

STATE FOREST DEVELOPMENT AGENCY (SFDA), ODISHA
OFFICE OF PCCF, ODISHA, ARANYA BHAWAN, CHANDRASEKHARPUR,
Bhubaneswar-751023

Tender Call Notice

Sealed Tenders are invited from Government /Private/NGO sector organisations having relevant expertise and experience in Project evaluation for compiling Concurrent and Final Evaluation Reports of Forest Development Agency (FDA) projects in Odisha sanctioned under National Afforestation Programme (NAP).

TERMS AND CONDITIONS FOR SELECTED AGENCIES

Compilation of Concurrent and Final Evaluation Reports of Forest Development Agency (FDA) projects in Odisha sanctioned under National Afforestation Programme (NAP) Scheme

Brief Background of SFDA:

The overall objective of the National Afforestation Programme (NAP) scheme is to develop the forest resources with people's participation, with focus on improvement in livelihoods of the forest-fringe communities, especially the poor.

The Revised Operational Guidelines issued during 2009 by National Afforestation and Eco-development Board (NAEB) made provision for federation of FDAs at the state level and the scheme is implemented by a three-tier institutional set-up, namely State Forest Development Agency (SFDA) at the State level, Forest Development Agencies (FDAs) at the forest division level and Joint Forest Management Committees (JFMCs) (Vana Surakshya Samities (VSSs) or Eco-Development Committees (EDCs) at the village level.

Current Status of SFDA Odisha:

The State Forest Development Agency, Odisha was constituted on 17.06.2010 under the Societies Registration Act, 1860 with PCCF, Odisha as the Chairperson and CCF (PP&A) as the Member Secretary and Chief Executive. The Chairpersons and Member-Secretaries of all FDAs of the State are members of SFDA, Odisha. There are 46 FDAs in 46 divisions of the State. After formation of the SFDA, the project under NAP was implemented in the state through FDAs involving the JFMCs (VSSs/EDCs) for carrying out plantation and ancillary activities.

Evaluation for SFDA, Odisha: As per guidelines of National Afforestation and Eco-development Board (NAEB), two FDA wise Consolidated Concurrent Evaluation Reports and two FDA wise Consolidated Final Evaluation Reports of SFDA, Odisha have been formulated by a third

Party and transmitted to the National Afforestation & Eco-development Board, Ministry of Environment & Forests, Govt. of India during 2013-14. At present, the Concurrent Evaluation for the plantations under NAP taken up by 22 FDAs namely, Angul, Athagarh, Dhenkanal, Baripada, Berhampur, Paralakhemundi, Balliguda, Boudh, Ghumsur North, Kalahandi North, Subarnapur, Bolangir, Nayagarh, Chandaka WL, Rayagada, Malkangiri, Nowrangpur, Jeypore, Rourkela, Keonjhar, Keonjhar WL, & Jharsuguda during 2012-13 under the project period of 2011-12 to 2015-16 and by 20 FDAs namely, Angul, Athagarh, Dhenkanal, Baripada, Rairangpur, Boudh, Ghumsur North, Ghumsur South, Kalahandi North, Khariar, Subarnapur, Rayagada, Malkangiri, Jeypore, Sundargarh,, Deogarh, Keonjhar WL, Jharsuguda, Rairakhol & Bargarh during 2013-14 under the project period of 2012-13 to 2016-17 in Odisha is required to be done by each FDA independently. Subsequently, all these FDAs have completed their concurrent evaluation work independently by commissioning different agencies and furnished their Concurrent Evaluation Reports to the State Forest Development Agency, Odisha.

Similarly, as per guidelines of National Afforestation and Eco-development Board (NAEB), at present, the Final Evaluation of the 25 FDA projects under NAP implemented during two project periods i.e 1) during the project period of 2008-09 to 2012-13 implemented in 18 FDA – Divisions namely, Dhenkanal, Satkosia WL, Berhampur, Paralakhemundi, Boudh, Kalahandi North, Nayagarh, Khurda, Puri WL, Koraput, Rayagada, Malkangiri, Nowrangpur, Deogarh, Keonjhar WL, Jharsuguda, Sambalpur, & Bamra WL and 2) during the project period of 2009-10 to 2013-14 implemented in 7 FDA–Divisions namely, Berhampur, Paralakhemudi, Puri WL, Rayagada, Rourkela, Keonjhar WL & Jharsuguda is required to be done by each FDA independently. Subsequently, all these FDAs have completed their final evaluation work independently by commissioning different agencies and furnished their Final Evaluation Reports to the State Forest Development Agency, Odisha.

