

Government of Himachal Pradesh, India
Through
Society for Improvement of Forest Ecosystems Management
& Livelihoods in Himachal Pradesh

Invites

Proposals

For

Outsourcing the work on
Monitoring Data Accumulation for Effective Pasture Management
Under
JICA Assisted
Project for Improvement of Himachal Pradesh Forest Ecosystems
Management & Livelihoods (PIHPFEM&L)

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

June 29, 2020

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**Himachal Pradesh Forest Department (HPFD),
Through
Society for Improvement of Forest Ecosystems Management & Livelihoods in
Himachal Pradesh
for the JICA assisted PIHPFEM&L
Potters Hill, Shimla, Himachal Pradesh**

Ref. No. JICA/General/Vol. 9

Dated: June 29, 2020

**{Notice for Invitation of Proposal for Monitoring Data Accumulation for Effective
Pasture Management}**

Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh for JICA assisted **PIHPFEM&L** solicits proposals (Technical & Financial) from competent Firms/Organizations, specializing in Monitoring and Data Accumulation for Pasture Management. Duration of this outsource work is 6 years.

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 Draft of Rs 5000/- as tender/bidding document fee (non refundable) and Rs. 60000/- (Rupees sixty thousand only) in the form of FDR of any nationalized Bank, as Bid Security (refundable), payable to CPD cum CEO of Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh, Potters' Hill, Summer Hill, Shimla-5, Himachal Pradesh payable at Shimla, in a sealed cover, so as to reach this office on or before 4.00 pm on July 21, 2020. 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: www.hpforest.nic.in.


Chief Project Director
PIHPFEM&L (JICA)
01772830217

Date: June 29, 2020

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.
- The organization (bidder) should 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 Draft of Rs 5000/- as tender/bidding document fee (non refundable) and Rs. 60000/- (Rupees Sixty thousand only) in the form of FDR of any nationalized Bank, as Bid Security (refundable), payable to CPD cum CEO of Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh, Potters' Hill, Summer Hill, Shimla-5, Himachal Pradesh payable at Shimla.
- 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 Monitoring Data Accumulation for Effective Pasture Management 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 voluntarily.

- The Bid Security of unsuccessful bidders will be returned within 28 days after opening of financial Proposal.
- The Bid Security of the successful bidder will be discharged when the bidder has signed the Agreement and furnished the required Performance Security
- Complete offers/bids are to be addressed to **Chief Project Director Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L) Cum CEO Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh**, Near Tagore boys Hostel, Potters Hill, Summer Hill, Shimla, H.P. Pin 171005
- Offers duly filled and accompanying all supporting documents, should reach the above address by Registered Post/ Courier/by Hand by **4 PM on or before July 21, 2020, 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 Proposal documents and the 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 alpine pasture and the project areas 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 bidding firm will have to specify the methods of data collection & generation of both primary and secondary nature. 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 well versed with Monitoring Data Accumulation for Effective Pasture Management and having sufficient experience of carrying out such assignments would be preferred for the job. Preference shall also be given to firms having experience in the field of forestry - sector projects in India.

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) About the organization and Experience in Monitoring and Data Accumulation for Pasture Management and related assignments of similar nature as per format (**Tech I**). Minimum experience of 3 years with supporting documents {Auditor turnover certificate (original), statement on annual income from these assignment and related services for the last 3 years, work order, completion certificates} are mandatory. **No marks will be given if supporting documents are not provided.**
- e) CV of Key Resource Persons proposed for the assignment {Key Expert, Field Assistants cum Data Collectors} with their experiences in Monitoring, Data Accumulation and analysis for Effective Pasture Management. (**Tech II**)
- f) Proposed approach, methodology, work process, resource deployment, deliverables and timeline to fulfill the desired objective and scope of work within the specified time schedule (**Tech III**). Enclose supporting documents such as methodology, technical papers, etc. developed by the firms/organizations/vendor for the Monitoring Data Accumulation for Effective Pasture Management.

