

**DIRECTORATE OF FORESTS  
GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS  
ARANYA BHAVAN, SALT LAKE, KOLKATA-700098**

NOTICE NO. 1/NAP-EOI

DATED: 28<sup>th</sup> October, 2009

**INVITATION FOR  
EXPRESSION OF INTEREST  
FOR EVALUATION OF WORKS IN THE STATE UNDER  
NATIONAL AFFORESTATION PROGRAMME**

1. The Principal Chief Conservator of Forests, West Bengal, under the Department of Forests, Government of West Bengal, invites Expression of Interest (EOI) from bonafide organization / institutions / consultant firms / universities, for empanelment as consultants for Evaluation of the Works of the Forest Development Agencies (FDAs) in the State of West Bengal under the National Afforestation Programme (NAP). The panel of selected consultants will be considered by the FDAs for engagement in the job of evaluation of the works of FDAs under NAP.

**2. Background**

2.1. The FDAs have been formed at Forest Division level and registered as societies under the West Bengal Societies' Registration Act, 1961. The FDA, one in a Forest Division, is a Federation of the FPCs within the Division. The Chairperson of an FDA is the Conservator of Forests of the concerned Circle and the Member Secretary-cum-Chief Executive Officer is the Divisional Forest Officer of the concerned Division. The members of the FDAs include the Presidents of the FPCs, ADM nominated by the District Magistrate, District Development Officer, District Level officers of Agriculture, Rural Development and other line departments.

2.2. NAP is a 100% Centrally Sponsored flagship programme of Ministry of Environment and Forests (MoEF), Govt. of India, which was formulated by merger of four 9<sup>th</sup> plan Centrally Sponsored Schemes of the Ministry of Environment and Forests on Afforestation.

2.3. The important objectives of NAP, which is being operated by the National Afforestation and Eco-Development Board (NAEB) under the MoEF are regeneration and eco-development of degraded forests for fuelwood, fodder etc, through people's participation. The Scheme is being implemented by a two tier system—the Forest Protection Committees (FPCs) and the Forest Development Agencies (FDAs). About 20 FDAs, spread over the entire state participate in the NAP.

2.4. The outlay of the various projects approved and currently under implementation in an FDA, range from Rs 100 lacs to Rs. 500 lacs for a 5-year period. The release of fund by NAEB is done directly to the FDAs, in phases, against a pre-approved project.

2.5. The works under NAP, inter-alia include, Aided Natural Regeneration, Pasture Development, Afforestation with Bamboo, Mixed plantations, Regeneration of herbs and shrubs, Soil & Moisture Conservation, Entry Point activity etc.

2.6. There is a State Level Co-ordination Committee (SLCC) chaired by the Chief Secretary of the State Government and a National Level Steering Committee (NLSC) chaired by the Secretary Govt of India, MoEF to monitor the implementation of the Scheme.

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

The works of FDA are to be evaluated as per the prescribed guidelines of the NAEB. The Evaluation Report has to be prepared in the format prescribed by the NAEB, which may be seen in **Annexure-I**. Principal Chief Conservator of Forests, West Bengal shall, however, reserve the right to make such addition /amendment, as deemed fit, of the said Annexure –I for the purpose of submission of Report. The evaluation exercise will involve field visits, physical surveys and assessments, meeting / consultation with FDA/FPC officials, and collection of data/information from FDAs /FPCs / beneficiaries. It would be expected that the Consultant will submit the evaluation report within 90 days from the date of issue of firm work order by the FDA.

### **4. Submissions of EOI**

4.1. The EOI should be submitted in the prescribed EOI document which may be obtained **on payment of Rs.100.00 in cash**, which is non-refundable, **to Attached Forest Ranger I** of the Office of Principal Chief Conservator of Forests, WB, Aranya Bhavan, Block: LA; Plot: 10A, Aranya Bhavan, Salt Lake, Kolkata 700098. Alternatively, the EOI document may be downloaded from our official website [www.westbengalforest.gov.in](http://www.westbengalforest.gov.in) and may be used for submission. Those who will use the document downloaded from the website will, however, have to pay Rs.100.00 towards cost of the document in the manner stated below.

