

# **Himachal Pradesh Forest Department**

**“Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh” regd. for implementation of “Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods”  
(JICA-PIHPFEM&L)**

**Invites**

**Proposals**

**For**

**Hiring a Professional Agency to assist and provide professional inputs for the implementation of the “Livelihood Component”**

**Under**

**JICA Assisted**

**Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L)**

**Himachal Pradesh Forest Department (HPFD),  
Government of Himachal Pradesh**

**July 17, 2023**

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**Himachal Pradesh Forest Department (HPFD),  
Government of Himachal Pradesh**

**Project for Improvement of Himachal Pradesh Forest Ecosystems Management  
& Livelihoods, Potters Hill, Shimla, Himachal Pradesh**

Ref. No. : Ft./JICA/RFP/Vol.-1/  
2023

Dated: July 17,

**{To hire a professional Agency to assist and provide professional inputs for  
the implementation of the “Livelihood Component” of the Project}**

**Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L)**, being funded by Japan International Cooperation Agency (JICA), aims at managing and enhancing forest area ecosystems in the project area, by sustainable forest ecosystem management, biodiversity conservation, livelihoods improvement support, strengthening institutional capacity, there by contributing to environmental conservation and sustainable socio-economic development in the project area. The project area falls in Kinnaur, Shimla, Bilaspur, Mandi, Kullu, Kangra and Lahaul & Spiti districts covering 72 Ranges of 22 Divisions falling in jurisdiction of 9 Forest Circles of Himachal Pradesh. Project would be implemented in participatory mode by Village Forest Development Societies (VFDS) and Biodiversity Management Committees (BMC) sub-committees.

Project Management Unit (PMU), PIHPFEM&L now solicits proposals (Technical & Financial Bids) from competent Firms/Organizations, specializing in Management and Implementation of the Livelihood Activities in JICA assisted PIHPFEM&L. Duration of this outsource work is 12 months and can be extended further on need basis.

Eligible organizations may submit their Bid Proposal, with supporting documents in the prescribed formats only. The Bid Proposals should be sent by registered post/courier service, along with Demand Drafts of Rs 1,000/- as tender/bidding document fee (non refundable) and Rs. 50,000/- (rupees Fifty Thousand only), as Bid Security (refundable), payable to **Chief Project Director PIHPFEM&L**, Potters’ Hill, Summer Hill, Shimla-5, Himachal Pradesh payable at Shimla, in a sealed cover, so as to reach this office on or before 3.00 pm on August 7, 2023. Bid Proposals received in formats other than the Prescribed Formats will not be entertained.

The scope of the Services, and other relevant details including prescribed formats, which are required for submission of the proposals are available on the website: <https://jicahpforestryproject.com/>

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Chief Project Director  
PIHPFEM&L

Date: July 17, 2023

## Instructions to Bidder

### I. General Instructions

- The organization (bidder) shall bear all costs associated with the preparation and submission of its proposal and PIHPFEM&L will in no case be responsible or liable for these costs, whether the proposal is finally accepted or not.
- Proposal validity shall be for 120 days.
- Proposal is to be submitted in a sealed envelope. The documents are to be arranged systematically into Section A (Technical Proposal) and Section B (Financial Proposal). Section A (Technical Proposal), and Section B (Financial Proposal) are to be kept in separate sealed envelopes, which further should be kept inside an outer envelope and sealed as per instructions and formats provided for the purpose. **The envelope containing Financial Proposal should be clearly marked, “Financial Proposal; Do not Open with Technical Proposal”.**
- All the three envelopes must show the name of the participating firm, address and should be superscribed as **“Proposal for Hire a Professional Agency to Assist and Provide Professional Inputs for the Implementation of the “Livelihood Component” under Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L)”.**
- The Technical Proposals should not include any information related to financial proposal. Such proposals would be summarily rejected. All the inputs, which are part of the Technical Proposal, should be included in arriving at the total Project cost in financial proposal. If not, it will be presumed to have been included.
- After evaluation of Technical proposals, unsuccessful firms would be intimated and their financial proposals would be returned unopened. Successful bidders would be intimated about date and time of opening of their financial proposals. Their attendance during opening of the financial proposals would be mandatory.
- Complete offers/bids are to be addressed to **Chief Project Director, Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L), Potters Hill near Summer Hill, Shimla-171005**