Terms of Reference

The agency will go through each evaluation report of 67 FDA projects (concurrent evaluation of 42 FDAs and final evaluation of 25 FDAs), compile data & information on socio-economic profile and forest/afforestation details of all JFMCs (VSSs/EDCs) in the FDAs covered under National Afforestation Programme that are available in each evaluation report of FDA project, analyze accordingly in the prescribed formats and prepare four Consolidated Evaluation reports for SFDA, Odisha separately i.e. two "**FDA wise Consolidated Concurrent Evaluation Reports of State Forest Development Agency (SFDA), Odisha**" and two "**FDA wise Consolidated Final Evaluation Report of SFDA, Odisha**" to assess the project accomplishment and take up further improvements.

As per guide lines of NAEB, the Concurrent Evaluation is undertaken for assessment of the degree of peoples' participation in the functioning of JFMCs, in particular during micro-planning and implementation of initial project activities and the final Evaluation focuses on the quality of peoples' participation, success of regeneration, in terms of expansion and improvement in vegetation, and poverty impacts of the project.

Deliverables:

1. Finalization of detailed plan (including data formats, analysis methods etc.) and work schedule:

- i. The commencement of the compilation of evaluation reports will be reckoned from the date of issue of offer letter by SFDA Odisha.
- ii. The entire work depends on the secondary source of information gathered thereon i.e. from each FDA Evaluation Report
- iii. The evaluator shall furnish regular periodical reports/statements about the progress of the work in the prescribed formats from time to time.
- iv. Data compilation and harmonization.
- v. Data analysis in the prescribed formats.
- vi. Preparation of Consolidated State Evaluation Report and Action Taken Report
- vii. Finalization and submission of Consolidated State Evaluation Report
- viii. The evaluation work shall be completed within 6 weeks of the date of commencement. The draft report shall be submitted first and after approval of the draft report, the final report in the prescribed format in six printed copies of four consolidated reports will be submitted along with a soft copy on a CD/DVD. The release of the funds would be subject to the timely completion of the evaluation and submission of the report.
- ix. All costs are included in the remuneration. The remuneration fixed for the evaluation is final and cannot be enhanced under any circumstances. The SFDA, Odisha will not take any liabilities accruing in the course of the evaluation.
- x. Any other works that are required to achieve "Objectives" indicated in the ToR.

2. Consultation with FDA official:-

Before the start and on the conclusion of the study, the evaluator will hold elaborate consultations with the Chairperson and Member Secretary of the SFDA, Odisha and any other officials as and when required.

3. Grading of the Project:-

The evaluator will provide a clear consistent, concise and coherent justification for assigning scores (1-10) with overall assessment of the SFDA project for the various parameters (listed in the formats for grading the FDA Project) in taking into consideration of assigned scores (1-10) of each FDA project.

4. Interactive Meetings:-

The evaluator, if requested by SFDA in this regard, shall present the findings of the Evaluation Report in a workshop/seminar/meeting organized for this purpose. It will be the responsibility of the SFDA, Odisha to organize such workshop/seminar/meeting.

The intellectual property right of the evaluation Study and its outputs shall be that of SFDA, Odisha /Government of India.

5. Timeframe

The entire work shall be completed in about 6 weeks without any delay, and timeframe is given in the figure below:

Progress of work	Six weeks					
	1	2	3	4	5	6
Review of documents and initial interaction with SFDA personnel	✓					
Finalization of work plan and schedule	✓					
Development and finalization of data entry and data analysis methods	✓					
Data entry, compilation		✓				
Data analysis			✓	✓		
Preparation of Draft Report					✓	
Finalization and submission of Report						✓

6. Team Composition

It is advised to include the composition of evaluation team in the proposals. Professional and permanent staff members of the organization who have been working for more than 2 years will be preferred.