4.2. The EOI should be submitted in a sealed cover, which should contain;

**(i) Forwarding letter duly signed;**

**(ii) This EOI document with all its pages duly signed (indicating acceptance of all the terms and conditions), including Resume in Annexure II, along with all enclosures as necessary; and**

**(iii) For those who have downloaded document from our website -**

**A demand draft for Rs. 100 (Rupees One Hundred) only drawn in favour of “Principal Chief Conservator of Forests, West Bengal”, payable at Kolkata, towards cost of the document, Or, Copy of the receipt for payment, towards cost of the document, of Rs. 100.00 in cash to Attached Forest Ranger- I, of the office of the Principal Chief Conservator of Forests, West Bengal.**

4.3. The sealed cover containing the EOI, as described in para 10 above, should be **superscribed “Expression of Interest for Evaluation of National Afforestation Programme—Notice No. 1/NAP-EOI dated 28<sup>th</sup> October, 2009”** and should be addressed to **Principal Chief Conservator of Forests, West Bengal, Block: LA; Plot: 10A, Aranya Bhavan, Salt Lake, Kolkata 700098.**

4.4. The last date of submission of EOI to **Principal Chief Conservator of Forests, West Bengal** at the above address is **23<sup>rd</sup> November, 2009.**

**Principal Chief Conservator of Forests  
West Bengal**

EVALUATION MANUAL

**Executive Summary**

- Brief summary of the report, cross-linking relevant portions in the main text.
- Evaluation findings summarised as overall grading of the project in the following table.

<b><i>GRADING OF PROJECT ON A SCALE OF 1 TO 10</i></b>
--------------------------------------------------------

<b><i>Quantitative Aspects</i></b>	<b><i>Physical</i></b>			
	<b><i>Financial</i></b>			
<b><i>Qualitative Aspects</i></b>	<b><i>Survival</i></b>			
	<b><i>Health of Plantations</i></b>			
	<b><i>Maintenance</i></b>			
	<b><i>Sustainability</i></b>			
<b><i>JFM</i></b>	<b><i>Degree of People’s Participation</i></b>			
	<b><i>Satisfaction over perceived benefits by the local population</i></b>			
<b><i>FDA Mechanism</i></b>	<b><i>Composition of General and Executive Bodies of the FDA</i></b>			
	<b><i>Role of FDA in Administrative, Supervisory and Monitoring Mechanism of the Project</i></b>			
	<b><i>Flow of Funds from FDA to VFCs</i></b>			
	<b><i>Planning, Implementation and Maintenance of Assets Directly by VFCs/EDCs</i></b>			
<b><i>Overall Grading of the Project</i></b>	<b><i>Outstanding (8-10)</i></b>	<b><i>Very Good (5 - &lt;8)</i></b>	<b><i>Good (3 - &lt;5)</i></b>	<b><i>Poor (&lt;3)</i></b>

**PROJECT EVALUATION PROFORMA FOR NAP**

The information and data required for the project evaluation, as detailed below, have strong bearing on the ‘Approved Project Proposal’ and ‘Periodic Progress Reports’ submitted by the project implementing FDAs to the NAEB. Therefore, first task of the evaluating agencies would be to secure relevant information from the FDAs and conduct the evaluation in the light of the following criteria:

**A. GENERAL (Project Profile and Proposed Activities)**

The evaluating agencies should provide the background information and salient features of the project, which should include:

**A.1. Project Title**

- 1. Project Title**
- 2. Project Implementing FDA: District, Forest Division, Forest Circle, State etc.**
- 3. Project Location(s): Sub-watersheds, Development Blocks, Forest Ranges, Villages associated, etc.**
- 4. Project Cost, Duration and Area**

**A.2. Project Proposal**

- 1. Introduction**
- 2. Project areas & locations**
- 3. Any previous project**
- 4. On-going Project: Socio-economic profiles of villages covered, land holding and distribution, land-use pattern, watershed features, forests covered, degree of pressure on forest resources, etc.**
- 5. Project objectives**
- 6. Project components**
- 7. Salient features including proposed strategies for treatment**
- 8. Creation of Joint Forest Management Committee & Development Funds**
- 9. Implementing Agencies: Composition and constitution of FDA and field implementing units**
- 10. Micro-planning & JFM**
- 11. Entry Point Activities**
- 12. Approved programme of works**

**B. QUANTITATIVE ANALYSIS**

**B.1. Classification of Area Covered/Treated**

- Provide separate Table for each FY (Financial Year) from year of sanction
- Total coverage (Table) so far.