- Offers duly filled and accompanying all supporting documents, should reach the above address by Registered Post/ Courier/by Hand by **3 PM on or before August 7, 2023, after which no Proposals would be accepted.**
- Incomplete, illegible and unsealed Proposals will be summarily rejected. Telegraphic Proposals will not be accepted and no correspondence will be made in this regard.
- All offers should be made in English. Conditional offers, and offers qualified by such vague and indefinite expression such as “Subject to immediate acceptance”, “Subject to prior sale” etc. will not be considered.
- Participating firms shall carefully examine the Bid documents & technical specification and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof.
- Submitted forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each items of the tender and between unit rates and the total amount, amount quoted in words shall be considered and the decision of the evaluating authority in this regard will be final and binding. Clerical and arithmetical mistakes may result in rejection of the proposal.
- Chief Project Director, PIHPFEM&L reserves the right to accept or reject any proposal/all the proposals, without assigning any reason thereof.

## **II. Particular Instructions:**

- The VFDSs/wards in Himachal Pradesh are situated in tough hilly/ mountainous terrain. Bidders are requested to get them acquainted with general topography/ terrain conditions of the project area, meticulously go through the scope/ deliverables and correctly assess the project requirements while submitting their offer.
- The firm would be required to submit, in detail, the methodology proposed to be adopted by the firm in carrying out the assignment, to meet the desired objectives.
- The firm having community level presence at the local level and familiar with local topography, native dialect and culture will be given preference.
- The selected firm has to deploy all necessary resources required for the assignment.

**The proposal must be submitted in two sections as per prescribed format mentioned below:**

### **Section A: Technical Proposal**

**The Technical Proposal must include the following:**

- a) Technical Proposal should be in 3 copies, one original and other 2 marked as copy.
- b) Technical Proposals should be page numbered with different sections clearly separated. Quality of proposal has been given separate marks.
- c) Each numbered page should be duly signed by the authorized signatory.
- d) Professional Agency having community level presence at the local level and familiar with local topography, native dialect and culture.
- e) Professional Agency should have experience of various IGA Activities from SHGs to Cluster level.
- f) Professional Agency should possess minimum experience of 10 years in implementation of livelihood related project/s and activities at the community level in the landscape of Himachal Pradesh. Supporting documents of experience to be attached (as per Tech Form-I).
- g) Professional Agency should have a team of Key and non-key experts and professionals, with knowledge and experience in introducing Livelihood models for the villagers. (CVs of the Experts need to be attached) (as per Tech Form- II).
- h) It is desirable that the Professional Agency should have proven experience and track record of working in minimum one similar project of bilateral or multilateral forestry project in the State of Himachal Pradesh entailing livelihood related activities at community level (certificate to be attached).
- i) Professional Agency should have experience of innovative models of different Livelihood Activities to enhance the income of local communities (as per Tech Form-I).
- j) Description of Approach, Methodology and Work Plan for Performing the Assignment (as per Tech Form-III)

**Section B: Financial Proposal**

- Prices shall be quoted entirely in Indian Rupees (INR) and must be arrived at after including all expenses, rates, and applicable taxes, excluding Goods and Service Tax (GST) which is to be indicated separately as per prevailing rate.
- Financial Proposal to be submitted **in the Prescribed format (Fin I)**, with cost break-up/ justification **(Fin II)**.
- The Price and conditions of the offer should be valid for at least a period of 120 days from the date of opening. Proposals with validity of less than 120 days shall be rejected
- Each page of the Financial Proposal should be numbered clearly and duly signed by the authorized signatory.

## **Technical Proposal- Sample Forms**



## **Form TECH-I: Agency/Organization and Experience**

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### **A – Agency/Organization**

*[Provide here a brief (two pages) description of the Agency/organization and general experience of the Agency/Organization and, if applicable, each joint venture member for this assignment.]*

## B - Livelihood Activities Experience

### (Experience of innovative models of different Livelihood Activities to enhance the income of local communities)

*[Using the format below, provide information on each assignment for which your firm and each joint venture member for this assignment, was legally contracted either individually as a corporate entity or as a lead firm or one of members within a joint venture, for carrying out consulting services similar to the ones requested under this assignment. Use about 20 pages.]*

