

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

**Invites**

**Proposals**

**For**

**Outsourcing the work on**  
**Conducting Baseline Surveys - Socio-economic/Gender and Physical**  
**Under**

**JICA Assisted**

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

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

**November 5, 2019**

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

Ref. No. I/2019/JICA/General/Vol. 8

Dated: November 5, 2019

**{Notice for Invitation of Proposal for Conducting Baseline Surveys - Socio-economic/ Gender and Physical}**

**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 Conducting Baseline Surveys - Socio-economic/ Gender and Physical of Intervention Areas. Duration of this outsource work is 24 months

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. 80000/- (Rupees Eighty 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 December 23, 2019. 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](http://www.hpforest.nic.in).

  
Chief Project Director  
PIHPFEM&L (JICA)  
0177 2830217

Date: November 5, 2019

## 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. 80000/- (Rupees Eighty 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 Conducting Baseline Surveys - Socio-economic/Gender and Physical 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.

- 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 December 23, 2019, 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 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 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 Conducting Baseline Surveys - Socio-economic/ Gender, Physical 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 conducting Baseline Surveys - Socio-economic/ Gender and Physical in 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 5 copies, one original and other 4 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) Socio-economic/Gender and Physical - Baseline Surveys Development/Similar experience of conducting the baseline surveys of similar nature. Supporting documents (work order / completion certificates) are mandatory. **No marks will be given if supporting documents are not provided.**
- e) About the organization and Experience in conducting baseline surveys and related assignments in conducting the baseline surveys 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 baseline survey 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.**
- f) CV of Key Resource Persons proposed for the assignment {Team leader, Key Team Members (Socio-economist, Gender, etc.), Field data collectors} with their experiences in conducting baseline surveys. (**Tech II**)

- g) 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 vendor for such baseline surveys.

**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)**. 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: Consultant's Organization and Experience**

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### **A - Consultant's Organization/Service Provider**

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

## B - Consultant's/ Service Provider Agency's Experience

**(Conducting Baseline Surveys - Socio-economic/ Gender, Physical 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 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>	[ <i>Insert full name</i> ]
<b>Name of the Firm proposing the Key Expert</b>	
<b>Date of Birth</b>	[ <i>day/month/year</i> ]
<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.*]

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references*</b>	<b>Country/State</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2010-present]	[e.g., Ministry of ....., advisor/consultant 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 Consultant's Team of Experts:**

**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]<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 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**

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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 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 Experts and Non-Key Experts, and proposed technical and administrative support staff. 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

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[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 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.

**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. 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: <b>“Conducting Baseline Surveys - Socio-economic/ Gender and Physical”</b>
5	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  <b>Address:</b> 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
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: <a href="http://www.worldbank.org/debarr">www.worldbank.org/debarr</a>
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 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	Number of copies of the Technical Proposal: One (1) original and three (5) copies									
14	<p>Time and date of the Proposal submission deadline:</p> <p>- Time: 16:00 (Indian Standard Time)</p> <p>- Date: December 23, 2019</p>									
15	<p>Consultants/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 border="1" data-bbox="451 1759 1409 1948"> <thead> <tr> <th data-bbox="451 1759 557 1833">Sr. No.</th> <th data-bbox="557 1759 1279 1833">Technical Credential</th> <th data-bbox="1279 1759 1409 1833">Max Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 1833 557 1906">1</td> <td data-bbox="557 1833 1279 1906">Experience in similar forestry sector projects in India (Minimum 3 years experience)</td> <td data-bbox="1279 1833 1409 1906">15</td> </tr> <tr> <td data-bbox="451 1906 557 1948">2</td> <td data-bbox="557 1906 1279 1948">Experience in Conducting Baseline Surveys - Socio-</td> <td data-bbox="1279 1906 1409 1948">25</td> </tr> </tbody> </table>	Sr. No.	Technical Credential	Max Score	1	Experience in similar forestry sector projects in India (Minimum 3 years experience)	15	2	Experience in Conducting Baseline Surveys - Socio-	25
Sr. No.	Technical Credential	Max Score								
1	Experience in similar forestry sector projects in India (Minimum 3 years experience)	15								
2	Experience in Conducting Baseline Surveys - Socio-	25								

	economic/ Gender, Physical and related assignments in last 3 years	
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: January 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: January 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 consulting services February 15, 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 similar forestry sector projects in India (Minimum 3 years experience)	15
2	Experience in Conducting Baseline Surveys - Socio-economic/Gender, Physical and related assignments in 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)