7. Selection Criteria

7.1. Selection Procedure and Criteria

7.1.1. The selection criteria and indicators is indicated below:

Technical Parameters

Selection Criteria	Indicators	Units	Score range
Organizational Capability and Experience	Membership in National level policy making committees/working groups of planning commission/Steering committee at GOI level	Years of involvement	0-10
	Membership in State level policy making committees/working groups of planning commission/Steering committee at State level	Years of involvement	0-10
	Experience of participating/contributing to policy formulation processes for any Forestry project at National level	No. of committees in which the organization is represented	0-10
	Experience of participating/contributing to policy formulation processes for any Forestry project at State level	No. of committees in which the organization is represented	0-10
	Experience of conducting Impact studies/process studies on Forest Development Projects	No. of Impact studies conducted /No of schemes involved	0-10
	Relevant experience in Project Evaluation using both conventional and participatory evaluation tools/ methods.	No. of Evaluation studies conducted/No of schemes involved	0-10
	Experience of function as resource support organization for Forestry Projects/ NRM projects	Years of experience	0-10
Technical Approach	Understanding of work, Basic Approach, Methodology	Timeframe with coherent justification	0-5
	Work Plan		0-5
Personnel	Professional and permanent staff with forest management related experience	No. of full time professionals	0-10
Past record	Past Experience in Odisha forest management /any projects	Yes/No	0-10
	Total		0-100

- 7.1.2. The committee will rank the offers and make suggestions for selecting an evaluator based on the evaluation of technical proposal /presentation as per the selection criteria & indicators mentioned in 7.1.1.
- 7.2. The financial proposals of the best 3 technical proposals will only be considered.
8. The ownership of all reports, documents, materials, images, data and knowledge developed during the assignment shall belong to the SFDA. The agency, or persons engaged by it, shall not disclose or use or cause to be disclosed or use, at any time during or subsequent to the Agreement, any information of SFDA and keep all the information collected during the work strictly confidential.
9. Term of payment: Payment will be made after submission of the completed final report.

10. Forms of Proposals and Submission

Interested parties are requested to submit a proposal in the following manner:-

- a. The proposal shall have 2 parts: Technical and Financial in the format at **Annexure -I and II**.
- b. In the proposal, a lead organization should be clearly indicated in case of consortium. Team Leader shall have to be the member of lead organization.
- c. An authorized representative of the firm must put his/ her initials on the cover page of the proposal. The representative's authorization is to be confirmed by a written power of attorney accompanying the proposal.
- d. All proposals should be accompanied by earnest money deposit of Rs.10,000/- in form of a Demand Draft drawn on any Nationalized Bank in favour of Dy.CF (Head Qrs.), O/o- PCCF, Odisha, Bhubaneswar payable at Bhubaneswar which will be committed to Security deposit in case of successful bidder. In case of unsuccessful bidder, the same will be returned.
- e. The successful bidder will be required to furnish Security Deposit @ 10% of bid amount subject to minimum of Rs. 10,000/- for successful execution of contract.
- f. The lowest bidder amongst the technically qualified applicants will be selected and invited for conducting the evaluation work within 15 days of opening of the tender.
- g. In case the lowest bidder fails to start the work within 15 days from the date of receipt of the offer then the next higher bidder will be offered the job.
- h. The Security Deposit of all other applicants shall be refunded immediately after the selection process is completed.
- i. One original and 2 copies of the Proposal (Technical and Financial both) are required and this should be marked 'Original' or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the copies of the Proposal, the original copy will govern.

- j. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal”. Similarly the original and all copies of the Financial Proposal shall be placed in a separate sealed envelope clearly marked “Financial Proposal”. Both these envelopes shall be placed into an outer sealed envelope bearing the submission address and clearly marked “Proposal for Concurrent and Final Evaluation of SFDA, Odisha”. No financial implications/cost details are to be provided in technical proposal.
- k. Offer should be valid at least for a period of 15 days from the date of receipt of the same by the applicant.
- l. The Chairperson, SFDA, Odisha reserves the right to accept or reject any or all proposals without assigning any reasons thereof and to add, modify or delete any of the terms and conditions without any notice. The decision of the Chairperson, SFDA shall be final.
- m. The Chairperson, SFDA reserves the right to modify the requirement at any time during the process of finalization of the process.
- n. The completed Proposal must be delivered on or before **11 AM of 21st September, 2015** to:
- The CCF (PP&A) and Member Secretary,
State Forest Development Agency (SFDA),
O/o- PCCF, Aranya Bhawan, Chandrasekharpur, Bhubaneswar 751023
Phone: (0674) 2300053
Fax: (0674) 2300053
(Note: Tenders received after the due date and time shall not be opened)
- o. The technical proposals received shall be opened in the presence of the parties/authorised agents of the parties by the selection committee on **11.30 AM of 21st September, 2015**. In case any parties/authorised representatives shall not attend the tender opening process, their tenders shall be treated as cancelled.
- p. The Chairperson reserves the right to cancel the offer/postpone the offer. In case of selected firm, the Chairperson shall impose appropriate penalty, if the firm shall not complete the targeted work within a period of 6 (six) weeks from the date of its initiation.