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, including Goods and Service Tax (GST) and GST is also to be indicated separately on the separate sheet as per prevailing rate.
- Financial Proposal to be submitted **in the Prescribed format (Fin I)**. The cost break-up/ justification and all taxes and levies may be submitted on separate sheet on organization letter head.
- 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: Organization and Experience

A - Organization/Service Provider

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

B - Organization/Service Provider Agency's Experience

(Monitoring Data Accumulation for Effective Pasture Management and related assignments in last 3 years)

[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-consultants:
Name of joint venture member or Sub-consultants, 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 Expert & Field Assistants

1. General

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

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

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/State	Summary of activities performed relevant to the Assignment
[e.g., May 2010-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbbb, deputy minister]		

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

4. Membership in Professional Associations and Publications:

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

6. Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Expert:

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) I am committed to undertake the assignment within the validity of Proposal;
- (iii) I am not part of the team who wrote the terms of reference for this consulting services assignment;

Date: _____

[Signature of Key Expert or authorized representative of the firm]¹

Day/Month/Year

Full name of authorized representative: _____

¹This CV can be signed by an authorized representative of the Consultant provided that if the Consultant'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

[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 with the Work Schedule.*
- c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the Key Expert and Non-Key Experts. You shall also specify if you will be the lead firm in a joint venture or in an association with Sub-consultants. For joint ventures, you must attach a copy of the joint venture agreement.*

Financial Proposal - Sample Forms

Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the services for [insert name of assignment] in accordance with your Invitation of Proposal dated [insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [insert amount(s) in words and figures¹].

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.

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: _____

¹ Amounts must coincide with the ones indicated under Total. This amount is inclusive of the local indirect taxes, which shall be confirmed during negotiations, and included in the Contract price.

QCBS - Data Sheet

Sr. No.	
1	The Guidelines (Consultant guidelines) published in April 2012 by JICA can be referred.
2	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
3	Name of the Client: Himachal Pradesh Forest Department (HPFD), through Society for Improvement of Forest Ecosystems Management and Livelihoods in HP
4	Name of the assignment: “Monitoring Data Accumulation for Effective Pasture Management.”
5	<p>The Client’s representative is: Chief Project Director, Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods Cum Chief Executive Officer Society for Improvement of Forest Ecosystems Management and Livelihoods in HP</p> <p>Address: Chief Project Director Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L) Cum CEO Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh, Near Tagore boys Hostel, Potters Hill , Summer Hill, Shimla, H.P. Pin 171005 Telephone: 91-177-2830217, 2831217, 2832217 E-mail: cpdjica2018hpfd@gmail.com</p>
6	The Client will provide Terms of Reference for the work to be outsourced
7	A list of debarred firms and individuals is available at the World Bank’s website: www.worldbank.org/debarr
8	Proposals shall be submitted in the following language: <u>English</u>

9	Proposals must remain valid 120 days after the submission deadline date.						
10	The Financial Proposal should be in Lump sum including everything.						
11	Clarifications on proposal documents may be requested on e-mail and telephone numbers given above within ten days from advertisement. However the final date of submission will not be extended under any circumstances.						
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 Consultant’s/Organisation tax liabilities in the Client’s country can be found at http://dor.gov.in, www.incometaxindia.gov.in and www.cbec.gov.in.”</p>						
13	Number of copies of the Technical Proposal: One (1) original and two (2) copies						
14	<p>Time and date of the Proposal submission deadline:</p> <p>- Time: 16:00 (Indian Standard Time)</p> <p>- Date: July 21, 2020</p>						
15	<p>Organisation/Service provider must submit the original and all copies of the Technical Proposal, and the original Financial Proposal to the Client.</p> <p>Proposals must be submitted no later than date and time stated above.</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><tr><th>Sr. No.</th><th>Technical Credential</th><th>Max Score</th></tr><tr><td>1</td><td>Experience in Monitoring and Data Accumulation for Pasture Management and related assignments of similar nature in India (Minimum 3 years experience)</td><td>15</td></tr></table>	Sr. No.	Technical Credential	Max Score	1	Experience in Monitoring and Data Accumulation for Pasture Management and related assignments of similar nature in India (Minimum 3 years experience)	15
Sr. No.	Technical Credential	Max Score					
1	Experience in Monitoring and Data Accumulation for Pasture Management and related assignments of similar nature in India (Minimum 3 years experience)	15					