The Government of Himachal Pradesh has received a loan from the Japan International Cooperation Agency (hereinafter referred to as "JICA") to finance the Himachal Pradesh Forest Ecosystems Management and Livelihoods Improvement (hereinafter referred to as "the Project") which is to enhance sustainable management of ecosystems of forests in the project area. In order to assess the status of project area before implementation of project interventions and later on assessing the impact of project interventions as per the outcome and result indicators. PIHPFEM&L intends to procure services of qualified consulting firm to prepare the Base line data & analysis for the project under these terms of reference, and intends to apply a portion of the credit to eligible payments under this assignment .The Final Base Line Survey report will describe present status of Socio-Economic, Gender and Physical parameters of the selected project Villages/wards of project area. The information would act as base line mile stone for future project impact assessments and Survey would be done as per expected project outcomes and indicators.

Components of the Project:

<b>Component</b>	<b>Main Activates</b>
<b>Component1:</b>  <b>Sustainable Forest Ecosystem Management</b>	1. Preparatory work for Participatory Forest Management 2. PFM Mode 3. Training of VFDS 4. Department Mode 5. Training of Project Related Staff of HPFD. 6. Research
<b>Component2:</b>  <b>Biodiversity Management</b>	1. Scientific Biodiversity Management 2. Training of Project Related HPFD Staff 3. Community based Biodiversity Management 4. Training of DMU/FTU/BMC and Sub Committee
<b>Component3:</b>  <b>Livelihood Improvement Support</b>	1. Community Development 2. NTFP Based Livelihood Improvement 3. Non-NTFP Based Livelihood Improvement
<b>Component4:</b>  <b>Institutional Capacity Strengthening</b>	1. Preparatory Work 2. Capacity Development 3. M&E 4. Research 5. PMC 6. Phase-Out

**Project Description:**

Project Objective: To manage and enhance forest area ecosystem in the project area, by sustainable forest ecosystem management , Biodiversity Conservation, Livelihood Improvement Support and Strengthening Institutional Capacity thereby contributing to environmental conservation and sustainable socio economic development in the project area in the state of Himachal Pradesh.

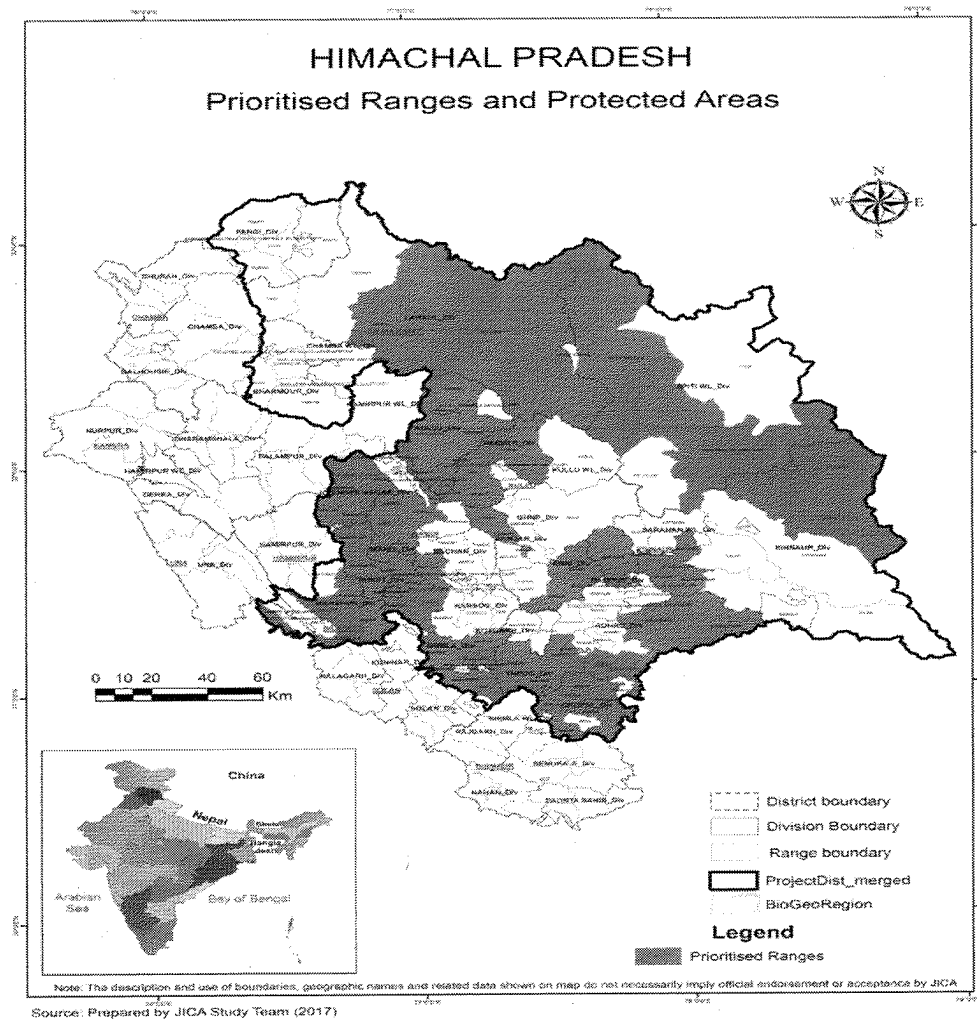
The activities will be carried out in 400 Village Forest Development Societies (VFDS) sites and 60 Biodiversity Management Committees (BMC) sub-committees sites.