Assignment name:	Approx. value of the contract (in INR):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of man-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in INR):
Start date (month/year): Completion date (month/year):	No. of professional man-months provided by the joint venture members or Sub-Agencies:
Name of joint venture member or Sub-Agencies, if any:  Narrative description of Project:  Description of actual services provided in the assignment:	

Firm's Name: \_\_\_\_\_

## Form TECH-II: Curriculum Vitae (CV) for Proposed Key and non-key Experts

### 1. General

<b>Position Title and No.</b>	[e.g., K-1, TEAM LEADER] [ <i>Note: Only one candidate shall be Nominated to each position.</i> ]
<b>Name of Key/Expert</b>	[Insert full name]
<b>Name of the Firm proposing the Key/non key Expert</b>	
<b>Date of Birth</b>	[day/month/year]
<b>Nationality</b>	
<b>Country of Citizenship/Residence</b>	

### 2. Education:

[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]

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### 3. Employment record relevant to the assignment:

[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]

Period	Employing organization and your title/position. Contact information for references*	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2010-present]	[e.g., Ministry of ....., advisor/Agency to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

\*Contact information for references is required only for assignments during the last 3 years.

### 4. Membership in Professional Associations and Publications:

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### 5. Language Skills (indicate only languages in which you can work):

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**6. Adequacy for the Assignment:**

**Detailed Tasks Assigned on Agency’s Team of Experts:**

*[List major deliverables/tasks) in which the Expert will be involved]*

**Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks**

**7. Certification:**

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) this CV correctly describes my qualifications and my experience;
- (ii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Expert Schedule in Form TECH-7 provided team mobilization takes place within the validity of this proposal or any agreed extension thereof;
- (iii) I am committed to undertake the assignment within the validity of Proposal;
- (iv) I am not part of the team who wrote the terms of reference for this consulting services assignment;
- (v) I am, pursuant to Clauses 3 and 4 of the ITC, eligible for engagement.

I understand that any misstatement described herein may lead to my disqualification or dismissal, if engaged.

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

\_\_\_\_\_  
*[Signature of Key Expert or authorized representative of the firm]*<sup>1</sup>

\_\_\_\_\_  
*Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> This CV can be signed by an authorized representative of the Agency provided that if the Agency’s proposal is ranked first, a copy of the CV signed by the Key Expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations.

## **Form TECH-III: Description of Approach, Methodology and Work Plan for Performing the Assignment**

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*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (about 50 pages, inclusive of charts and diagrams) 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, approach to the services, 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. Staffing for training should also be explained, if so required in the TOR. Please do not repeat/copy the TOR in here.*
  
- b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), 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 as per Work Schedule.*
  
- c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list full time professional on company payroll. And you shall also specify if you will be the lead firm in a joint venture or in an association with Sub-Agencys. For joint ventures, you must attach a copy of the joint venture.*

## **Financial Proposal- Sample Forms**

# Form FIN-1: Financial Proposal Submission Form

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[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [insert name of assignment] in accordance with your Request for Proposal dated [insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [insert amount(s) in words and figures<sup>1</sup>].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

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: \_\_\_\_\_

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<sup>1</sup> Amounts must coincide with the ones indicated under Total in Form FIN-2. This amount is inclusive of the local indirect taxes, which shall be confirmed during negotiations, and included in the Contract price.

## Form FIN-2: Summary of Costs (In INR)

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Invitation No.:

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### Competitive Components:

Local Currency (INR)

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<i>Remuneration</i>	-----
<i>Reimbursable Expenses</i>	-----
<b><i>Sub-Total</i></b> <sup>1</sup>	-----

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### Non-Competitive Components:

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<i>Provisional Sums</i> <sup>2</sup>	
<i>Contingencies</i> <sup>2, 3</sup>	
<i>Indirect Taxes Estimates</i> <sup>4</sup>	
<b><i>Sub-Total</i></b>	

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### ***Total***

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1 Indicate the aggregate costs, which are exclusive of local indirect taxes, to be fixed by the Client in INR for remuneration and reimbursable expenses.

2 The amounts provided for these items must correspond to the exact amount specified in the Data Sheet and these will be discussed during the contract negotiations.

3 In case that provisions on price adjustment are stated in the conditions of contract, contingencies for price escalation must be included in this item.

