

Himachal Pradesh Forest Department
Himachal Pradesh Forests for Prosperity Project
Notice inviting Expression of interest for selection of individual consultant

Reference No.: 2/2018

Sealed tenders are invited from the interested individual consultants for preparation of project implementation plan (PIP) for World Bank (WB) assisted Himachal Pradesh Forests for Prosperity Project (HPFPP). Technical and financial bids should be submitted in separate envelopes and clearly marked accordingly. Both should be further put in a larger envelope and sealed.

1. BACKGROUND

The Himachal Pradesh Forest Department (HPFD) has applied for financing from the WB towards the cost of the HPFPP and intends to apply part of the proceeds for consulting services. The project envisage to support forest service provision programs and strengthening the roles of communities and the private sector in forest-related activities, improve the effectiveness of forest management programs and thereby improve the effectiveness of Central government (Govt. of India) allocations to the state for afforestation. The project development objective is “To improve management and community use of forests and alpine pasture at selected sites in Himachal Pradesh.”

The HPFD has constituted a Project Monitoring Unit (PMU) w.r.t. HP FPP to work with WB for effectively formulate and implement the proposed project.

2. OBJECTIVE OF THE CONSULTANCY

The PMU, HPFPP is seeking consultancy from reputed experienced individual consultants for preparation of a Project Implementation Plan (PIP). The primary objective of this assignment is to support the PMU in the preparation of the PIP for the HP FPP. The WB will review and approve the PIP before the project can become effective.

The PIP will be the key reference document describing the HP FPP project operations to various stakeholders and project implementers at various administrative levels. The overall objective of the PIP is to provide clear guidance on how the project’s components will be implemented and operationalized as well as to describe the institutional set-up and management of the project.

3. SCOPE OF THE ASSIGNMENT:

The consultant will draft the PIP for the HPFPP which will include the following:

1. Provide an overview of the overall project including project objectives indicators, project components, project beneficiaries, and safeguard issues, building upon documents already prepared or in preparation;
2. Provide a detailed description of project components, sub-components and planned activities and detail of the institutional and implementation arrangements of each component/sub-component;
3. Describe the overall institutional and implementation arrangements;
4. Describe the detailed arrangement and procedures for (i) procurement, (ii) financial management, disbursement and accounting and (iii) auditing;
5. Describe the arrangements for performance management as well as monitoring and evaluation (M&E) and specify the agreed reporting requirements.

4. CONSULTANT ACTIVITIES:

Working for the PMU, the consultant is expected to:

- Review relevant documentation of Govt of India, World Bank and Govt of Himachal Pradesh;

- Meet with key stakeholders from PMU, HP Forest Department, other officials from GoHP, line departments to ensure address the all key issues and adequately incorporated;
- Prepare an inception report in accordance with the terms of the consultancy agreement;
- Hold discussions with stakeholders on the draft PIP to obtain feedback on the clarity, feasibility and completeness of the proposed procedures;
- Finalize the draft PIP based on stakeholder consultations.

5. KEY DELIVERABLES AND SCHEDULE

- The assignment encompasses a period of seven weeks;
- The consultant is expected to provide the following outputs as per the schedule given. The consultants are expected to allocate resources such as for meetings, discussions, presentation's etc. keeping in mind the scheduled output.

Sr No	Activities	Timeline	Payment Schedule on completion of activities
1	Submission & acceptance of inception report outlining the understanding of the assignment	1 week from the start date	30%
2	Submission & presentation of 1st draft of PIP for the PMU	4 weeks from the start date	50%
3	A Final PIP which incorporates comments & acceptance by PMU	2 weeks after the comments are given	20%

6. REPORTING AND COMMUNICATION:

- The consultant will report to the Chief Project Director, HPFPP, Una and is expected to work independently in developing the PIP.

7. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Master's degree in management, project planning, business administration or any other related field;
- At least 5 years of demonstrable experience in project formulation especially preparation of PIP for projects of similar nature to HP FPP i.e. NRM/ Catchment Treatment/ NTFP/ Tribal Development/ Livelihood/ Gender Development/ Social development;
- Strong report writing skills;
- Full proficiency in English is a requirement.

DESIRABLE EXPERIENCE:

- Weightage will be given to experience of working with World Bank/ other international aid agencies in projects of similar nature.

8. EVALUATION CRITERIA

The criteria for the evaluation of the technical bid is as:

Sr No	Name of the consultant	No of Projects/PIP formulated		Methodology & understanding of ToR to be used in undertaking the assignment (5 marks)	Total marks 25 (3+4+5)
		NRM/ Catchment Treatment/NTFP/ Tribal Development/ Livelihood/ Gender Development/ Social development (15 marks)	Out of (3) number of projects aided by World Bank or other International Funding Agencies (5marks)		
1	2	3	4	5	6

Interested consultants are requested to submit the following documents for PMU's consideration:

- Personal Capacity Statement (details of qualification, relevant experience and details of relevant projects/assignments be given in support of column 3 and 4 above).
- Technical bid not exceeding 8 pages (in support of column 5)
- Financial bid (Total Cost including taxes etc.)- separate page
Financial bids will be opened for only those consultants who score a minimum of 18/25 marks in technical bid evaluation.

Final evaluation will be done on the basis of the technical score (column 6) and Financial Score (item c).

The lowest evaluated financial proposal (Fm) is given the maximum financial score (Sf) of 25.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 25 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70% and

P = 30%

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

A consultant will be selected in accordance with the procedures set out in the "The World Bank Procurement Regulations for IPF Borrowers: Procurement in Investment project Financing Goods, Works, Non- Consulting and Consulting Services July 2016".

Further information can be obtained at the address below during office hours 10:00-17:00hrs on any working day or at HP Forest Department web site www.hpforest.nic.in > tenders

General conditions:

- Technical and financial bids should be submitted in separate envelopes and marked accordingly. Both should be put in a larger envelope and sealed.
- It has been observed in the past that the bids are not prepared properly as per the requirement. Hence, it is requested that bidders should make it convenient to attend the bid evaluation process personally or through their authorized representative.

9. RESPONSE TO THE CALL

The bids must be delivered in a written form to the address below not later than 11:00 hours on 16 April 2018. The bids will be opened at 11:05 AM onwards on the same date at the following address:

o/o Chief Project Director,
HP Forests for Prosperity Project,
Opposite KVK Una, Santoshgarh Road,
Rampur, Una, 174303, Himachal Pradesh
Ph. No.: 01975-225855
E mail: cpdffp1@gmail.com

Chief Project Director
HP Forests for Prosperity
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