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**

<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, 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

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



**Objectives:**

- Provide up to date baseline data on the social indicator score card that will be basis for project impact monitoring. Data on the following areas shall be collected;
  - a) Institutional capacity of SHGs, CIGs and CBOs in resource governance,
  - b) Access to, and use of, forest resources,
  - c) Conflict over natural resources use
  - d) Community Livelihood options and annual incomes from proposed options
  - e) Human well-being
  - f) Knowledge and practices on forest ecosystem management, conservation and improvement of ecosystem services in forest areas for sustainable socio-economic development in project areas.
  - g) Gender equality and mainstreaming
- Analyze and interpret the collected data and provide recommendations on livelihood options, value chains and improvement of ecosystem services in forest areas of the project.

- Identification of Potential Activities to be carried out under Community Development.
- Identification of other drudgery reduction techniques / tools that are needed to be implemented in the intervention areas.
- Existing Livelihood Clusters and Rural Financing reach with details on existing/potential SHGs/CIGs in villages falling under prioritized Wards in selected GPs.
- To study the Institutional Capacity Strengthening; Institutional capacities of PMU and respective implementation units for sustainable ecosystem management.
- To study the socio-economic status of the community under the project intervention areas.
- To provide the details of income and expenditure pattern of the families as a base for assessment of the income of the families.
- To capture the situations in the control villages/sites for reference and comparison
- To capture the Gender segregated data and Analysis

### **Scope of Work**

- Under the direct supervision of the Project Management Unit (PMU), the consultancy will conduct the baseline survey in the project areas targeting the H/H in community groups of the project areas to study the socio economic status of the villages under selected wards of selected Gram Panchayats /BMC Sub committees and their direct or indirect dependency on the forest, Common village land and other natural resources i.e. House hold demand of the fuel wood, fodder, NTFP, timber , water etc and sources where demand is fulfilled .Measures if any ,taken by villagers to protect the vegetation, Biodiversity to mitigate the adverse effects of drought and prevent further ecological degradation. Further any activity done by any agency in the selected villages /wards for employment generation and development of human and other economic resources of village to promote saving and other income generating activities.
- To find out CBOs (VFDS /BMCs/CIG/SHG) working for the sustainability of the Forest or the sources from where they meet their demand. Any efforts done by villagers to reduce pressure on natural resources, restoration of ecological balance through sustained community action.
- To find out the present economic status and social condition of the poor and disadvantaged section of the community such as SC,ST, Women and landless (distribution of the benefits of the community lands, water resources, biomass production, access to income ,land ,Income generating opportunities and in training, exposure visits or any other human resource development activities ).
- Conduct the study in collaboration with the project units (DMUs and FTUs)
- Gender status in term of data, participation, representation, involvement at VFDS /BMCs/CIG/SHG, decision making etc., Market: landscape, dependency, level of markets etc.