Category	Added Natural Regeneration	Artificial Regeneration	Silvi-pasture	Bamboo Plantation	Cane Plantation	Mixed Plantation	Regeneration of Perennial Herbs/ Shrubs	Total	% of Total Project Area
Forest land									
Community land									
Revenue land									

Govt. Wasteland									
Private land									
Others									
Total:									

## B.2. Physical & Financial Achievements

The data should be compiled in sub-heads below in the following format:

- Total coverage (Table) so far from the date of sanction.
- Table for each FY from year of sanction.

Sl. No.	Item	Physical (Area in Ha.)		Financial (Rs. in Lakh)	
		Target for the year	Achieved in the year	Target for the year	Achieved in the year
1.	<b>Natural Regeneration</b>				
	a) Advance Work				
	b) Creation				
	c) Maintenance				
	<i>Sub-Total:</i>				
2.	<b>Management Intervention</b>				
	a) Advance Work				
	b) Creation				
	c) Maintenance				
	<b>Sub-Total:</b>				
3.	<b>Pasture/Silvipasture Development</b>				
	a) Advance Work				
	b) Creation				
	c) Maintenance				
	<b>Sub-Total:</b>				
	<b>Total of Works:</b>				
4.	<b>Soil &amp; Moisture Conservation</b>				
5.	<b>Extension/Awareness/JFM/ Training</b>				
6.	<b>Fencing</b>				
7.	<b>Monitoring &amp; Evaluation</b>				
8.	<b>Improved Technologies</b>				
9.	<b>Overheads</b>				
	<b>TOTAL:</b>				

- Component-wise summary of physical area (sites) treated in different Forest/Ranges/sub-watersheds in each year.
- Adequacy of the planting stock raised or available in each year: Summary either Forest Range of Nursery-wise.

### **B.3. People's Participation**

The data should be compiled in the following sub-heads:

#### **B.3.1 Participatory Rural Appraisal/Micro-planning**

- 1. Inspection of records and comments whether process of Micro-planning in the project is “to be initiated, on-going or completed”.**
- 2. Expenditure incurred on the preparation of micro-plans (Rs. in lakh), as also percentage of the total approved project outlay.**

#### **B.3.2 Entry Point Activities**

What assets have been created under entry point activities? Provide a list of Entry Point Activities Village-wise. The expenditure incurred in each FY on Entry Point Activities should be presented as below:

<b>Name of Village</b>	<b>Assets Created under FDA</b>	<b>No. of Assets</b>	<b>Expenditure Incurred</b>	<b>Peoples Contribution towards Expenditure</b>

Inspection of entry point assets created in the project area and brief comments on their quality, effectiveness and usefulness to the project along with their impact on the local people including motivating them to willingly participate in the protection of forest areas.

#### **B.3.3 Joint Forest Management**

Comments on the JFM approach adopted in the project:  
Provide the following information:

##### **JFM Committees**

- No. of villages where formation initiated in the Division
- No. of villages where formal committees established in the Division
- Total number of committees established so far in the project area
- Total membership in terms of households/families
- Percentage of women, SCs, STs in the JFM committees

	<b>Male</b>	<b>Female</b>	<b>Total</b>
<b>Scheduled Caste</b>			
<b>Scheduled Tribe</b>			
<b>Others</b>			
<b>TOTAL:</b>			

f) Establishment of Village Development Fund: **Yes/No**

if yes, Quantum of Funds available as on 31.03.2002

g) Joint Forest Management Committee Meetings/Forest Development Agency (FDA) Meetings:

	<b>JFMC Meetings</b>	<b>FDA Meetings</b>
<b>Number of General Body Meetings held</b>		
<b>Number of Executive Body Meeting held</b>		

h) Micro-Planning

Prepared/Discussed/Ratified by VFC/Under Implementation

i) List of important Registers/Records maintained by and available with:

- a) JFMCs
- b) FDAs

**B.3.4 Capacity Building: Training of JFMC/Community Participation Conducted**

- Provide separate Table for each FY from year of sanction

Coverage (Table) so far:

