

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

**Invites**

**Proposals**

**For**

**Preparation of Action Plan for Biodiversity Conservation**  
**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**

**September 21, 2020**

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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 PIHPFEM&L, Potters Hill, Shimla, Himachal Pradesh**

Ref. No. JICA/General/Vol. 9

Dated: September 21, 2020

**{Notice for Invitation of Proposal for Preparation of Action Plan for Biodiversity Conservation Component}**

**Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh** for JICA assisted **PIHPFEM&L** solicits proposals (Technical & Financial) from competent Firms/Organizations/Research Institute/Individuals, specializing in Biodiversity conservation, wildlife conservation, natural resource management and related assignment. Duration of this outsource work is 4 months.

Eligible organizations/research institute/Individuals 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 1000/- as tender/bidding document fee (non refundable) and Rs. 10,000/- (Rupees Ten 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 October 06, 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](http://www.hpforest.nic.in).

  
Chief Project Director  
PIHPFEM&L (JICA)  
0177 2830217

Date: September 21, 2020

## Instructions to Bidder

### **I. General Instructions**

- The organization/Individual (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/Individual (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 1000/- as tender/bidding document fee (non refundable) and Rs. 10,000/- (Rupees Ten 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/Individual, address and should be superscribed as **"Proposal for Preparation of Action Plan for Biodiversity Conservation 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 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/Bank guarantee.
- 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 October 06, 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/Individuals 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 intervention 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 firm would be required to submit, in detail, the methodology proposed to be adopted by the firm/individual in carrying out the assignment, to meet the desired objectives.
- The firm/individual well versed with biodiversity conservation, wildlife conservation, natural resource management, related work and having sufficient experience of carrying out such assignments in Himachal Pradesh would be preferred 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) Experience in biodiversity conservation, wildlife conservation, natural resource management and related assignment. 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 biodiversity conservation, wildlife conservation, natural resource management and related assignment as per format (**Tech I**). Minimum experience of 5 years with supporting documents { Auditor turnover certificate/statement on annual income from related services/work order/completion certificates/ research execution certificate} are mandatory. **No marks will be given if supporting documents are not provided.**
- f) CV of Key Resource Persons proposed for the assignment with their experiences in similar assignments. (**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 assignments.

## **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) which is also 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: Organisation/Individual and Experience**

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### **A – Organization/Individual**

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

## B – Organization/Individual Experience

*[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.]*

Assignment/Project 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-Organisations:
Name of joint venture member or Sub-Organisations, 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 Resource Person

### 1. General

Position Title and No.	[e.g., K-1, Key Expert/Researcher]
Name of Key Resource Person	[Insert full name]
Name of the Firm proposing the Resource Person	
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. Experience (related to research work):

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/Organisation to...  For references: Tel...../e-mail.....; Mr. Hbbbbb, deputy minister]		

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

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

### 6. Adequacy for the Assignment:

#### 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;

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

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

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

## **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.*

## **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: \_\_\_\_\_

- 
- 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. 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) which is also to be indicated separately as per prevailing rate

## QCBS - Data Sheet

Sr. No.	Particulars
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>“Preparation of Action Plan for Biodiversity Conservation Component”</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 7 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 Organisation’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 two (2) copies																		
14	<p>Time and date of the Proposal submission deadline:</p> <p>- Time: 16:00 (Indian Standard Time)</p> <p>- Date: October 06, 2020</p>																		
15	<p>Organisation/Individual 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 biodiversity conservation, wildlife conservation, natural resource management and related assignment specially in Himalayan states/India.(<b>minimum 5 years</b> )</td><td>20</td></tr><tr><td>2</td><td>Experience in preparation of action and management plan for biodiversity conservation, wildlife conservation, natural resource management and related assignment.(<b>in last 3 years</b>)</td><td>25</td></tr><tr><td>3</td><td>Resource Person</td><td>25</td></tr><tr><td>4</td><td>Proposed methodology</td><td>20</td></tr><tr><td>5</td><td>Quality of Proposal</td><td>10</td></tr></table> <p>Minimum marks for qualifying in Technical Evaluation would be 60 marks.</p>	Sr. No.	Technical Credential	Max Score	1	Experience in biodiversity conservation, wildlife conservation, natural resource management and related assignment specially in Himalayan states/India.( <b>minimum 5 years</b> )	20	2	Experience in preparation of action and management plan for biodiversity conservation, wildlife conservation, natural resource management and related assignment.( <b>in last 3 years</b> )	25	3	Resource Person	25	4	Proposed methodology	20	5	Quality of Proposal	10
Sr. No.	Technical Credential	Max Score																	
1	Experience in biodiversity conservation, wildlife conservation, natural resource management and related assignment specially in Himalayan states/India.( <b>minimum 5 years</b> )	20																	
2	Experience in preparation of action and management plan for biodiversity conservation, wildlife conservation, natural resource management and related assignment.( <b>in last 3 years</b> )	25																	
3	Resource Person	25																	
4	Proposed methodology	20																	
5	Quality of Proposal	10																	



17	Expected date (month/year) for public opening of Financial Proposals: October 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: October 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 services October 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 biodiversity conservation, wildlife conservation, natural resource management and related assignment specially in Himalayan states/India.(minimum 5 years )	20
2	Experience in preparation of action and management plan for biodiversity conservation, wildlife conservation, natural resource management and related assignment.(in last 3 years)	25
3	Resource Person	25
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. Introduction:**

