on satisfactory performance as per the requirement in the project. The empanelled list can be updated from time to time as per the requirement.

- Services of the Resource Person will be hired as per requirements in the scheme.
- Performance of the Resource Persons will be reviewed quarterly by APICOL.
- The Resource Person are to follow the communicated training schedule and ensure quality deliverables
- APICOL reserves the right to cancel the assignment at any time without stating any reason thereof.
- The Resource Person should be fluent in Odia language.
- Applicants will have to bear all the cost related to attending the selection process.
- Any further information with respect to this advertisement can be obtained from the APICOL website.