

Government of West Bengal
Office of the Chief Project Director
Project for Forest and Biodiversity Conservation
for Climate Change Response in West Bengal
Block LB-2, Sector III, Salt Lake City, Kolkata -700106
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Phone Number: 033-23352247

REOI NO. : WFBCCCR/NIT-3/2023-24 vide Memo No. 443/WFBCCCR/4-1(1)/23-24
Date: 30.06.2023

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Republic of India

Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal

JICA Loan No.: ID-P311

Assignment Title: Project Management Consultant for the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal

The Government of India has received a loan from the Japan International Cooperation Agency (JICA) toward the cost of the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR) and intends to apply part of the proceeds towards payments under the contract for consulting services.

The scope of consulting services will include the following and the total duration of consulting services will be 76 months.

- 1) Assistance in the management of the project
- 2) Technical assistance in the implementation of the project components/activities in an efficient and effective manner
- 3) Facilitation of implementation of Environmental and Social Assessment Framework (ESAF) and Vulnerable People's Planning Framework (VPPF)
- 4) Technology Transfer
(Detailed TOR for consultancy service enclosed vide Annexure 1)

Office of the Chief Project Director, Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR) now invites Expressions of Interest (EOI) from Consultants to make a shortlist of Consultants to provide the consultancy services under the above consulting services assignment.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are financial situation, availability of expert and experience of consultant as below.

Key Experts will not be evaluated at the shortlisting stage.

The required qualifications are as follows:

- 1) Consultants have at least three (3) fiscal years' business and to be able to submit Financial Statements (Balance Sheets and Income Statements) for the latest three (3) fiscal years with positive net profit before tax for at least two years in the last three consecutive fiscal years. In case of a JV (Joint Venture), each member is evaluated individually.

- 2) Consultants have the following number of expert with each of the following areas of expertise.

International Expert	Required Number
1) Community Resilience against Climate Change	1
2) GIS/ MIS / DX	1

Local Expert	Required Number
3) GIS/ MIS / DX	1
4) Team Leader/ Sustainable Forest Management	1
5) Biodiversity Conservation	1
6) Soil/ Water Conservation	1
7) Capacity Development	1
8) Micro Finance/ Business Development Support	1
9) M&E	1
10) Social and Environmental Consideration	1

In case of a JV, the number of experts of all members are combined for the evaluation.

- 3) A. Experience of international projects of comparable size, complexity and technical specialty-

More than two (2) experiences of project management and technical assistance in forest and biodiversity conservation project with USD 2 million of consultant contract value in countries other than the Client's country, completed in the last ten (10) years (March 2013 - Feb 2023). However, if the Consultant is from the Republic of India and is to provide the consulting services in that country, it need not have any overseas experience in the area of the consulting services concerned.

- B. Experience in South Asian countries under comparable conditions-

More than two (2) experiences of project management and technical assistance in forest and biodiversity conservation project with USD 2 million of consultant contract value in South Asian countries (*2), completed in the last ten (10) years (March 2013 - Feb 2023).

C. Experience in Japanese ODA projects-

More than two (2) experiences of consultancy services more than USD 2 million in any project financed by Japanese ODA Loans, completed in the last ten (10) years (March 2013 - Feb 2023) is preferable.

In case of a JV, the number of experiences of all members are combined for the evaluation.

The attention of interested Consultants is drawn to Section 1.07 of the Guidelines for the Employment of Consultants under Japanese ODA Loans, April 2012 (“Consultant Guidelines”), setting forth the JICA’s policy on conflict of interest. The Guidelines are available on the JICA’s website shown below:

http://www.jica.go.jp/english/our_work/types_of_assistance/oda_loans/oda_op_info/guide/

A Consultant is a single firm or a Joint Venture (JV). In case of a JV, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.

EOI submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a selected Consultant for signing of the Contract shall be signed by all members and submitted with the EOI, together with a copy of the proposed Agreement. The JV Agreement or the proposed JV Agreement, as the case may be, shall indicate at least the portion of the assignment to be executed by each member.

EOI shall be written in English. Supporting documents and printed literature that are part of EOI may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the EOI, such translation shall govern.

A Consultant will be selected in accordance with the “QCBS (Quality- and Cost-Based Selection)” method set out in the Consultant Guidelines during second phase after completion of first phase of shortlisting and after submission of Proposals by the shortlisted bidders.

Consultants will be shortlisted on the basis of technical evaluation on above described three qualifications in the following manner:

- i). Financial situation – Whether qualifies as above, Yes/No
- ii). Availability of Experts – Whether available as above, Yes/No
- iii). Experience of consultants: Experience of consultants will be scored as per following table:

No	Evaluation Criteria	Points	Unit	Grades				
				A (100%)	B (90%)	C (70%)	D (40%)	F (0%)
	Experience of Consultants	100						
1	Experience of international projects of comparable complexity and technical speciality	40	No. of Projects	>=5	>=3	=2	=1	=0
2	Experience in developing countries under comparable conditions	40	No. of Projects	>=5	>=3	=2	=1	=0
3	Experience of Japanese ODA loans	30	No. of Projects	>=5	>=3	=2	=1	=0

Further information (if any) can be obtained at the address below during office hours (11:00 to 16:00 hours).

EOI will be uploaded with all necessary forms and documents on www.wbtenders.gov.in.

In 1st phase bidders will upload all necessary forms and documents and shortlisting of bidders will be done on the basis of EOI. Financial evaluation will not be done in 1st phase.

In 2nd phase ONLY selected bidders will bid with all necessary documents and financial bids.