Japan International Cooperation Agency (JICA) assisted “Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods” is being implemented in six districts i.e. Kinnaur, Shimla, Bilaspur, Mandi, Kullu and Lahaul & Spiti. The project period is 10 years from 2018-19 to 2027-28. It will be implemented in 61 Ranges of 18 Divisions falling in jurisdiction of 7 Forest Circles and the activities will be carried out both in PFM as well as departmental mode through 400 VFDS and 60 BMC sub-committees. The Project would be implemented through Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh (registered on 09-07-2018 under HP Societies” Registration Act 2006). The aim of the project is the Improvement of Forest Ecosystems Services for Sustainable Socio-economic Development in the state of Himachal Pradesh

The project has four components, which are as under;

- Sustainable Forest Ecosystem Management
- Biodiversity Conservation
- Livelihoods Improvement Support
- Institutional Capacity Strengthening

Each component has the preparatory phase, implementation and phase out phases. (i.e., preparatory phase: 2018-2019; implementation phase: 2020-2025 and phase out :2026-2027)

### **2. Objective of the Assignment**

The **Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh** for JICA assisted **PIHPFEM&L** intends to hire the services of an outside agency/individual to develop a holistic Action Plan for the Biodiversity Conservation Component for implementation under “Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods (PIHPFEM&L)”

### **3. Scope of Work:**

For the Preparation of Action Plan for the Component Biodiversity Conservation following areas need to be covered.

- I. Baseline of existing biodiversity status in the state of Himachal Pradesh based on secondary literature available.

- II. Various studies pertaining to the Component Biodiversity Conservation, which include i) Introduction of Rotational Grazing Reserve Concept (Study) ii) Species/Area specific Human wildlife conflict mitigation/ management (Baseline Survey) iii) Recovery Program for Endangered Wildlife (Baseline survey to clarify the current status of conservation breeding efforts and activities) iv) Pilot Project on Biodiversity Corridor (Baseline Survey) and v) Basic study for designing Biodiversity Assessment have been floated through the PCCF (Wildlife) and final results are likely to come shortly. These report are of great significance and the results of these reports shall be taken into consideration while preparing the action plan
- III. In the project document, there are three thrust areas that need to be addressed under biodiversity.
  - a) In the project operational areas, 60 Community Biodiversity Management Plans (Micro plans) are under preparation in the peripheral wards (BMC Sub-committees) of Protected Areas. While preparing the Biodiversity Action Plan, these CBMP are to be taken into consideration
  - b) SATOYAMA approach has to be followed in Protected Areas of Himachal Pradesh. Under SATOYAMA initiatives promotion of ecotourism shall be an important intervention since it serves the twin objective of nature conservation and livelihood improvement. SATOYAMA approach "Society in harmony with nature" has following basic elements.
    - i) resource use within the carrying capacity and resilience of the environment;
    - ii) cyclic use of natural resources;
    - iii) recognition of the value and importance of local traditions and cultures;
    - iv) multi-stakeholder participation and collaboration; and
    - v) contribution to socio-economies.
  - c) A conceptual framework for endangered species conservation (both flora & fauna)
    - Identification and prioritization of endangered species and scope of their re-introduction/propagation
    - Wildlife Habitat improvement with focus on introduction of native species to enrich biodiversity.
    - Improve wildlife habitats through increase of water drinking places, particularly inside protected areas and transitional zones.
- IV. Suggest/Identify institutions/organizations for undertaking various trainings and exposure visits, if any.

- V. Biodiversity Action Plan shall be phased for next 6 years. The operational plan has to be segmented into Annual Action Plans for each year indicating specific activities to be taken up with stipulated time and in line with financial outlay. Action/operation plan shall have to be made in line with above said interventions/activities indicated in various sub-components under the Biodiversity Conservation component.

#### 4. Resource Person

Biodiversity Conservation Expert

**Qualification & Experience of Expert:** Post-Graduate Degree in Life Science/ Natural Resource Management/Wild life or related field. The expert must have experience of 15 -20 years in the field of Biodiversity Conservation including Community Biodiversity Management, Protected Area Management, Institutional Strengthening and other related areas of Sustainable Biodiversity Management.

5. **Duration of Assignment:** The duration for completing the task will be 04 months after commencement of the assignment.

#### 6. Deliverables

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

Deliverable	Submission Deadline
Inception Report	15 days from the date of signing of the contract
Monthly Report	1 <sup>st</sup> week of the succeeding month
Draft Final Report	After 3.5 month from date of submission of Inception Report
Presentation	Presentation before the Client on Draft Final Report
Final Report	Submission of Final Report with due incorporation of comments/suggestion at the end of 4 <sup>rd</sup> month.

#### 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](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 by JICA in April 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</p> <p>E-mail: cpdjica2018hpf@gmail.com</p> <p>Organisation/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 Organisation/Individual consists of a Joint Venture the name of the entity inserted here. If the Organisation/Individual 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 Four (04) months, after the commencement of the assignment.
7	The ceiling on Organisations' 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 Organisation's property used in the performance of the Services will be <b>all Organisation/service providers' liability</b>

9	The Client is entitled to use the documents prepared by the Organisation/Individual under this Contract for other projects, without prior written permission of the Organisation/Individual.
10	Any local indirect taxes chargeable in respect of this Contract for the Services provided by the Organisation/Individual 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 Organisation. 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 <b>Rs. 5,00,000/- (Rupees Five Lakh only) including GST/tax</b> . 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.