



Indian Council of Forestry Research and Education

(An Autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India)

P.O. New Forest, Dehradun – 248 006 (Uttarakhand), INDIA

No. 15/2018/ESIP/BCC/ICFRE/423

Dated: 14/02/2020

REQUEST FOR EXPRESSION OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

Country: INDIA

Name of Project: Ecosystem Services Improvement Project

Grant No.: TF0A3990

Assignment Title: Evaluation of the Working/ Effectiveness of Forestry Extension System through the Van Vigyan Kendras and Recommendations for its Strengthening

Reference No.: IN-ICFRE-154299-CS-CQS

The Government of India has received financing from the World Bank toward the cost of the Ecosystem Services Improvement Project (ESIP), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Evaluation of the Working/ Effectiveness of Forestry Extension System through the Van Vigyan Kendras and Recommendations for its Strengthening. Indian Council of Forestry Research and Education (ICFRE) has rich records of innovative developed technologies/processes to its credit and endeavors to transfer and disseminate the developed technologies through its Directorate of Extension. This Directorate has developed a variety of extension programmes to disseminate the outcomes of research to various stakeholders/ end-users with active participation of State Forest Departments and other institutions like Joint Forest Management Committees, Village *Panchayats* including farmers, women, industries and unemployed youth etc. ICFRE had initiated establishment of Van Vigyan Kendras (VVKs) in every state and Union Territory with active collaboration of State Forest Departments.

The consultant/consulting firm would look into the current status of Van Vigyan Kendras (VVKs), to develop a means for improving the working of VVKs and provide specific strategies/ guidelines/ plans/ recommendations for strengthening the existing VVKs and developing effective networking of VVKs with KVKs (Krishi Vigyan Kendras) etc. Terms of Reference for Evaluation of the Working/ Effectiveness of Forestry Extension System through the Van Vigyan Kendras and Recommendations for its Strengthening is given in Annexure - I.

The Indian Council of Forestry Research and Education (ICFRE), now invites eligible consulting firms (“consultants”) to indicate their interest for Evaluation of the Working/ Effectiveness of Forestry Extension System through the Van Vigyan Kendras and

Recommendations for its Strengthening. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short listing criteria are:

1. The Consultant must have 05 years of experience
2. Experience of the consultant in handling of assignment focusing on extension activities related to natural resource management
3. Experience of the consultant in handling similar type of assignment
4. Annual turnover of consultant during last three financial years should be Rs. 2 Million and above.
5. The consultant must have handled at least one assignment of Rs. 1 Million and above in the last three financial years
6. Qualification and experience of the key professionals
7. Proposed methodology and work plan for execution and completion of the assignment

ICFRE reserves the right to accept or reject all expression of interest (EOIs).

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers [Government of India, 16 August 2017]* ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultant may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Consultant Qualification Selection (CQS) method set out in the Consultant Guidelines.

Expression of interest must be delivered in a written form to the address below (in person, or by post or by email) on or before 05 March 2020 (1500 hrs). The document should be clearly marked as Request for Expression of Interest for Evaluation of the Working/ Effectiveness of Forestry Extension System through the Van Vigyan Kendras and Recommendations for its Strengthening:

Project Director
Ecosystem Services Improvement Project
Room No: 143
Indian Council for Forestry Research and Education
P.O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)
Tel: +91-135-22248331, 2224803, 2224819, Tele Fax: +91-135-2750296
Email: projectdirectoresip@gmail.com, Website: www.icfre.gov.in

The following documents (as given in Annexure-2) are to be furnished with Expression of Interest by the consultant as part of the Expression of Interest:

- a) Signed (and scanned, if submission via email) copy of Letter for Expression of Interest

- b) Signed (and scanned, if submission via email) copy of filled FORM 1- Details of Consultant/ Consulting Firm
- c) Signed (and scanned, if submission via email) copy of filled FORM 2- Compliance to Eligibility Criterion with documentary evidence
- d) Signed (and scanned, if submission via email) copy of details of the experience as per FORM 3 along with documentary evidence as indicated in FORM 2
- e) Signed (and scanned, if submission via email) copy of declaration as indicated in S. No. 5 in FORM 2
- f) Qualification and experience of the key professionals to be provided in FORM 4
- g) Proposed methodology and work plan for implementation of the assignment to be provided in FORM 5