4 Indirect taxes to be discussed and finalized at the negotiations if the Contract is awarded.



## QCBS - Data Sheet

Sr. No.	
<b>1</b>	The Applicable Guidelines are those published in April 2012.
<b>2</b>	Amount of the Loan Agreement: JPY ¥ 11,136,000,000 Signed date of the Loan Agreement: 29-03-2018 Name of Project: Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods
<b>3</b>	Name of the Client: Himachal Pradesh Forest Department (HPFD), through Society for Improvement of Forest Ecosystems Management and Livelihoods in HP
<b>4</b>	Name of the assignment: Professional Agency to provide Professional Inputs for “Livelihood Component” of the Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods
<b>5</b>	The Client’s representative is: Chief Project Director, Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods  Address: O/o Chief Project Director (JICA-PIHPFEM&L), Potters’ Hill, Summer Hill, Shimla, H.P. - 171005 (INDIA) Telephone: 0177-2830217 E-mail: cpdjica2018hpfd@gmail.com
<b>6</b>	The Client will provide Terms of Reference for the work to be outsourced
<b>7</b>	A list of debarred firms and individuals is available at the World Bank’s website: <a href="http://www.worldbank.org/debarr">www.worldbank.org/debarr</a>
<b>8</b>	Proposals shall be submitted in the following language: <u>English</u>
<b>9</b>	Proposals must remain valid 120 days after the submission deadline date, i.e. until: November 12, 2023.
<b>10</b>	The fixed portion of the price of the Financial Proposal shall be adjusted by the following factor: <i>The local currency portion of the fixed portion of the amounts payable under the Contract shall be adjusted using the inflation indices as published by Reserve Bank of India (RBI) per annum during the period of extension.</i>

11	<p>Clarifications may be requested by 15:00 on July 12, 2023 (Indian Standard Time).</p> <p>The address for requesting clarifications is:  O/o Chief Project Director (JICA-PIHPFEM&amp;L), Potters' Hill, Summer Hill, Shimla, H.P. - 171005 (INDIA)  Telephone: 0177-2830217  E-mail: cpdjica2018hpf@gmail.com</p>															
12	<p>The Client warrants that the Client shall pay the amount for the work done as per the schedule to be decided during contract negotiations</p> <p>“Information on the Agency’s tax liabilities in the Client’s country can be found at <a href="http://dor.gov.in">http://dor.gov.in</a>, <a href="http://www.incometaxindia.gov.in">www.incometaxindia.gov.in</a> and <a href="http://www.cbec.gov.in">www.cbec.gov.in</a>.”</p>															
13	<p>Number of copies of the Technical Proposal: One (1) original and two (2) copies</p>															
14	<p>Time and date of the Proposal submission deadline:</p> <p>- Time: 15:00 (Indian Standard Time)  - Date: August 7, 2023</p>															
15	<p>Agencies must submit the original and all copies of the Technical Proposal, and the original Financial Proposal to the Client.</p>															
16	<p>Technical evaluation, based on past experiences and technical expertise, shall be carried out for eligible bidders by assigning Technical Scores as specified below:</p> <table border="1" data-bbox="432 1487 1401 1711"> <thead> <tr> <th data-bbox="432 1487 539 1554">Sr. No.</th> <th data-bbox="539 1487 1270 1554">Technical Credential</th> <th data-bbox="1270 1487 1401 1554">Max Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 1554 539 1592">1</td> <td data-bbox="539 1554 1270 1592">Experience of the Professional Agency</td> <td data-bbox="1270 1554 1401 1592">30</td> </tr> <tr> <td data-bbox="432 1592 539 1630">2</td> <td data-bbox="539 1592 1270 1630">Resource Persons</td> <td data-bbox="1270 1592 1401 1630">30</td> </tr> <tr> <td data-bbox="432 1630 539 1668">3</td> <td data-bbox="539 1630 1270 1668">Proposed methodology</td> <td data-bbox="1270 1630 1401 1668">20</td> </tr> <tr> <td data-bbox="432 1668 539 1711">4</td> <td data-bbox="539 1668 1270 1711">Quality of Proposal</td> <td data-bbox="1270 1668 1401 1711">20</td> </tr> </tbody> </table> <p><b>Minimum marks for qualifying in Technical Evaluation would be 60 marks.</b></p>	Sr. No.	Technical Credential	Max Score	1	Experience of the Professional Agency	30	2	Resource Persons	30	3	Proposed methodology	20	4	Quality of Proposal	20
Sr. No.	Technical Credential	Max Score														
1	Experience of the Professional Agency	30														
2	Resource Persons	30														
3	Proposed methodology	20														
4	Quality of Proposal	20														
17	<p>Expected date for public opening of Financial Proposals: August, 2023 at: the office of Chief Project Director (JICA-PIHPFEM&amp;L), Potters' Hill, Sumer Hill, Shimla-171005</p>															