Training programmes conducted	
Staff:	
Number Trained	
Topics covered	
Community:	
Number Trained	
Topics covered	
Organizations involved (Trainers)	

Year-wise Expenditure (Rs. in lakh) incurred on training activities

**B.3.5 Monitoring and Evaluation:**

Number of Inspection by:

- i) Chief Conservator of Forests
- ii) Conservator of Forests
- iii) Deputy Conservator of Forests

Whether FDA conducted by the regular Monitoring & Evaluation of project activities:

**Year-wise Expenditure incurred on Monitoring & Evaluation**

Year 1	Year 2	Year 3	Total

Were any independent agencies involved in the above monitoring process? **Yes/No**

If yes,

- Provide the list of agencies & copies of reports, and gist of main findings/ recommendations
- Frequency of monitoring and/or evaluation
  
- Number of such activities carried out in each FY

Year 1	Year 2	Year 3	Total

**B.4. FDA Mechanism**

1. Outline the constitution of FDA, i.e., composition of general & executive bodies, along with deviations, if any, reasons therefore, and concurrence of MoEF thereto
2. Highlight the strengths and weakness, if any, pertaining to mutual responsibilities assigned to FDA (Administrative, Supervisory & Monitoring) and VFCs/EDCs (execution of field works)
3. Comment on whether the project implementing VFCs/EDCs are also being benefited through any other forestry/community development project from State/Central Government. If no, then what role and initiatives the FDA proposes in regard to the overall rural/eco-development of the project areas
4. Provide the brief outline of FDA bank account, its mode of operation, auditing status supported with progress of works as envisaged in the guidelines. Comment on the flow of funds to the VFCs/EDCs. Disbursement of funds by JFMCs for works executed. If delayed; reasons thereof
5. Similar details should also be provided for the individual VFC/EDC whose works were assessed and interactions held with. Details of statement of account and progress reports sent by VFC/EDC to the FDA. Comment on the receipt of funds by VFCs/EDCs.

## **C. Qualitative Analysis**

### **C.1 Assessment of Plantations, SMC Works and their Output**

1. Brief comment on the suitability of areas selected for project implementation
2. Assessment of work as seen in the field including quality of work
3. Survival rate (estimated statistically, indicating the methodology adopted and average height of plants)
4. Assessment of regeneration/rehabilitation status of degraded lands treated
5. Technology used in the project: Technology or methodology adopted under each of the components sanctioned by NAEB. An analysis of the technology used and its effectiveness in brief.
6. Increase in availability of biomass (fuelwood, fodder, other NTFPs, Small Timber etc.)
7. Improvement in quality of life of people in project area (status of health & education, availability of drinking water, increase in per capita income)

### **C.2 People's Participation**

1. Whether the choice of species has been decided in consultation with the local people. Also please comment briefly whether these are in consonance with the local needs.
2. Briefly comment on the suitability of species taken up for NTFP and medicinal plants (perennials) from economic point of view.
3. Whether the project has created awareness among the local population about the responsibilities they expected to discharge and the benefits that are likely to accrue from the project.
4. Approach adopted by the project authorities for motivating the public?
5. Whether the means of communication adopted have been successful and have there been a favourable response?
6. Whether the village communities have been involved in:
  - a) Project planning
  - b) Project implementation
  - c) Usufructs sharing mechanism
  - d) Are the people aware of the G.O. issued (if any) with regard to JFM/usufructs sharing mechanism
  - e) Has any formal arrangement been evolved for sharing the intermediate and final produce of the project activities
  - f) Evaluation and comments on the effectiveness of the mechanism evolved and the equitableness of the same
  - g) What role has been played by the local communities/committee in arriving at the mechanism

### **C.3 Assets: Protection & Maintenance**

What measures have been used for protecting the assets created in the project? State the quality and quantity of measures adopted and their effectiveness. The evaluator may state whether in spite of measures the plantations are subjected to grazing or other abiotic damages. Whether these issues were placed before the Village Forest Committee. If so, with what results. If not, why? Whether the VFC has been effective in sorting out these issues.