Further information or clarification on REOI can be obtained at the contact details given below during office hours [0900 to 1730 hours]:

Project Director

Ecosystem Services Improvement Project

Room No: 143

Indian Council for Forestry Research and Education

P.O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)

Tel: +91-135-22248331, 2224803, 2224819, Tele Fax: +91-135-2750296

Email: projectdirectoresip@gmail.com

Website: www.icfre.gov.in

TERMS OF REFERENCE (TOR)

Evaluation of the Working/ Effectiveness of Forestry Extension System through the Van Vigyan Kendras and Recommendations for its Strengthening

1. BACKGROUND

Indian Council of Forestry Research and Education (ICFRE) along with its nine research institutes (located at Dehradun, Shimla, Ranchi, Jorhat, Jabalpur, Jodhpur, Bengaluru, Coimbatore and Hyderabad) and five research centres (located at Allahabad, Chhindwara, Aizawl, Agartala and Visakhapatnam) are striving for the holistic development of forestry research through need based planning, promoting, conducting and coordinating research, education and extension covering all aspects of forestry. As a result of years of research work in forestry, ICFRE has a rich record of innovative developed technologies/processes to its credit and endeavors to transfer and disseminate the developed technologies through its Directorate of Extension. This Directorate has developed a variety of extension programmes to disseminate the outcomes of research to various stakeholders/ end-users with active participation of State Forest Departments and other institutions like Joint Forest Management Committees, Village Panchayats including farmers, women, industries and unemployed youth etc. ICFRE had initiated establishment of Van Vigyan Kendras (VVKs) in every state and Union Territory with active collaboration of State Forest Departments since the financial year 2007-08 for dissemination of various technologies developed by the ICFRE's institutes and State Forest Departments to the various stakeholders. ICFRE institutes have taken leading role in establishment of 29 VVKs in different parts of the country. The role and responsibilities of ICFRE for smooth working of VVKs are as under:

- Literature in the form of brochures, pamphlets, newsletters etc. on various aspects of forestry covering nursery techniques, management practices for insect pests and diseases, medicinal plant species, technologies and products developed by ICFRE institutes.
- Training/ capacity building covering nursery techniques, plantation techniques of forestry tree species, bamboo species, cultivation of medicinal plants, skill development on bamboo artefacts, vermi-compost, management of insect pests and diseases etc.
- Establishment and maintenance of model nursery for demonstration of nursery practices and supply of quality seedlings for plantation to the farmers etc.
- Equipment for training, demonstration (purchase and maintenance), engaging personnel for VVK related tasks, other overhead expenses etc.

The role and responsibilities of SFDs for smooth working of VVKs are as follow:

- Appointment of Nodal Officers and close coordination with concerned ICFRE institute.
- Providing and sharing of relevant literature.
- Infrastructure including building and fixtures
- Land for model nursery and trials
- Electricity and water supply

2. A PRECISE STATEMENT OF OBJECTIVES:

To evaluate working/ effectiveness of Van Vigyan Kendras established in different states in fulfilling the objectives of forestry extension services to enable technologies from Lab to Land and make practicable suggestions to improve upon the working and effectiveness of VVKs in future.

3. AN OUTLINE OF THE TASKS TO BE CARRIED OUT (SCOPE OF THE SERVICES):

The main objective of the assignment is to develop a means for improving the working of VVKs with detailed strategies/action plans/guidelines. The consultants would look into the current status of VVKs and how these can be strengthened. The detailed guiding document would provide specific strategies/ guidelines/ plans/ recommendations for strengthening the existing VVKs, covering the funding, staffing, mode of functioning and developing effective networking of VVKs with KVKs (Krishi Vigyan Kendras) etc.

Following tasks are to be carried out:

1. Evaluate the current status of existing VVKs in at least 6 states (to be finalized in consultation with ICFRE); the evaluation should cover objectives, role, significance challenge and impact of VVK.
2. Assess the suitability of the current institutional structure and set up of the VVKs including their budgeting, political and institutional ownership, such as, the level of integration of VVKs with FDAs and State Forest Department.
3. Consult a wide range of experts and other stakeholders on the purpose, objectives and functionality of the VVKs. Stakeholders should include officials of the Ministry of Environment, Forest and Climate Change (MoEFCC), State Forest Departments, Forest Secretaries, Private Sector, Forest based MSMEs, NGOs etc.
4. Based on the findings of the evaluation propose recommendations for reforming the objectives, roles, institutional, financial and technical requirements, institutional set up and tie-ups for strengthening the VVKs.