18	The single currency for price conversion is: <u>Indian Rupee</u> The source of official selling rates is: Reserve Bank of India
19	Quality-Cost Ratio: 80:20
20	Expected date and address for contract negotiations: August, 2023 at the office of Chief Project Director (JICA-PIHPFEM&L), Potters' Hill, Sumer Hill, Shimla-171005
21	Expected date for commencement of consulting services September, 2023 at: Shimla, Himachal Pradesh, India

## Evaluation and Selection Criteria/Methodology

The Proposal evaluation will be a Quality and Cost based Selection, giving weightages as per following details: -

- Technical Proposal: 80%
- Financial Proposal: 20%

**The Proposal shall be evaluated in a two-stage process.**

### **Stage 1:**

Technical evaluation, based on past experiences and technical expertise, shall be carried out for eligible bidders by assigning Technical Scores as specified below:

Sr. No.	Technical Credential	Max Score
1	Experience of the Professional Agency	30
2	Resource Persons	30
3	Proposed methodology	20
4	Quality of Proposal	20

**Minimum marks for qualifying in Technical Evaluation would be 60 marks.**

### **Stage-2**

Financial Proposals shall be evaluated only of those bidders who score at least 60 marks out of 100 in Technical Proposal evaluation. The lowest evaluated Financial Proposal will be given the maximum financial score of 100 points. The financial scores ( $F_n$ ) of the other technically qualified Financial Proposals will be computed as per the formula given below:

$$F_n = 100 \times (F_{\min} / F_b)$$

*Where,*

$F_n$  = financial score for the bidder under consideration

$F_b$  = price quoted by the bidder under consideration

$F_{\min}$  = minimum price quoted by any bidder

Bids will be ranked according to their combined technical ( $T_n$ ) and financial ( $F_n$ ) scores using the weights  $W_T = 0.80$  (the weight given to technical proposal);  $W_F = 0.20$  (the weight given to the financial proposal). The combined technical and financial score (S) for the bidder under consideration shall be computed as per the formula given below:

$$S = (0.8 \times T_n) + (0.2 \times F_n)$$

The bidder achieving the highest combined technical and financial score (S) shall be considered for award of the contract.

## **Terms of Reference (ToR)**

### **For**

### **Professional Agency to assist and provide professional inputs for the implementation of the “Livelihood Component” of the Project**

#### **About the Project**

**Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L)**, aims at addressing forest degradation by improving livelihoods and income generating activities of the people. The Project is being implemented in Society mode. A Society by the name, **Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh** has been registered under Society Registration Act, 2006, with the Registrar of Societies, Himachal Pradesh. To oversee Project implementation at the State level, a Project Management Unit (PMU) has been established. The project area falls in Kinnaur, Shimla, Bilaspur, Mandi, Kullu, Kangra and Lahaul & Spiti districts covering 72 Forest Ranges of 22 Forest Divisions falling in jurisdiction of 9 Forest Circles of Himachal Pradesh. Project would be implemented in participatory mode by Village Forest Development Societies (VFDS) and Biodiversity Management Committees (BMC) sub-committees.

Implementation of the Project at Forest Division level and Forest Range level would be facilitated by Divisional Management Units (DMUs) and Field Technical Units (FTUs) respectively.

The project components in these areas will mainly include Sustainable Forest Ecosystem Management, Biodiversity Conservation, Livelihoods Improvement Support and Institutional Capacity Strengthening.

Improvement of Forest Ecosystems while ensuring Sustainable Livelihood Support to Local Communities; the Livelihood approach under the Project should start with Conservation (i.e. of resources such as Forest, Land, Water) moving on to growth (sector specific with focus on Production, Marketing, Value addition) and finally Development (all section of the community especially women).