	2	Experience in Monitoring and Data Accumulation for Pasture Management and related assignments in India in the last 3 years	25
	3	Resource Persons	30
	4	Proposed methodology	20
	5	Quality of Proposal	10
	Minimum marks for qualifying in Technical Evaluation would be 60 marks.		
17	Expected date (month/year) for public opening of Financial Proposals: July 2020		
18	The single currency for price conversion is: <u>Indian Rupee</u>		
19	Quality-Cost Ratio: 80:20		
20	Expected date and address for contract negotiations: August 2020 at the office of Chief Project Director Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L) Cum CEO Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh, Near Tagore Hostel, Potters Hill, Summer Hill, Shimla, H.P. Pin 171005 (INDIA)		
21	Expected date for commencement of assignment. August, 2020 in 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 in Monitoring and Data Accumulation for Pasture Management and related assignments of similar nature in India (Minimum 3 years experience)	15
2	Experience in Monitoring and Data Accumulation for Pasture Management and related assignments in India in the last 3 years	25
3	Resource Persons	30
4	Proposed methodology	20
5	Quality of Proposal	10

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)

1. About Project (PIHPFEM&L)

Japan International Cooperation Agency (JICA) assisted “Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods” (PIHPFEM&L) aims at contributing to eco-restoration and development of forest resources through sustainable forest ecosystem management, biodiversity conservation, livelihood improvement support for the target community and institutional capacity strengthening. The project period is 10 years from 2018-19 to 2027-28. The Project is being implemented by Project Management Unit (PMU) established under **Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh** (registered on 09-07-2018 under HP Societies’ Registration Act 2006). The activities will be carried out both in Participatory Forest Management (PFM) as well as departmental mode through 400 Village Forest Development Societies (VFDS) and 60 Biodiversity Management Committees (BMC) sub-committees.