4. SCHEDULE FOR COMPLETION OF TASKS: The implementation period of the assignment shall be three months from the date of award of the contract.

5. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT: Relevant documents /information required for conducting a study for strengthening the existing VVKs.

6. FINAL OUTPUTS (i.e., REPORTS, DRAWINGS, etc.) THAT WILL BE REQUIRED OF THE CONSULTANT

1. Inception report on or before 30th days of contract signing
2. Interim progress report on or before 60th days from contract signing
3. Draft final report and multi-stakeholder's consultation workshop on the draft report with presentation on or before 90th days. The recommendation/activities suggested in the report shall include detailed implementation strategy
4. Final report incorporating the suggestions/ comments raised by experts of the workshop and ICFRE within two weeks from above.

5. A Power Point presentation along with the final report

7. COMPOSITION OF REVIEW COMMITTEE TO MONITOR CONSULTANTS WORK:

- Project Director, ESIP, ICFRE: Chairman
- ADG (Media and Extension), ICFRE: Member
- ADG (Monitoring and Evaluation), ICFRE: Member
- ADG (External Project), ICFRE: Member
- Procurement Officer, ICFRE: Member
- Project Manager, ESIP, ICFRE: Member
- Project Coordinator, ESIP, ICFRE: Member
- Technical Manager, ESIP, ICFRE: Member
- State Coordinating Consultant, ESIP, ICFRE: Member Secretary

8. PROCEDURE FOR REVIEW OF PROGRESS REPORTS, INCEPTION, STATUS, FINAL DRAFT AND FINAL REPORTS:

The review committee constituted for monitoring of works of consultant shall periodically review the progress of the consultant against the deliverables.

9. LIST OF KEY PROFESSIONAL POSITIONS WHOSE CV AND EXPERIENCE WOULD BE EVALUATED:

The Consultant must have been in operation for a minimum of 05 years with experience of handling at least one assignment focusing on extension activities for natural resources. Details of key professionals are as under:

S. No.	Key Experts	Area of Specific Expertise desired	Qualifications and Experience
1	Team Leader	Expertise in forest management and extension related sector	<ul style="list-style-type: none"> • Post-graduation in the relevant field with specialization on institutional level evaluations • Minimum 10 years experience in policy, planning and institutional workings • Experience in forestry/ forest management related sector
2	Forestry Expert	Expertise in the field of forestry, farm forestry, NTFPs etc.	<ul style="list-style-type: none"> • Post-graduation in the relevant field • Minimum 8 years of experience in the field of forestry, farm forestry, NTFPs etc.
3.	Extension Expert	Expertise in forestry/ agriculture extension system	<ul style="list-style-type: none"> • Post-graduation in the relevant field • Minimum 8 years of experience in the field extension services • Experience with agriculture extension system would be an advantage

The successful Consultants (consulting firm) may engage more experts if required to fulfill the assignment in a time bound manner on his own without any additional financial burden implicated on Client (ICFRE). Sub-contracting shall not be permitted.

Documents to be furnished with Expression of Interest

The Expression of Interest for Evaluation of the Working/ Effectiveness of Forestry Extension System through the Van Vigyan Kendras and Recommendations for its Strengthening must be submitted along with the following documents:

- a) FORM 1: Details of Consultant/ Consulting Firm
- b) FORM 2: Compliance to Eligibility Criteria
- c) FORM 3: Credentials/ Past Experiences for projects cited under eligibility criterion 4
- d) FORM 4: Qualification and experience of the key professionals
- e) FORM 5: Proposed methodology for implementation of the assignment

FORM 1: Details of Consultant/ Consulting Firm

Section 1: About the Consultant/ Consulting Firm										
1	Name of Consultant/ Consulting Firm									
2	Details of the Consultant/ Consulting Firm	<ul style="list-style-type: none">• Address of the Registered Office:• Telephone:• Facsimile:• Website:								
3	Information about Consultant/ Consulting Firm	<ul style="list-style-type: none">• Year of Establishment:• Status of the Consultant/ Consulting Firm (Govt/Public Ltd./Private Ltd./LLP/Others):								
4	Name and designation of the person authorized to make commitments to the O/o Project Director, ESIP, ICFRE	<ul style="list-style-type: none">• Name:• Designation:• E-mail:• Contact Number:								
5	Annual Turnover of the last three Financial Years	<table border="1"><thead><tr><th>Financial Years</th><th>Annual Turnover (Indian Rupees)</th></tr></thead><tbody><tr><td>2016-17</td><td></td></tr><tr><td>2017-18</td><td></td></tr><tr><td>2018-19</td><td></td></tr></tbody></table>	Financial Years	Annual Turnover (Indian Rupees)	2016-17		2017-18		2018-19	
Financial Years	Annual Turnover (Indian Rupees)									
2016-17										
2017-18										
2018-19										