## The Team Composition

The consultancy will lead the entire exercise which will involve training and supervising the survey team that will provide filled questionnaire to the consultants who will manage data entry analysis and report findings. The consultants will be assisted by a team who will work together to manage the data and write the full report at the end of the field work.

## Desirable Qualification & Experiences of Key Experts

Position	Desirable Qualification & Experience	Job Description
Team Leader	Minimum Master's degree in Forestry, Agriculture, Social science, MBA or equivalent degree from reputed institution. Ph.D. degree will be given preference. Minimum 10 years of working experience in the areas of Forestry, Socio-economic Development, Research etc., out of which 5 years of experience as a project lead or program lead	Overall guidance and responsibility for carrying out the baseline study. Developing methodology, sampling procedure, data formats, analytical tools, work plans, Reports/ presentations, and other outputs of desired quality as per the TOR time-schedule, and liaison with PMU
Key Team Members (Socio-economist/Gender & Physical study Expert)	Minimum Master's degree in Forestry, Agriculture, Social science, MBA or equivalent degree from reputed institution. Minimum 5 years of working experience in the areas of Forestry, Socio-economic Development, Research etc.	Assisting Team Leader and work as per direction and TOR scope. Responsible for socio-economic/Gender/Physical baseline database in respect to social and forest management, Carry out data analysis, group discussions and other field-based data gathering techniques. He/ She need to visits field for 50% of the time during the period survey work is undertaken.
Field data collectors (to be decided by the consulting firm as per the sample size and time schedule)	Demonstrated experience of 2 years in conducting assessment surveys, and administering the survey schedules, preferably with graduation in agriculture/ Forestry/sociology background. Familiar with rural situations and local dialect.	Field Investigator would be responsible to collect the data in the prescribed data formats using Household interviews/ focus group discussions , field data observations as per the directions of the Team Leader



## Assignment Period

The duration for completing the task will be 24 months after commencement of the assignment.

## Tentative Batch wise coverage of VFDS and BMC sub-committees

- Batch I 75 VFDS and 30 BMC sub-committees
- Batch II 175 VFDS and 30 BMC sub-committees
- Batch III 150 VFDS in Batch III

## 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 Report
- Annual Progress Report
- Draft Baseline Surveys Report
- Baseline Surveys Completion Report

Deliverables	Submission Date
Inception Report	Within 3 weeks after signing of the contract
Quarterly Progress Reports	Within a week after completion of the quarter
Annual Progress Reports	Within a week after completion of the 12 <sup>th</sup> month.
Draft Base Line Study Report: Collection and Completion of data, data analysis, draft report preparation and submission to PMU, for suggestion and report finalization, sharing of interim findings	In the first week of 21 <sup>st</sup> Month.
Final Base Line Study Report: Report finalization with the inputs of PMU, submission of final report to PMU and Sharing of the findings in a workshop.	In the third week 24 <sup>th</sup> month.

**Note:** All the data gathered and analysis such as household interviews, focus group discussions, key informants interview 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 4 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](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: cpdjica2018hpf@gmail.com</p> <p>Consultant/Service Provider: _____  _____</p> <p>Attention: _____  Facsimile: _____  E-mail: _____</p>
4	<p>The Lead Member is [<i>insert name of member</i>]</p> <p><i>Note: If the Consultant/Service Provider consists of a Joint Venture the name of the entity inserted here. If the Consultant/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 Consultant/Service Provider: _____  _____</p>
6	The time period of assignment shall be Twenty four (24) months.
7	The ceiling on Consultants' 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 <b>all Consultant/service providers' liability</b>
9	The Client is entitled to use the documents prepared by the Consultant under this Contract for other projects, without prior written permission of the Consultant/service provider.
10	Any local indirect taxes chargeable in respect of this Contract for the Services provided by the Consultant/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 Consultant 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> .