The project area includes Kinnaur, Shimla, Bilaspur, Mandi, Kullu, Kangra and Lahaul & Spiti districts covering 72 Ranges of 22 Divisions falling in jurisdiction of 9 Forest Circles shown as below:

**Table: Project Area**

<b>Division</b>	<b>Range</b>	<b>Division</b>	<b>Range</b>
Bilaspur	Sadar, Ghumarwin Swarghat, Jhanduta	Lahaul	Pattan Keylong
Mandi	Drang, Kotli, Mandi, Kataula	Kinnaur	Katagaon, Nichar, Bhabanagar, Malling, Pooh
Nachan	Nachan	Shimla	Mashobra, Taradevi, Koti
Suket	Baldwara, Jhungi, Kangoo, Sarkaghat, Jaidevi, Suket	Theog	Balson, Theog, Kotkhai
Jogindernagar	Dharmpur, Ladbharol, Jogindernagar, Urla, Kamlah	Rohru	Jubbal, Khashdhar, Saraswatinagar, DodraKwar
Kullu	Kullu, Patalikuhai, Manali, Naggat, Bhutti	Chopal	Bamta, Nerwa, Chopal, Sarain, Kanda, Throach
Parbati	Bhuntar, Jari, Hurla	Rampur	Sarahan
Banjar (Seraji)	Sainj, Tirthan	Kullu Wildlife	Sundernagar Wildlife Range (Bandli WLS)
Ani	Arsoo, Nither	Kullu Wildlife	-Manali Wildlife Range (Kias and Manali WLS) -Kullu Wildlife Range (Khokhan WLS)
Nurpur	Rey, Indora, Jawali, Nurpur	Spiti Wildlife	-Kaza Wildlife Range (excluding Chandertal WLS) -Tabo Wildlife Range
Dharamshala	Dharamshala, Shahpur		
Palampur	Daroh, Jaisinghpur		
Dehra	Dehra, Nagrota Surian, Jawalamukhi		

### **Scope of the work:**

- i. Skill up gradation of different SHGs in various kind of livelihood and income generation activities.
- ii. To assist PMU in preparation of business plans for the SHGs, providing them skill based training and necessary METP support from the project for the improvement of livelihood of the forest dependent communities.
- iii. Integration of the various IGAs of different SHGs and development of cluster/federation/ Producer Company of the organized SHGs for selected specific livelihood IGAs.
- iv. Supporting the cluster level organizations in their operations, including the procurement of necessary equipment(s) and necessary forward and backward linkages related to production, marketing, maintenance of records and accounts etc.
- v. Facilitating convergence with other livelihood development schemes and initiatives at the community level in the project area.
- vi. Guiding the project staff for ensuring quality and economically viable volumes of the products along with branding and attractive packaging for marketing and showcasing of SHG products.
- vii. Building Capacities of forest and project staff in management and implementation of the livelihood component of the project.

### **Major Deliverables:**

- i. The orientation of different SHGs in various kind of livelihood and income generation activities.
- ii. To assist PMU in preparation of business plans for the SHGs, providing them skill based training and necessary METP support from the project for the improvement of livelihood of the forest dependent communities.
- iii. Integration of the various IGAs of different SHGs and development of cluster/federation/ Producer Company of the organized SHGs for selected specific livelihood IGAs.
- iv. Demonstration of innovative models of mushroom cultivation with high value Shiitake mushroom cultivation as potential IGA with value addition for the community livelihood support.
- v. Development of traditional crop based livelihood model in selected locations as per standard FSSAI and Packaging norms for nutritional and livelihood sustainability.
- vi. Demonstration of high altitude high value Medicinal Plant models for livelihood and biodiversity conservation on pilot locations.
- vii. Any other activity related to overall development of livelihood component of the project.

## **Approach & Methodology**

*(The detailed approach and methodology for professional inputs for the implementation of the “Livelihood Component” of the Project will be required from the bidding agencies).*

## **Coverage**

Project area includes Kinnaur, Shimla, Bilaspur, Mandi, Kullu, Kangra and Lahaul & Spiti districts covering 72 Ranges of 22 Divisions falling in jurisdiction of 9 Forest Circles.

## **Period of the assignment**

The proposed duration for the assignment will be 12 month.