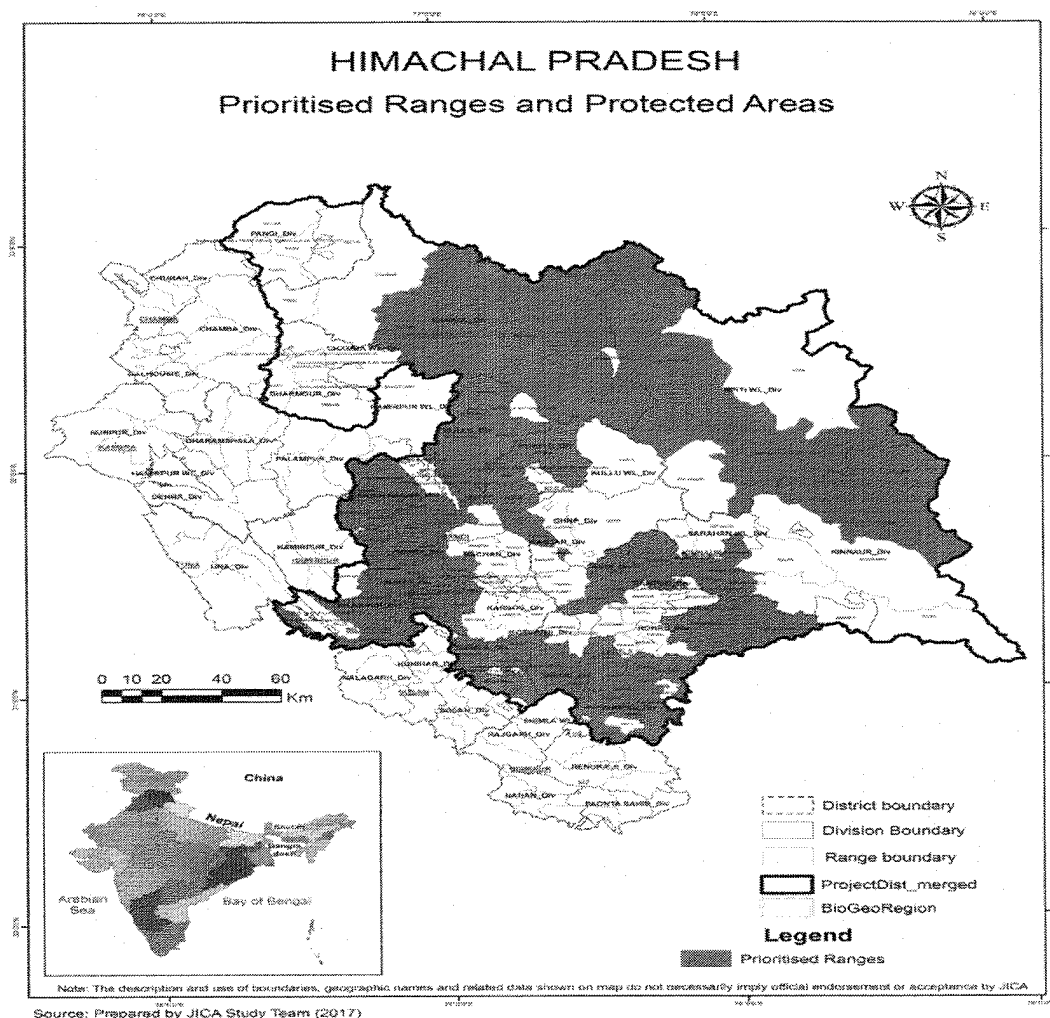
The project area includes Kinnaur, Shimla, Bilaspur, Mandi, Kullu and Lahaul&Spiti districts covering 61 Ranges of 18 Divisions falling in jurisdiction of 7 Forest Circles as below.

Table: Project Area

Division	Range	Division	Range
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, Patalikuhel, Manali, Naggar, 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)
		Spiti Wildlife	-Kaza Wildlife Range (excluding Chandertal WLS)

			-Tabo Wildlife Range
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Map showing Forest Divisions and Ranges covered under JICA Assisted Project for Improvement of Himachal Pradesh forest ecosystems management and Livelihoods



2. About assignment - Monitoring Data Accumulation for Effective Pasture Management

The dry alpine pasture has a total of 707,708 ha (470,564 ha in 10 territorial divisions and 237,143ha in five wildlife divisions) in the proposed project division areas. One of the project activities will focus on the improvement of dry alpine pastures. And the models developed by the Indian Grassland and Fodder Research Institute are to be adopted for better biomass productivity and re-sowing of pastures/grasslands. Developing a monitoring and evaluation plan is the most neglected part of range management, and the most important. A good monitoring system will allow to check how the management decisions are working on the ground and plan is having the desired effect over time. A monitoring plan will often involve a few important evaluation criteria, such as plant species composition, percent cover and frequency of species. By comparing these measurements over time, the project can start to

see trends and can alter and adjust the grazing system in order to arrive at project goals. In this regard, monitoring data of these interventions such as nursing/ planting and tending for pasture management is required to assess the project approach on pasture improvement and identify/ propose the more appropriate and realistic work norms for further effective pasture management in the state.

3. Assignment Objectives

The objectives of the study are to;

- a) Identify and propose realistic work norms (for materials and labours) for nursery operations, planting/ tending operations for pasture management, and
- b) Assess the growth performance/ biomass records after planting/sowing

4. Scope of Work - Monitoring Data Accumulation for Effective Pasture Management

The scope of work for Monitoring Data Accumulation for Effective Pasture Management focuses on the following aspects.