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Format of Technical Proposal for Concurrent and Final Evaluation of SFDA, Odisha

1. Name of the Organisation:
2. Address, Phone/Fax, e-mail:
3. Branches & Presence in Odisha (if any):
4. Registration Details:
5. Financial Strength & turnover (last 3 years):

Financial Year	Total Turnover
FY 2012-13	
FY 2013-14	
FY 2014-15	

6. Membership in National level policy making committees/ working groups of planning commission/ Steering committee at GOI level :

Title of the Assignment	Name of the Client/Donor/Funding agency	Specific objectives & outcome	Total value of the assignment	Duration of assignment	Salient features of the assignment

7. Membership in State level policy making committees/working groups of planning commission/ Steering committee at State level :

Title of the Assignment	Name of the Client/Donor/Funding agency	Specific objectives & outcome	Total value of the assignment	Duration of assignment	Salient features of the assignment

8. Experience of participating/ contributing to policy formulation processes for any Forestry project at National level :

Title of the Assignment	Name of the Client/Donor/Funding agency	Specific objectives & outcome	Total value of the assignment	Duration of assignment	Salient features of the assignment

9. Experience of participating/ contributing to policy formulation processes for any Forestry project at State level :

Title of the Assignment	Name of the Client/Donor/Funding agency	Specific objectives & outcome	Total value of the assignment	Duration of assignment	Salient features of the assignment

10. Experience of conducting impact studies/process studies on forest development project :

Title of the Assignment	Name of the Client/Donor/Funding agency	Specific objectives & outcome	Total value of the assignment	Duration of assignment	Salient features of the assignment

11. Relevant experience in Project Evaluation using both conventional and participatory evaluation tools/ methods :

Title of the Assignment	Name of the Client/Donor/Funding agency	Specific objectives & outcome	Methodology followed	Total value of the assignment	Duration of assignment	Salient features of the assignment

12. Experience of function as resource support organization for forestry / NRM projects :

Title of the Assignment	Name of the Client/Donor/Funding agency	Specific objectives & outcome	Total value of the assignment	Duration of assignment	Salient features of the assignment

13. Core team/ professional and permanent staff to be associated and their experience in Odisha:

Name of the specialist	Basic Qualification & Specialization	Experience in the area of the assignment	Designation in the assignment and commitment for involvement

14. Description of Methodology:

- (a) Understanding of work
- (b) Proposed basic approach and detailed methodology
- (c) Work plan
- (d) Proposed composition of team and estimates of the total staff man days to carry out the work. (Note: NO FINANCIAL /COST DETAILS TO BE PROVIDED IN TECHNICAL PROPOSAL)

15. Past Experience in Odisha Forest Management project/ any other project, if any give briefly.

16. Enclosures:

- (a) Profile of Organisations/Agencies/Firms Annual reports (Most recent)
- (b) Copies of last three years' audited statements
- (c) Copies of relevant registration certificates

Date:

Name of the Signatory

Place:

Designation

Format of Financial Proposal for Concurrent and Final Evaluation of SFDA

(This format must be kept in a separate sealed envelope clearly marked as “Financial Proposal for Concurrent and Final Evaluation”.)

Name of the Organisation:

A. Remuneration				
For Concurrent Evaluation:				
Position	Quantity	Unit	Unit Price	Total
		Man days		
		Man days		
		Man days		
		Man days		
For Final Evaluation:				
		Man days		
		Man days		
		Man days		
		Man days		
Total				

B. Allowance, Transport Cost & Other Incidentals				
Position	Quantity	Unit	Unit Price	Total
		day		
		day		
		day		
		day		
		day		
		day		
		day		
		day		
Total				

C. Other Direct Cost				
Items	Quantity	Unit	Unit Price	Total
Total				

Sub Total of A, B, C				
Service Tax				
Grand Total				

Date:

Place:

Name of the Signatory

Designation