6	Number of Personnel	<ul style="list-style-type: none"> • Total employee strengths of the Consultant/ Consulting Firm as on 31.12.2019 • Number of professionally qualified key professionals working in the area related to Natural Resource Management
<p>Section 2: Consultant/ Consulting Firm needs to mention its core expertise areas and any other relevant details/experience of the Consultant/ Consulting Firm in a descriptive format. Consultant/ Consulting Firm needs to mention its Technical and managerial capability for executing each component of the indicative scope of works as per Terms of Reference.</p> <p>Please provide details (in not more than 1 pages):</p>		
<div style="border: 1px solid black; height: 600px; width: 100%;"></div>		

FORM 2: Compliance to Eligibility Criteria

Eligibility Criteria		Compliance (Yes/ No)	Documentary Evidence Provided
1	The Consultant/ Consulting Firm must be a registered legal entity and should have been in existence for at least 05 years as on 31 December 2019		Copy of Certificate of registration issued by relevant authority in country of establishment
2	Average annual turnover in last 3 years should be not be less than Rs. 2 Million. In case of Joint Venture, the requirement needs to be fulfilled by the lead Partner.		Statutory Auditor's certificate (for FY 2016-17, FY 2017-18, FY 2018-19) that provides the information explicitly as per the specific requirement of the criterion. OR Financial statements duly certified by the Chartered Accountant (for FY 2016-17, FY 2017-18, FY 2018-19) clearly indicating the turnover of the firm
3	The Consultant/ Consulting Firm must have handled at least one assignment of INR 1 Million related to natural resource management/ sustainable land management in the last three financial years		Statutory Auditor's certificate that provides the information explicitly as per the specific requirement of the criterion OR Self-certification from authorized signatory on letter head of Consultant/ Consulting Firm stating information explicitly as per the specific requirement of the criterion
4	Experience of the Consultant/ Consulting Firm in handling of assignment focusing on extension activities natural resource management in the last 5 years (comprising of completed or ongoing projects).		Details of the experience should be submitted as per format in FORM 3 along with the following details: For completed projects: a. Copy of Purchase Order / Contract AND b. Copy of the Completion Certificate from the client. OR Certificate from authorised signatory on letter head of Consultant/ Consulting Firm indicating that the project has been successfully completed. For on-going projects: a. Copy of Purchase Order / Contract AND b. Certificate from authorised signatory on letter head of

			Consultant/ Consulting Firm indicating the activities completed under the assignment and the amount of payment received
5	Other relevant documents		<ul style="list-style-type: none"> a. Declaration that the Consultant/ Consulting Firm is not black-listed by any Government agencies in India b. Declaration that the Consultant/ Consulting Firm does not have any conflict of interest in terms of taking any assistance/ support from individual/ ICFRE who have been part of ESIP or the EOI publication process

FORM 3: Credentials/ Past Experiences for projects cited under eligibility criterion 4
(Maximum 1 pages per credential)

Assignment Name:	Country: Location within the country
Name of Client:	Address:
Name of the Legal Entity in whose name the contract is:	Duration of assignment (months):
No. of man months of the assignment:	Start date (Month/year): Completion date (Month/year):
Approx. value of the overall contract (in Indian Rupees):	Approx. value of the services provided by your firm under the contract (in Indian Rupees):
Name of associated organizations, if any:	Role of Consortium member:
Narrative description of the Project:	
Detailed Scope of services, coverage and relevance to this project:	
Copy of Purchase Order / Contract attached?	YES / NO
Copy of completion certificate/ Certificate from authorized signatory indicating the current status of the project attached?	YES/NO

FORM 4: Qualification and experience of the key professionals

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FORM 5: Proposed methodology and work plan for implementation of the assignment