Office of the Chief Project Director,
West Bengal Forest and Biodiversity Conservation Project,
Attn: Mr. Amitabh Vibhakar Mishra, Chief Project Director
2, LB Block, Sector III, Bidhannagar, Kolkata, West Bengal 700106, India
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EOI shall include the documents whose sample forms are provided in the Attachments below.

Attachments

- Annexure – I : Term of Reference for Consultants
- Form 1: Expressions of Interest Submission Form
- Form 2-1: Applicant Information Form
- Form 2-2: JV Member Information Form
- Form 3: Letter of Intent
- Form 4: Financial Situation
- Form 5: Availability of Experts
- Form 6: Consultant's Experience

Terms of Reference for Project Management Consultant for the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal

Chapter 1. Background

- The Government of West Bengal has received a loan from the Japan International Cooperation Agency (hereinafter referred to as "JICA") to finance the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (hereinafter referred to as "the Project") which is to enhance sustainable management of ecosystems in the diverse landscapes in the state.
- The outline of the Project is as follows:
 - Executing Agency: Project Management Unit (PMU) for the Project, Project for Forest and Biodiversity Conservation for Climate Resilience Enhancement in West Bengal.
 - Location of the Project:
 - Territorial Divisions: Jalpaiguri, Baikunthapur, Kurseong, Darjeeling, Kalimpong, Cooch Behar, Raiganj, Nadia-Murshidabad, Birbhum, Purulia, Kangsabati (North), Kangsabati (South), Jhargram, Medinipur, Rupnarayan, Bankura (South), Bankura (North), Panchet, Burdwan, Durgapur, Kharagpur, North and South 24 Parganas
 - Wildlife Divisions: Darjeeling WL, Gorumara WL, Jaldapara WL, Buxa Tiger Reserve (East), Buxa Tiger Reserve (West), Sundarban Tiger Reserve
 - Other Divisions: Purulia Extension Forestry and two Silviculture divisions viz. Silviculture (North) & Silviculture (Hills) and 2 Monitoring Divisions viz. Monitoring North and Monitoring South are included.
 - The Project is expected to be completed by March 2031.
- At this moment, the Project is expected to comprise of the following components:

Components	Main Activities to be Implemented ¹
Component 1: Ecosystem-based Climate Change Measures	1) Upgrading of central nursery 2) Production of quality planting materials 3) Creation of new seed production area and maintenance 4) Preparation of Range Forest Project Implementation Plan (RFIP) 5) Assisted Natural Regeneration (ANR) of degraded Sal forests (coppicing) 6) Plantation in Degraded Forest Areas 7) Tree Plantation Outside of Forest Areas (TPOFA) 8) Eco-DRR activities to strengthen forestry operation ² 9) Green Laboratory Initiatives
Component 2: Biodiversity Conservation and Restoration	1) Human Wildlife Conflict Mitigation 2) Species Conservation Programme 3) Studies on Wild animals and their behaviour 4) Biodiversity conservation through people's participation in protected area 5) Biodiversity conservation through people's participation for smaller mammals
Component 3: Livelihood Improvement	1) Preparatory activities with JFMCs <ul style="list-style-type: none"> - Community mobilisation - Reorganisation/ reconstitution of JFMCs and confirmation and demarcation of JFMC forest boundaries - Familiarisation of Project to JFMC - Micro planning - EPA/ CDA 2) Support for income generation 3) Support for community well-being (promotion of traditional healers)

¹Activities have been planned in three landscapes of Hills and North Bengal, Dry Lateritic & Alluvial and Deltaic. Combinations of activities to be implemented in each landscape will vary to address the issues that are specific to each landscape.

²Dry Lateritic & Alluvial and Deltaic landscapes only

Component 4: Institutional Strengthening	1) Strengthening Project Management 2) Capacity Development 3) Monitoring & Evaluation including improvement of MIS & GIS utilisations and use of UAV based monitoring 4) Research 5) Publicity and Publications
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- The Government of West Bengal intends to use a part of the proceeds of the loan for eligible payments for consulting services for which this ToR is issued.
- Technical information: available relevant basic data and studies, technical standard or specifications to be used, etc.
- Related projects: None.

Chapter 2. Objectives of Consulting Services

The consulting services shall be provided by an international consulting firm (hereinafter referred to as “the Consultant”) in compliance with Guidelines for the Employment of Consultant under Japanese ODA Loans, April 2012. The objective of the consulting services is to assist the Project Management Unit of the Project (hereinafter referred to as PMU) established at the Project in implementation of the project activities by providing the following services:

- (1) Assistance in the management of the project
- (2) Technical assistance in the implementation of the project components/activities in an efficient and effective manner
- (3) Facilitation of implementation of Environmental and Social Assessment Framework (ESAF) and Vulnerable People’s Planning Framework (VPPF)
- (4) Technology Transfer

Chapter 3. Scope of Consulting Services

- (1) Assistance in the management of the project

The Consultant shall:

- (a) Assist PMU in managing the project in an effective and efficient manner
- (b) Assist PMU in periodical monitoring of the project activities with the monitoring formats and improving the project design, framework, and systems based on the monitoring data stored in the GIS-based monitoring system
- (c) Assist PMU in preparing annual work and budget plans based on the appropriate estimation of work quantity as well as unit costs of the respective inputs
- (d) Assist PMU in enhancing the capacity of stakeholders in forest and biodiversity conservation for enhancing climate change resilience
- (e) Assist PMU in procuring the necessary goods and services necessary for the project implementation
- (f) Assist PMU in the proper fund management and smooth communication/coordination with JICA
- (g) Assist PMU in providing guidance and orientation to PMUs, DMUs, FMUs and other specialized agencies for implementation of the projects
- (h) Assist PMU in preparing TORs for the project activities to be outsourced to the contractors
- (i) Assist PMU in monitoring and supervising the works undertaken specialized agencies to secure the expected outputs
- (j) Assist PMU in designing and developing information dissemination project materials
- (k) Assist PMU in monitoring the progress of the project, assessing the results and effects of the project activities, solving any issues and problems that might hinder the effective and efficient operations of the project, and draw lessons learned from the implementation of the project over the course of the project
- (l) Assist PMU in reporting and submitting plans to JICA for approval