## **General Conditions of Contract**

The General Conditions of Contract governing this Contract are the “General Conditions of Contract for Time-Based Contract, Annex I-II, Section 6” of the Standard Request for Proposals (version 1.1) published by JICA in October 2012. Those General Conditions of Contract are available on the JICA’s web site shown below

[http://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/oda\\_loans/oda\\_op\\_info/guide/tender/index.html](http://www.jica.go.jp/english/our_work/types_of_assistance/oda_loans/oda_op_info/guide/tender/index.html)

A copy of these General Conditions is not attached to this document

## Special Conditions of Contract

Serial no.	Conditions of Contract
1	The Guidelines (Service Providers' guidelines) published in JICA in October 2012 can be referred.
2	The Contract shall be executed in: English
3	<p>The addresses are:</p> <p>Client: Himachal Pradesh Forest Department (HPFD), through Society for Improvement of Forest Ecosystems Management and Livelihoods in HP</p> <p>Attention: <u>Chief Project Director, Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods</u></p> <p style="padding-left: 40px;"><u>Cum</u></p> <p style="padding-left: 40px;"><u>Chief Executive Officer Society for Improvement of Forest Ecosystems Management and Livelihoods in HP</u></p> <p style="padding-left: 40px;"><u>Potters' Hill near Summer Hill, Shimla-5, H.P.</u></p> <p>Ph. No.: +91-177-2830217, 2831217, 2832217</p> <p>E-mail: cpdjica2018hpfd@gmail.com</p> <p>Service Providers': _____</p> <p style="padding-left: 40px;">_____</p> <p>Attention: _____</p> <p>Facsimile: _____</p> <p>E-mail: _____</p>
4	<p>The Lead Member is [<i>insert name of member</i>]</p> <p><i>Note: If the Service Providers' consists of a Joint Venture the name of the entity inserted here. If the Service Providers' consists only of one entity, then only details of lead member be provided.</i></p>

5	<p>The Authorized Representatives are:</p> <p>For the Client:<u>Chief Project Director, Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods</u></p> <p><u>Cum</u></p> <p><u>Chief Executive Officer Society for Improvement of Forest Ecosystems Management and Livelihoods in HP</u></p> <p>For the Service Providers': _____</p> <p>_____</p>
6	The time period of assignment shall be One year (2023-24)
7	The ceiling on Service Providers' liability shall be limited to the amount of this contract
8	The risks and the coverage like third party motor vehicle liability, professional liability insurance, employer's liability and workers' compensation insurance, Insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, and (ii) the Service providers' property used in the performance of the Services will be <b>all service providers' liability</b>
9	The Client is entitled to use the documents prepared by the Service Providers' under this Contract for other projects, without prior written permission of the service providers'.
10	Any local indirect taxes chargeable in respect of this Contract for the Services provided by the Service providers' are included in the ceiling amount of this Contract.
11	The Contract amount is lump sum and fixed.
12	The client would pay the fix contract amount as per schedule decided during contract negotiations. The Contract amount is lump sum and fixed.
13	<p>The currency of payment shall be INR</p> <p><i>Note: The currency (ies) shall be the same as in the Financial Proposal.</i></p>

14	Commitment Procedure and Reimbursement Procedure for Japanese ODA loans will be applied for the payment to the service providers' Commitment Procedure and Reimbursement Procedure shall be used and managed in accordance with JICA's "Brochure on Commitment Procedure for Japanese ODA Loans", dated August 2012 and "Brochure on Reimbursement Procedure for Japanese ODA Loans", dated August 2012 respectively, as may be amended from time to time. The bank charges can be borne by the project however will be finally negotiated at the time of contract negotiation.
15	<p>The amount of the advance payment is:</p> <p>-15% of the Contract amount in local currency.</p> <p>The advance payment securities shall be in the amounts and in the currencies of the advance payment.</p> <p>The advance payment will be set off by the Client in equal installments until the advance payment has been fully set off.</p>
16	The service providers' shall submit to the Client itemized invoices at time intervals to be decided in contract negotiations.
17	All the payments are subject to statutory deductions under the income tax act/GST & any other applicable law.
18	The accounts are: - For local currency: [ <i>insert account</i> ].
19	Applicable Law: Apart from the JICA General conditions of contract, the applicable guidelines/law on Contracts in Himachal Pradesh would be applicable.