

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

Reference No.: 3/2018

Sealed tenders are invited from the interested individual consultants for preparation of operational manual (OM) for World Bank (WB) assisted Himachal Pradesh Forests for Prosperity Project (HPFPP). Technical and financial bids should be submitted in separate envelopes and 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, HP FPP is seeking consultancy from reputed experienced individual consultant for preparation of a project operational manual. The main objective of the consultancy is to develop an operational manual that simplifies, formalizes and standardizes PMU’s administrative and operational procedures for procurement of goods and services, training, and consultancies (as applicable); financial management (planning, budgeting, accounting and recording, internal controls, reporting and auditing); disbursements; monitoring and evaluation; progress reporting and relations with stakeholders i/c field offices (including outlining the main roles and responsibilities of the stakeholders).

**3. SCOPE OF THE ASSIGNMENT:**

- a. The main objective of the consultancy is to develop operational manual that simplifies, formalizes and standardizes PMU’s administrative and operational procedures for budget preparation and execution, financial management, procurement, travel, inventory management, fixed asset management, human resources management, records management, information technology, internal controls, risk management, knowledge management, communications, etc.
- b. The manual is expected to detail procedures, including specific methods, where applicable, to be adopted on a day to day basis by the PMU with respect to the above mentioned activities and functions (in paragraph (a) above).
- c. With due care and regard to internal controls, rules and procedures of GoHP, GoI and WB the manual is expected to detail responsibilities, stages and lead times in the context of the foregoing institutional arrangements. The manual shall thus also help in the process of monitoring and overseeing the implementation of activities.
- d. Chapters covering specialized areas like procurement, financial reporting and external audit should clearly elaborate on methods and standards. Chapters on financial reporting should outline the financial reporting standards used, financial reporting chronology of activities (with timelines), basis of accounting (HP & WB’s

financial rules and procedure's) and content of financial statements etc. whereas the external audit chapters should outline type of audit, qualities of the auditors/ audit firms, standards of auditing to be applied and external audit deliverables, with time frames.

- e. Institutional linkages should be clearly spelt out, with a clear articulation of roles and responsibility of the PMU & field offices. The supporting and/or oversight roles of beneficiary institution technical specialists, technical committee/s and the governing body should be clearly stated with sufficient detail on linkage modalities.

**4. CONSULTANT ACTIVITIES:**

Working for the PMU, the consultant is expected to:

- Review relevant documentation of GoI, WB and GoHP.
- Meet with key stakeholders from PMU, HPFD and other officials from GoHP, line departments to ensure all key issues have been addressed and adequately incorporated; prepare an inception report in accordance with the terms of the consultancy agreement.
- Hold discussions with stakeholders on the draft operational manual to obtain feedback on the clarity, feasibility and completeness of the proposed procedures.
- Finalize the draft operational manual based on stakeholder consultations.
- Provide training to relevant personnel about the use of the manual.

**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.

<b>Sr No</b>	<b>Activities</b>	<b>Timeline</b>	<b>Payment Schedule on completion of activities</b>
<b>1</b>	Submission & acceptance of inception report outlining the understanding of the assignment	1 week from the start date	30%
<b>2</b>	Submission & presentation of 1st draft of manual for the PMU	4 weeks from the start date	50%
<b>3</b>	A Final manual 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 operational manual 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/operational manual prepared		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:

$$T = 70\% \text{ and}$$

$$P = 30\%$$

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:  $S = S_t \times T\% + S_f \times P\%$ .

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](http://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 Project,  
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Ph: 01975-225855  
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