(2) Technical assistance in the implementation of the project components/ activities in an efficient and effective manner

The Consultant Shall:

- (a) Assist PMU in developing guidelines and manuals relevant to implementation of the project
- (b) Assist PMU in planning and implementation of Eco-DRR measures
- (c) Assist PMU in planning and implementation of biodiversity conservation measures
- (d) Assist PMU in preparation of manuals required JFMCs to execute Entry Point Activity/ Community Development Activities
- (e) Assist PMU in developing a sustainable financial management and business support system for SHGs
- (f) Assist PMU in establishing an integrated MIS/ web-GIS system, which should be designed in consistent with the WBFD system architecture and can be deployed to the WBFD activity area beyond the project target
- (g) Assist PMU in developing a “WBFD Digital Transformation Strategy” that encompasses a comprehensive concept and approaches on how to transform the WBFD's operations through the use of data and digital technologies and a co-creation mechanism with innovative digital solution providers
- (h) Assist PMU in executing “Proof of Concept” (PoC) activities that include, but not limited to, identifying appropriate use cases, developing a PoC plan, selecting an external partner(s) if necessary, implementing the PoC, reviewing a result, and reflecting lessons learnt to the DX strategy and approaches.
- (i) Assist PMU/DMUs/FMUs to strengthen their technical, managerial, and administrative capacities for implementation of project
- (j) Assist PMU in providing orientation, technical guidance, and advice to specialized agencies for the effective implementation of the project activities.
- (k) Assist PMU in monitoring the planning process of JFMCs
- (l) Assist PMU in preparing the phase-out strategies
- (m) Assist PMU in promoting collaboration with private sectors for maximizing impact of the Project

(3) Facilitation of implementation of Environmental and Social Assessment Framework (ESAF) and Vulnerable People’s Planning Framework (VPPF)

The Consultant Shall:

- (a) Assist PMU in reviewing and updating the ESAF and VPPF.
- (b) Assist PMU in reviewing and supervising contractors’ environmental protection/management plans to be prepared by contractors in accordance with the ESAF and make recommendations to PMU if any necessary amendments are essential for its approval.
- (c) Assist PMU in ensuring that the measures identified in the ESAF and VPPF are implemented.
- (d) Assist PMU in monitoring the effectiveness of ESAF and negative impacts on environment caused by the project activities and figuring out feasible solutions and measures so that PMU can improve situation when necessary.
- (e) Assist PMU in enhancing the capacity of DMU/ FMU staff on environmental management through hands-on training on environmental assessment techniques, mitigation measure planning, supervision and monitoring, and reporting.

(4) Technology transfer

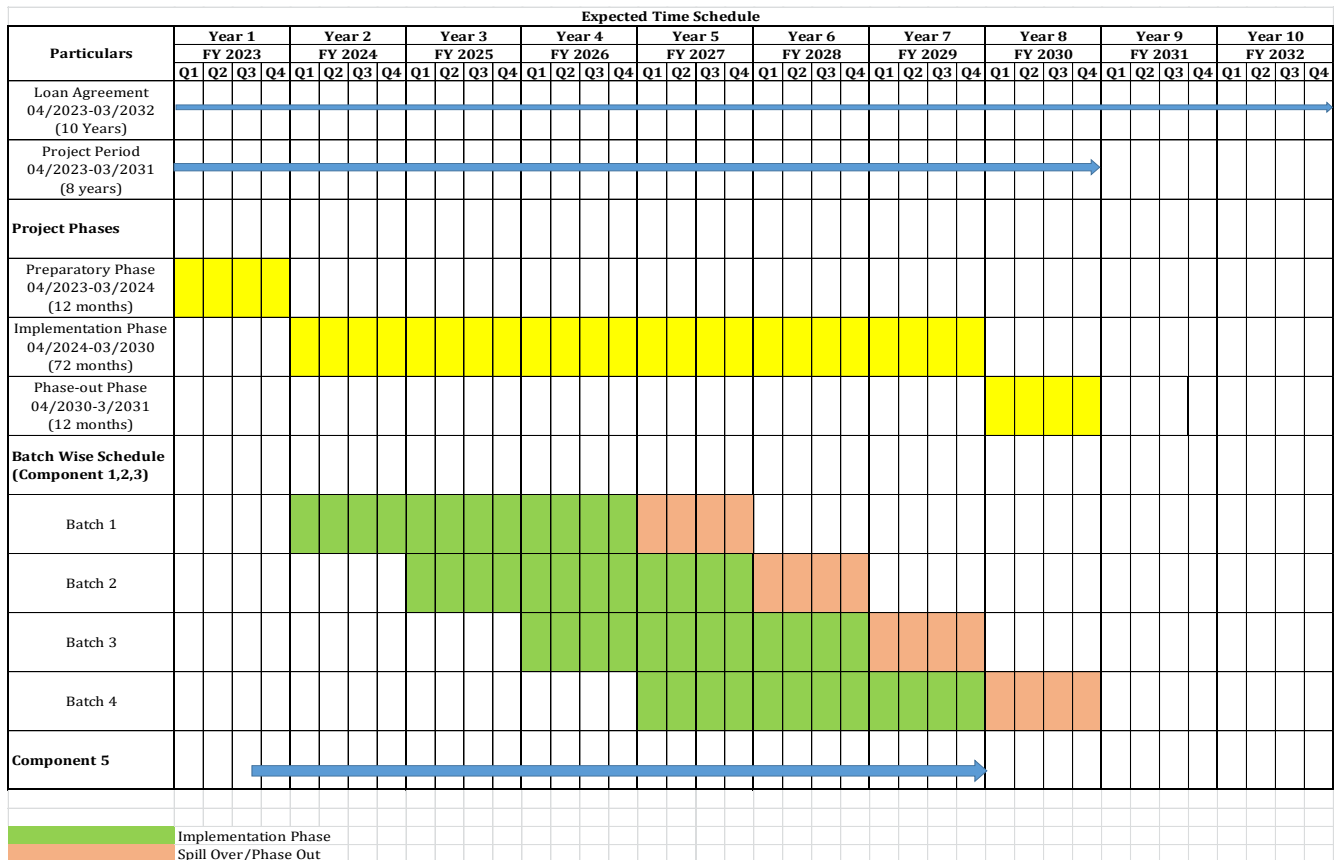
The Consultant shall carry out the technology transfer as an important aspect in design and supervision works. The Consultant shall provide the opportunity to PMU officers and staffs to be involved in the working team of the Consultant during the implementation of the project activities. If requested by PMU, the Consultant shall demonstrate the necessary technical procedures. The consultant shall assist PMU and its staff to build their capacity as a part of on the job training under the Project.