#### **C.4 Maintenance of Records**

- a) Whether record of nurseries indicating the number and species of seedlings raised has been maintained?
- b) Whether these are adequate and posted from time to time. If not, the reasons and effect of un-posted records on the implementation of project
- c) Whether plantation journals have been maintained and posted up-to-date. Whether a surveyed sketch of the plantation has been pasted on the register
- d) Whether inspecting officials of the implementing agency like DFO, CF or CCF has recorded their observations/comments, if any.
- e) Whether record/register of VFC/VDA General Body and Executive Body meetings maintained.

#### **C.5 Project Benefits**

Comment on whether implementing authorities have quantified the tangible and intangible benefits, which the regenerated areas would be able to offer to the local people? Or else, a suitable and appropriate system to forecast, evaluate and monitor such benefits is being developed. If not, then reasons thereof.

Provide a brief outline of the employment generated (man-days) by the project activities, especially Afforestation, SMC works and entry point activities in each VFC/EDC. Also comment on the extent of such benefits having gone directly to the local women/SCs/STs.

#### **C.6 Project Reporting Activities**

- a) What returns (reports) have been submitted by the implementing agency to the State/Central Govt. Whether these reports were sent regularly on due dates. If not, the reasons therefore.
- b) Whether any State-level agency has monitored project activities. If so, the outcome of such monitoring/evaluations and the comments, if any.
- c) If no agency evaluated project activities, reasons therefore.

#### **C.7 Project Constraints/Limitations**

- a) What constraints/limitations were faced by the project authorities, if any.
- b) Whether the fund flow was smooth and without delays
- c) If flow was not smooth, where did the delay arise? This must be checked with records
- d) Whether the project authorities made adequate efforts to get the funds released in time

#### **C.8 Suggestions for Improvements**

##### **C.8.1 From Implementing/Supervising Agencies**

- a) Whether there is any scope for improving the project output.
- b) Whether the project authorities have felt any need for improving upon any particular activity or methodology.

- c) Whether the people of the area feel any need to improve any particular aspect of the project.

**C.8.2 From the Evaluating Agency/Consultants**

- a) Whether the project should be continued/modified/discontinued (give reasons)
- b) Any other relevant recommendation(s)
- c) Names and designation of functionaries (DCF, CF, CCF) with whom evaluator has interacted post evaluation appraisal – summary of discussions with the officers to be given.

.....  
Signature of the Authorized person (with date)

Name:.....

Designation :.....

**ANNEXURE II**

**EXPRESSION OF INTEREST –RESUME OF THE ORGANIZATION**

<b>A. Details of the Organization</b>			
1.	Name		
2.	Address		
3.	Telephone	Fax	
4.	E-mail	Website	
<b>B. Details of Contact Person</b>			
1.	Name		
2.	Address		
3.	Telephone /Mobile	E-mail	
<b>C. Information about the Organization</b>			
1	Status of Organization (Public Ltd./ Pvt. Ltd/ Institution/ University etc.)		
2.	Registered / Unregistered Organization. If registered, then the Registration No.		
3.	Average Turnover of the organization for the last three years.		
4.*	Particulars of Professionals / Experts to be engaged by the Organization and their work experience		
5.	Whether willing to work in any part of the State? If not, the districts where intending to work.		
6.**	Whether any similar work done earlier? If yes then give the Customer name, period of work, contract value etc.		

\* Additional sheet, if necessary, may be appended.

\*\*Documents, to support the details furnished, may be annexed

.....  
Signature of the Authorized person  
(with date)  
Name:.....  
  
Designation :.....

For insertion in newspaper

**DIRECTORATE OF FORESTS, GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS  
ARANYA BHAVAN, SALT LAKE, KOLKATA-700098**

**INVITATION FOR EXPRESSION OF INTEREST, FOR THE EVALUATION OF  
WORKS IN THE STATE, UNDER NATIONAL AFFORESTATION PROGRAMME**

The Principal Chief Conservator of Forests, West Bengal, under the Department of Forests, Government of West Bengal, invites Expression of Interest (EOI) from bonafide organization / institutions / consultant firms / universities, for empanelment as consultants for Evaluation of the Works of the Forest Development Agencies (FDAs) in the State of West Bengal under the National Afforestation Programme (NAP). The panel of selected consultants will be considered by the FDAs for engagement in the job of evaluation of the works of FDAs under NAP.

For details please visit the departmental website [www.westbengalforest.gov.in](http://www.westbengalforest.gov.in).