- a) Collection and Analysis of Information of Existing Pasture including;
 - Information on the selected project intervention area of pasture improvement in dry alpine pasture (e.g. area (ha), type of species, GPS data, etc.)
 - Existing cost/work norms within Himachal Pradesh Forest Department (HPFD) and other relevant organisations
 - Satellite images showing the dry alpine pasture conditions
 - Other required information from Indian Grassland and Fodder Research Institute, HPFD and other relevant organisations.
- b) Identification and Selection of Monitoring Sites;
 - Identification of 3-4 monitoring sites by analysing the data as collected in consultation with PMU/PMC and other key informants who have knowledge of nursing/planting operation on pasture management. The monitoring sites shall be selected from divisions which account for most of the dry alpine pasture including Kinnaur: 205,065 ha, Lahul: 162,185ha, Spiti wildlife: 115,741ha , which covers about 68% of the area and also from Rohru and Kullu wildlife divisions.
- c) Conduct of the Monitoring and Data Accumulation
 - Recordkeeping on a few important evaluation criteria, such as plant species composition, percent cover and frequency of species to observe the trends and to alter and adjust grazing system in order to achieve the goal.
 - Keep track of when livestock enter and leave a pasture; what materials or chemicals are used; re-vegetation or weed control treatments; and observations on cattle health while in the pasture. This information will be extremely useful in refining the grazing plans.
 - Conduct monitoring of nursing/ planting operations at the selected sites, compile data and submit data to PMU semi-annually.
 - At the Stage of Seedling Production

Name of species, types of seedlings, size of seedlings (Height and Collar Girth), nursing period, planting date, soil conditions, weather conditions (e.g. precipitation, air humidity, temperature number of rainy days), etc.

○ At the Stage of Planting / Tending

Name of species, planting date, growth performance, biomass record, tending work (Period, type of work), soil conditions, weather conditions, etc.

5. Approach and Methodology

The proposed methodology for monitoring data accumulation for effective pasture management will include the following aspects.

- The selected agency shall be required to deploy a study team of adequate qualified and experienced professionals.
- The agency will carry out a desk review of secondary sources/information and other relevant materials. In addition, the team will search for relevant documents, literature tools and techniques to be found useful for conducting the study.
- The study team will assess the detailed information needs for carrying the task and the sources of information including Indian Grassland and Fodder Research Institute (IGFRI) and HPFD to collect the required data.
- The inception report including study team, information needs, sources for data collection, study tools & techniques, work plan/action plan, key stakeholders, etc. will be shared and discussed with PMU.
- The study team will collect and analyse the information on existing pastures as per the scope of work for identification and selection of the monitoring sites.
- The identification and selection of 3-4 monitoring sites will be carried out in consultation with PMU/ PMC and other key informants who have knowledge of nursing/ planting operation on pasture management on the basis of intensity of dry alpine pasture.
- The monitoring system will be developed by the study team focussing on identification & prioritising/selecting of monitoring indicators, selection of monitoring tools, frequency of indicator monitoring, deciding data recording/storage mechanism, data analysis, etc. and will be finalised in consultation with PMU/PMC.
- Conduct of the monitoring and data accumulation will be carried out by the study team on the selected pasture sites as per the monitoring and evaluation framework developed for the study.
- A participatory monitoring system will be developed in consultation with PMU/PMC to enhance community participation in assessing the change in the set indicators and analysing the emerging trends.
- The change will be monitored/measured as against the monitoring indicators and the trends will be assessed to with a view to take management decisions with regard refining of the grazing plans and taking corrective measures at the critical times.

- Data collected, compiled and analyzed by the study team will be communicated to PMU on periodic basis.
- The study team will develop an efficient study monitoring system with a view to ensure quality in data collection, analysis and final products.
- The selected agency will submit the study completion report to PMU which will be reviewed and changes will be incorporated accordingly by the team.