Chapter 4. Expected Time Schedule

The total duration of consulting services will be 76 months. The implementation schedule expected is as shown in Table: 4-1.

Table: 4-1 Implementation Schedule Expected

Key Activities	Date	Duration in Months
Commencement of Consulting Services	1 st December 2023	-
Assistance in preparation of implementation plans and monitoring and procurement of necessary goods and services	1 st December 2023 – end of April 2024	76
Assistance in preparation of guidelines and manuals required for the project activities	1 st December 2023 – end of April 2024	
Assistance in developing IGA fund monitoring and business development system	1 st November 2024 – 31 st January 2030	
Assistance in procurement of and technical guidance to the specialized agency for operationalizing the system	1 st November 2024 – 31 st January 2030	
Project Management related support	1st December 2023 – 31 st March 2030	
Termination of Consulting Services	31 st March 2030	-



*Component 1, 2, 3 will be implemented in batches.

** Component 4 will be implemented throughout the project period.

Figure 4-1: Indicative Schedule

Chapter 5. Staffing

Two positions of Professional (A) consultants and eight positions of Professional (B) consultants will be engaged over 76 months' duration of consulting services for a total of 18 person-months for Professional (A) and 107 person-months for Professional (B) consultants.

(1) Qualification of key Team Members

The qualification of key Team Members is shown in Table: 5-1.

Table: 5-1 Qualification of key Team Members

Designation	Qualification
Community Resilience against Climate Change (Professional A)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Post Graduate in forestry, climate change, biodiversity conservation, or other related fields <p><u>Experience:</u></p> <ul style="list-style-type: none"> - 8-10 years or more experiences in the field of sustainable forest management, ecosystem restoration, climate change resilience, Eco-DRR and any other projects of similar objectives in India and rest of the world - Experiences of consulting services for more than 1 ecosystem restoration and management projects in India and other countries - More than one experience in leading the donor funded projects/studies <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking is essential. - Proficiency in Bengali and/ or Hindi (writing and speaking) would be an added advantage. <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> - Familiarity and experience in countries similar to the landscapes of West Bengal would be an added advantage.
GIS/ MIS / DX (Professional A)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Master's Degree or higher in engineering, computer science, GIS/ RS or equivalent <p><u>Experience:</u></p> <ul style="list-style-type: none"> ■ General <ul style="list-style-type: none"> - Strong analytical, problem-solving, and conceptual abilities ■ System Architecture and Strategy <ul style="list-style-type: none"> - Experience in developing strategic system architecture plans - Experience with computer servers, network switches, load balancers, network analyzers, and network channel or data service units, with solid understanding of network and system development and deployment - Experience with data processing fundamentals and utilization ■ MIS and GIS / Remote Sensing / UAV <ul style="list-style-type: none"> - Minimum 10 years of working experience in the field of MIS and RS/GIS - Work experience in designing and/operation of web based MIS for project management - Work experience in operation of web-GIS - Experience in using various RS and GIS software such as ESRI ArcGIS, ERDAS Imagine, eCognition, ENVI, and QGIS for forest/ecosystem management

Designation	Qualification
	<ul style="list-style-type: none"> - Experience in UAV operation, data acquisition & processing for forest monitoring. - Work experience with field data collection (ground truthing) using GPS and/or mobile App - Detailed knowledge about MIS, GIS/RS technology, UAV in forestry sector ■ Use case with PoC - Experience in identifying use cases to verify a given business model - Experience in planning, managing, and monitoring the PoC type of activities in forestry management, or with advanced technologies - Experience in collaboration with public and private sector stakeholders <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking is essential. - Proficiency in Bengali and/ or Hindi (writing and speaking) would be an added advantage.
GIS/ MIS / DX (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Master’s Degree or higher in engineering, computer science, GIS/ RS or equivalent <p><u>Experience:</u></p> <ul style="list-style-type: none"> ■ General - Strong analytical, problem-solving, and conceptual abilities ■ System Architecture and Strategy - Experience in developing strategic system architecture plans - Experience with computer servers, network switches, load balancers, network analyzers, and network channel or data service units, with solid understanding of network and system development and deployment - Experience with data processing fundamentals and utilization ■ MIS and GIS / Remote Sensing / UAV - Minimum 10 years of working experience in the field of MIS and RS/GIS - Work experience in designing and/operation of web based MIS for project management - Work experience in operation of web-GIS - Experience in using various RS and GIS software such as ESRI ArcGIS, ERDAS Imagine, eCognition, ENVI, and QGIS for forest/ecosystem management - Experience in UAV operation, data acquisition & processing for forest monitoring. - Work experience with field data collection (ground truthing) using GPS and/or mobile App - Detailed knowledge about MIS, GIS/RS technology, UAV in forestry sector ■ Use case with PoC - Experience in identifying use cases to verify a given business model - Experience in planning, managing, and monitoring the PoC type of activities in forestry management, or with advanced technologies - Experience in collaboration with public and private sector stakeholders <p><u>Language:</u></p>

Designation	Qualification
	Proficiency in English and Bengali and/ or Hindi (writing and speaking).
Team Leader/ Sustainable Forest Management (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Post Graduate in forestry, biodiversity conservation, or other related fields <p><u>Experience:</u></p> <ul style="list-style-type: none"> - 15 years or more experiences in the field of sustainable forest management, ecosystem restoration, climate change resilience, Eco-DRR and any other projects of similar objectives in India and rest of the world - Experiences of consulting services for more than four ecosystem restoration and management projects in India and other countries - At least three experiences of leading a consultants' team as the Team Leader or the Co-Team Leader including one experience in a country other than India - More than one experience in leading the donor funded projects <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking is essential. - Proficiency in English and Bengali and/ or Hindi (writing and speaking) <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> - Familiarity and experience in countries similar to the landscapes of West Bengal
Biodiversity Conservation (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Post Graduate in Botany, Zoology, Biodiversity, Natural Resource Management or any other related field <p><u>Experience:</u></p> <ul style="list-style-type: none"> - 10 years or more experiences in biodiversity conservation (i.e. species conservation and habitat improvement), human wildlife conflict, protected area management, ecosystem restoration and management projects or similar projects - Experiences in working in the landscapes similar to West Bengal - Having wholistic working experience and expertise in coastal and inland landscapes and human wildlife conflict - Experiences in designing and implementing nature conservation activities - Experiences of consulting services for at least three biodiversity conservation projects <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in both writing and speaking is essential. - Proficiency in English and Bengali and/ or Hindi (writing and speaking) <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> - Familiarity and Experience in South Asia would be an advantage.
Soil/ Water Conservation (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Post graduate degree in agricultural engineering, environmental engineering, civil engineering or any other relevant field <p><u>Experience:</u></p> <ul style="list-style-type: none"> - Experiences in procurement/ tender assistance for the client

Designation	Qualification
	<ul style="list-style-type: none"> - Experiences in designing and working in projects of soil and water conservation structures, water harvesting, and any other infrastructures required for ecosystem restoration and biodiversity conservation - Experiences in O&M system for the infrastructures created - Experiences in training the asset owners in O&M - Experiences in working in more than 3 projects on forest management, biodiversity conservation, community-based disaster reduction and prevention or any other projects of similar nature in India - Experiences in working in more than 1 donor supported project in India will be an added advantage <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking is essential. - Proficiency in English and Bengali and/ or Hindi (writing and speaking) <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> - Familiarity and experience in South Asia, particularly in India.
Capacity Development (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Post graduate degree in education, social science, human resource management, or any other relevant field <p><u>Experience:</u></p> <ul style="list-style-type: none"> - Experiences in procurement/ tender assistance for the client - Experiences in designing and conducting training needs assessment - Experiences in learning outcome evaluation - Experiences in planning a short and mid and long term training plan - Experiences in conducting and organizing training programmes - Experiences in planning and organizing study tour within India and Overseas - Experiences in working in at least 1 donor supported forestry project in India <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking is essential. - Proficiency in English and Bengali and/ or Hindi (writing and speaking). <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> - Familiarity and experience in forest and biodiversity conservation, climate change action, natural resource management or any other projects of similar nature in South Asia will be advantage.
Micro Finance/ Business Development Support (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - MBA or Post Graduate in financial management, rural development/ marketing, entrepreneurship development, or any other related field <p><u>Experience:</u></p> <ul style="list-style-type: none"> - 20 years or more professional experiences in micro finance sector - Experiences in planning management system for a micro lending system - Experiences in business planning and management - Experiences in promoting entrepreneurship - Experiences in contract management - Experiences in designing and conducting training for community <p><u>Language:</u></p>

Designation	Qualification
	<ul style="list-style-type: none"> - Proficient in English in writing and speaking is essential. - Proficiency in English and Bengali and/ or Hindi (writing and speaking) <u>Regional Experience:</u> <ul style="list-style-type: none"> - Familiarity and Experience in South Asia, particularly in India is an added advantage.
M&E (Professional B)	<u>Education:</u> <ul style="list-style-type: none"> - Master’s Degree or higher in statistics, data science, GIS/ RS or or geospatial information technology, MIS or any other related field <u>Experience:</u> <ul style="list-style-type: none"> - Minimum of 10 years of working experience in development work, using satellite imagery data and geospatial information technology - Experiences in developing and operationalising enterprise/ web GIS system - Experiences in database management and system architecture design - Experiences in managing data system related to forest and biodiversity conservation, socio economy, and etc. - Work experiences in more than 2 donor assisted projects <u>Language:</u> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking - Proficiency in English and Bengali and/ or Hindi (writing and speaking).
Social and Environmental Consideration (Professional B)	<u>Education:</u> <ul style="list-style-type: none"> - Post Graduate in Environmental Management or any other related field <u>Experience:</u> <ul style="list-style-type: none"> - Experience of more than 15 years in environmental and social consideration - Experience of working in the state of West Bengal - Experience of consulting services for environmental and social consideration of similar projects (forestry/ community development projects) funded by international cooperation agencies. - Proven experience in designing environmental and social management framework and implementing monitoring for environmental and social consideration - Proven experience in designing framework for tribal development - Experience in capacity building and training different stakeholders in various aspects of environmental management/ ESC - Experience in preparing periodical environmental and social consideration monitoring reports <u>Language:</u> <ul style="list-style-type: none"> - Proficient in English in both writing and speaking - Proficient in Bengali and/or Hindi

Consultant may propose other experts and supporting staffs required to accomplish the tasks outlined in the ToR.