(The detailed approach and methodology for Monitoring Data Accumulation for Effective Pasture Management will be required by the bidding agencies.)

6. Assignment Duration

The overall study shall be completed within 6 years, considering the monitoring is required both seedling and planting period during the course of the project implementation.

7. Desirable Qualification & Experience

Position	Desirable Qualification & Experience	Job Description	Man-Month (min)
Key Expert (01)	Masters degree in Forestry/Natural Resource Management/Botany or Relevant field with 3 years experience in relevant field.	Over all Planning and execution: <ul style="list-style-type: none"> •Collection and Analysis of Information of Pasture Management under the project. •Identification and Selection of Monitoring Sites •Conduct of the Monitoring and Data Accumulation •Report Writing and Presentation/Consultation 	36
Field assistants cum Data collectors (02)	Bachelor degree in Forestry/Natural Resource Management/Botany or Relevant field with 1 year experience.	Required to assist Expert in Monitoring and Data Accumulation and all other related field works, data entry and analysis for the above identified tasks.	72

8. Deliverables

The selected agency is expected to submit following deliverables/ outputs to PMU as per the time schedule indicated in the following table.

- Inception Report
- Quarterly progress & Plan of Next quarter

- 6 Monthly progress reports
- Annual Report
- Study Completion Report (Draft and Final)

Deliverable	Submission Date
Inception Report	Within 4 weeks after signing of the contract
Quarterly progress & Plan of Next quarter	Within week after completion quarter
6 Monthly Report	Within a week after completion of the every 6 month
Annual report	Within a week after completion of the year
Completion Report (Draft)	In the second last month of project period
Final Completion Report	Within 2 weeks after completion of the project period

Note:

- All the data gathered and analysis carried out will be handed over to the Chief Project Director, hard as well as soft copies (incl. EXCEL files)
- All reports and documents are required to be submitted to PMU in 3 hard copies and one electronic copy (MS Word, Excel files)

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

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

Special Conditions of Contract

Serial no.	Conditions of Contract
1	The Guidelines (Consultant 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> <u>Cum</u> <u>Chief Executive Officer Society for Improvement of Forest Ecosystems Management and Livelihoods in HP,</u> <u>Near Tagore Hostel, Potters' Hill, Summer Hill, Shimla-5, H.P.</u></p> <p>Ph. No.: +91-177-2830217, 2831217, 2832217 E-mail: cpdjica2018hpfd@gmail.com</p> <p>Consultant/Service Provider: _____</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 Organization/Service Provider consists of a Joint Venture the name of the entity inserted here. If the organisation/Service Provider 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> <u>Cum</u> <u>Chief Executive Officer Society for Improvement of Forest Ecosystems Management and Livelihoods in HP</u></p> <p>For the Organisation/Service Provider: _____</p>
6	The time period of assignment shall be 6 years.
7	The ceiling on organizations' 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 Consultant's property used in the performance of the Services will be

	all Organization/service providers' liability
9	The Client is entitled to use the documents prepared by the organization under this Contract for other projects, without prior written permission of the organization/service provider.
10	Any local indirect taxes chargeable in respect of this Contract for the Services provided by the organization/service provider 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	The currency of payment shall be INR <i>Note: The currency (ies) shall be the same as in the Financial Proposal.</i>
14	Commitment Procedure and Reimbursement Procedure for Japanese ODA loans will be applied for the payment to the Consultant. 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	The amount of the advance payment is: - 15% of the Contract amount in local currency. The advance payment securities shall be in the amounts and in the currencies of the advance payment. The advance payment will be set off by the Client in equal installments until the advance payment has been fully set off.
16	The Organization 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
20	The credible cost estimate for this work is Rs. 29,00,000/- (Rupees Twenty Nine Lakh only) . The amount offered in the proposal, if exceeds by 20 % or is less than 20 % of the credible cost estimate will be rejected straight away.