(2) Scope of works for the respective personnel

Detailed information on the major tasks and duties each member of Consultant shall perform is provided as follows:

No	Position	I or L	Major Tasks and Duties
A-1	Community Resilience against Climate Change	I (Pro-A)	<p>The Community Resilience against Climate Change Specialist will assist PMU in the following aspects:</p> <ul style="list-style-type: none"> a) Assessing the vulnerability of the communities against climate change and suggesting remedial measures b) Assessing the progress of the indicators related to climate change measures landscape-wise during implementation of the project c) Assist PMU in exploring possibility of collaboration with private sectors for maximizing impact of the Project <p>The Community Resilience against Climate Change Specialist will:</p> <ul style="list-style-type: none"> d) Preparation of conceptual framework and guidelines regarding ecosystem- based disaster risk prevention and community resilience including the connection between ecosystem services and beneficial community. e) Preparation and review guidelines and manuals relating to project activities including the manuals on Entry Point Activities/Community Development Activities; f) Undertaking technical guidance in planning and implementation of the Component 1 and 3 activities g) Seeking the possibility to apply in the project activities with recent world trend of the resilience against climate change through carbon credit trading etc. h) Carry out any other tasks requested by the Team Leader
A-2	GIS/ MIS / DX	I (Pro-A)	<p><GIS/MIS system development></p> <p>The MIS/ GIS specialist will assist PMU in</p> <ul style="list-style-type: none"> a) Finalizing the scope of work for development of 1)Web-GIS for WBFD, 2)Applications integrating e-plantation journal and e-monitoring, 3)web-MIS linked to the Web-GIS system in coordination with the section of Working plan/GIS, Monitoring wing and other relevant sections of WBFD, and PMU b) Preparing WBFD GIS data for upload to the system being developed <p>The MIS/ GIS specialist will</p> <ul style="list-style-type: none"> a) Conduct needs survey for the web GIS and MIS for preparation of scope of work b) Prepare a scope of work for development of 1)Web-GIS for WBFD, 2)Applications integrating e-plantation journal and e-monitoring, 3)web-MIS linked to the Web-GIS system in coordination with the section of Working plan/GIS, Monitoring wing and other relevant sections of WBFD, and PMU based on the needs survey result (MIS/GIS based data should be arranged in a relational database such as Oracle, MySQL, MSSQL, PostgreSQL etc. It should be also considered to use Google Earth platform, which will be shared by the GIS lab of WBFD, for precise identification of new afforestation area and their subsequent monitoring.) c) Prepare a short list of the potential vendors for each system development d) Obtain quotations for the finalized scope of work for each system e) Supervise the outsourcing contract for development of each system f) Prepare material for trainings for the users of each system g) Prepare user guidelines for the developed Web based MIS,

No	Position	I or L	Major Tasks and Duties
			<p>Mobile App, and webGIS in coordination with the vendors (system developers)</p> <ul style="list-style-type: none"> h) Provide training to PMU, DMU, FMU on MIS/webGIS/associated mobile App i) Conduct survey for user feedback to improve the system in the 1st and 3rd year after installation of the system j) Plan and supervise minor modifications of the systems during the system warranty and maintenance period <p><Development of “WBFD Digital Transformation Strategy”> The MIS/ GIS specialist will assist PMU in</p> <ul style="list-style-type: none"> a) Coordinating with GIS/MIS cell and other relevant units/cells in WBFD in charge of development and maintenance of existing systems relating to forest and biodiversity conservation. b) Forming and leading a technical working group with members from the relevant unit/cell in WBFD, which gives guidance and reviews on the work of the WBFD DX Strategy. c) Analyzing WBFD policy documents with relation to digitalization, existing system architecture, and current plan of system development in each system. d) Drafting a draft strategy encompassing a long-term vision, a comprehensive concept, and approaches on how to transform the WBFD's operations through the use of data and digital technologies and a co-creation mechanism with innovative digital solution providers. e) Obtaining institutional endorsement for the strategy within WBFD in due course. <p><Conduct of “Proof of Concept” (PoC) activities> The MIS/ GIS specialist will assist PMU in</p> <ul style="list-style-type: none"> a) Identifying an appropriate use case(s) that would help WBFD/PMU accelerate digital transformation in line with the concept and concrete approaches to be defined in the WBFD DX strategy b) Developing a PoC plan c) Selecting a digital partner(s) if necessary d) Implementing, managing and monitoring the PoC e) Reviewing the result and reflecting lessons learnt from it to the DX strategy and approaches f) Preparing a work plan to introduce the prioritized advanced technology
B-1	Team Leader/ Sustainable Forest Management	L (Pro-B)	<p>The Team Leader will assist PMU in the following aspects of project management:</p> <ul style="list-style-type: none"> a) Preparation of the overall work plan of PMC; b) Maintaining close coordination with PMU and offices concerned and assist PMU in coordinating with JICA; c) Guiding and supervising the activities of all PMC specialists, both International and National consultants; d) Supervising the activities of all office staff of PMC; e) Undertaking the managerial responsibilities of PMC, including seeking approvals from PMU on mobilisations/ demobilisations and field visits by PMC specialists; f) Participating in various meetings and events, and with specialists as per requirement and request from PMU; g) Preparing/ reviewing guidelines and manuals relating to project management, accounting procedures and procurement;

No	Position	I or L	Major Tasks and Duties
			<p>h) Compiling all periodical reports of consulting services and responsible for outputs of reports (inception reports, monthly, quarterly, annual reports and completion report);</p> <p>i) Undertaking field visits to project sites and prepare Back-to-Office report for PMU;</p> <p>j) Preparing monthly accomplishment reports of PMC;</p> <p>k) Ensuring that all the scope of consultancy is accomplished;</p> <p>The Team Leader/ Sustainable Forest Management will:</p> <p>a) Monitoring the physical and financial work progress of the project implementation;</p> <p>b) Reporting to JICA;</p> <p>c) Any other assistances requested by PMU within the scope of work of the consulting services.</p>
B-2	Biodiversity Conservation	L (Pro-B)	<p>The Biodiversity Conservation Specialist will assist PMU to:</p> <p>a) Undertake procurement of goods and services necessary for Component 2 (biodiversity conservation and restoration)</p> <p>b) Prepare the overall work plan pertaining to Component 2 (biodiversity conservation and restoration)</p> <p>c) Develop any technical guidelines/ reports concerning Component 2</p> <p>d) Prepare the detail monitoring & evaluation plan for Component 2</p> <p>The Biodiversity Conservation Specialist will:</p> <p>a) Provide technical guidance to PMU/ DMU/ FMU/ JFMCs and other technical agencies engaged for Component 2</p> <p>b) Act as a resource person in a training and awareness programme</p> <p>c) Undertake field visits</p> <p>d) Conduct site visits for monitoring of the work progress and technical guidance</p> <p>e) Prepare reports as requested by the Team Leader</p> <p>f) Carry out any other tasks requested by the Team Leader</p>
B-3	Soil/ Water Conservation	L (Pro-B)	<p>The Soil/ Water Conservation Specialist will support PMU to:</p> <p>a) Undertake procurement of goods and services necessary for civil works</p> <p>b) Suggest the format of output of CAT plan</p> <p>c) Ensure the smooth execution of the infrastructure development works undertaken by PMU/ DMU/ FMU and JFMCs</p> <p>d) Prepare O&M Guideline for community infrastructure</p> <p>The Soil/ Water Conservation Specialist will:</p> <p>a) Provide necessary technical guidance to PMU/ DMU/ FMU/ JFMCs and contractors engaged for the civil works</p> <p>b) Conduct site visits for monitoring of the work progress and technical guidance</p> <p>c) Prepare reports as requested by the Team Leader</p> <p>d) Carry out any other tasks requested by the Team Leader</p>
B-4	Capacity Development	L (Pro-B)	<p>The Capacity Development Specialist will assist PMU in:</p> <p>a) Conducting training needs assessment (TNA)</p> <p>b) Planning the training plan and annual training calendar</p> <p>c) Identifying the training institutes/ resource organisations/ trainers to conduct training programmes</p>

No	Position	I or L	Major Tasks and Duties
			<ul style="list-style-type: none"> d) Implementing Green Laboratory Initiative (i.e. collaborative research and environmental education, etc.) e) Planning and coordinate the exposure visits/ study tours within State, India and overseas <p>The Capacity Development Specialist will:</p> <ul style="list-style-type: none"> a) Conducting training evaluation b) Prepare annual training report c) Conduct site visits as required d) Prepare brief travel reports and monthly accomplishment reports pertaining to his/ her specialty and submit them to the Team Leader e) Undertake any other tasks requested by Team Leader
B-5	Micro Finance/ Business Development Support	L (Pro- B)	<p>The Micro Finance/ Business Development Support Specialist will assist PMU in the following aspects:</p> <ul style="list-style-type: none"> a) Preparation of the IGA fund management system b) Operationalise IGA fund management system c) Assist PMU in procuring technical agency for managing IGA support fund d) Monitoring of the recovery rate e) Prepare guideline for business development support f) Assist PMU in exploring possibility of collaboration with private sectors for maximizing impact of the Project <p>The Micro Finance/ Business Development Support Specialist will:</p> <ul style="list-style-type: none"> g) Provide technical guidance to technical agency for IGA fund management for business development support h) Undertaking field visits to project sites i) Prepare brief travel reports and monthly accomplishment reports pertaining to his/ her specialty and submit them to the Team Leader j) Undertake any other tasks requested by Team Leader
B-6	M&E	L (Pro- B)	<p>The M&E Specialist will assist PMU in:</p> <ul style="list-style-type: none"> a) Establishing effective and efficient monitoring system; b) Procurement of the contractors for baseline survey, periodical assessments, and other related activities etc.; c) Supervising the work of the above contractors and ensuring qualities of their outputs; d) Reviewing baseline and mid-term surveys reports, and other M&E reports/ documents e) Preparation of the guidelines and manuals required for M&E and MIS; f) Operationalising MIS and project accounting system, and g) Monitoring and evaluation of the progress and outputs of Project activities h) Conducting field validation, preparation of the physical and financial progress report; i) Prepare social audit guideline and operationalise j) Providing progress data and information required to be used by the High-Power Committee (HPC), Governing Body (GB) and JICA for review and appropriate decision making; k) Designing, reviewing and revising project performance indicators, and developing methodologies for verification with respect to such indicators; l) Compiling periodical M & E reports; and m) Organising annual review meetings at State Level.

No	Position	I or L	Major Tasks and Duties
			<p>The M&E Specialist will:</p> <ul style="list-style-type: none"> a) Work in collaboration with GIS/ MIS Specialist for effective monitoring; b) Assist FMUs/DMUs in the field validation; c) Train PMU and other project related staffs in MIS and project accounting system; d) Accomplish the tasks related to the Project as directed by the Team Leader; e) Undertake field visits to project sites and prepare Back-to-Office report for PMU; and f) Prepare brief travel reports and monthly accomplishment reports pertaining to his/ her specialty and submit them to the Team Leader. g) Undertake any other tasks requested by Team Leader
B-7	Social and Environmental Consideration	L (Pro-B)	<p>The Social and Environmental Conservation Specialist will assist:</p> <ul style="list-style-type: none"> a) PMU PD (Finance), the officer in charge, to supervise the environmental and social safeguard-relevant activities, including the screening and selection of subprojects and determination of the required procedures for specific subprojects following the national and state law/regulations and MOD with JICA. b) PMU in finalizing ESAF and Vulnerable People’s Planning Framework with the stakeholders, which are drafted under the preparatory survey, and in implementing the project in accordance with the frameworks. c) PMU in supervising the community level infrastructure development executed by the contractors in terms of compliance with the safeguard relevant law/regulations. d) PMU in preparation of periodical monitoring reports with regard to environmental and social safeguard/ ESMF following the requirement of the national and state law/regulations and MOD with JICA. <p>The Social and Environmental Conservation Specialist will:</p> <ul style="list-style-type: none"> a) conduct training for PMU/DMU/FMU and subcontractors to enable them to comply with national and state law/regulations and MOD with JICA. b) facilitate participation of PMU and stakeholders in the training activities on the environmental and social safeguard organised by JICA if required.
B-8	GIS/ MIS / DX	L (Pro-B)	<p><GIS/MIS system development></p> <p>The MIS/ GIS specialist will assist PMU in</p> <ul style="list-style-type: none"> a) Finalizing the scope of work for development of 1)Web-GIS for WBFD, 2)Applications integrating e-plantation journal and e-monitoring, 3)web-MIS linked to the Web-GIS system in coordination with the section of Working plan/GIS, Monitoring wing and other relevant sections of WBFD, and PMU b) Preparing WBFD GIS data for upload to the system being developed <p>The MIS/ GIS specialist will</p> <ul style="list-style-type: none"> a) Conduct needs survey for the web GIS and MIS for preparation of scope of work b) Prepare a scope of work for development of 1)Web-GIS for WBFD, 2)Applications integrating e-plantation journal and e-

No	Position	I or L	Major Tasks and Duties
			<p>monitoring, 3)web-MIS linked to the Web-GIS system in coordination with the section of Working plan/GIS, Monitoring wing and other relevant sections of Wbfd, and PMU based on the needs survey result (MIS/GIS based data should be arranged in a relational database such as Oracle, MySQL, MSSQL, PostgreSQL etc. It should be also considered to use Google Earth platform, which will be shared by the GIS lab of Wbfd, for precise identification of new afforestation area and their subsequent monitoring.)</p> <ul style="list-style-type: none"> c) Prepare a short list of the potential vendors for each system development d) Obtain quotations for the finalized scope of work for each system e) Supervise the outsourcing contract for development of each system f) Prepare material for trainings for the users of each system g) Prepare user guidelines for the developed Web based MIS, Mobile App, and webGIS in coordination with the vendors (system developers) h) Provide training to PMU, DMU, FMU on MIS/webGIS/associated mobile App i) Conduct survey for user feedback to improve the system in the 1st and 3rd year after installation of the system j) Plan and supervise minor modifications of the systems during the system warranty and maintenance period <p><Demarcation of JFMC boundary (digitization and piling)> The MIS/ GIS specialist will assist PMU in</p> <ul style="list-style-type: none"> a) Finalize draft scope of work for the subcontract work of digitization and piling b) Procure subcontractor for digitization and piling <p>The MIS/ GIS specialist will</p> <ul style="list-style-type: none"> a) Draft a scope of work for the subcontract work of digitization and piling b) Guide and supervise the subcontractor c) Evaluate the quality/status of boundary demarcation work and reporting to the DMU/PMU about any irregularities d) Coordinate with WP/GIS cell for their quality assessment and validation of the boundary data. <p><PoC (Pilot project) for use of UAV for development of technical guidelines> The MIS/ GIS specialist will assist PMU in</p> <ul style="list-style-type: none"> a) Procure UAV b) Plan and implement the pilot project c) Finalize the technical guidelines for usage of UAV in forest plantation and monitoring work, such as inspection of plantation work, verification of JFMC boundary demarcation etc. <p>The MIS/ GIS specialist will</p> <ul style="list-style-type: none"> a) Provide training to PMU on use of UAV in forestry sector b) Provide training to DMU, FMU on UAV operation and image analysis c) Develop a pilot project plan (site selection, definition of the scope of the guidelines to be developed in the pilot project)

No	Position	I or L	Major Tasks and Duties
			<p>d) Develop technical guidelines for usage of UAV in forest plantation and monitoring work, such as inspection of plantation work, verification of JFMC boundary demarcation etc.</p> <p><Development of “WBFD Digital Transformation Strategy”> The MIS/ GIS specialist will assist PMU in</p> <p>a) Coordinating with GIS/MIS cell and other relevant units/cells in WBFD in charge of development and maintenance of existing systems relating to forest and biodiversity conservation.</p> <p>b) Forming and leading a technical working group with members from the relevant unit/cell in WBFD, which gives guidance and reviews on the work of the WBFD DX Strategy.</p> <p>c) Analyzing WBFD policy documents with relation to digitalization, existing system architecture, and current plan of system development in each system.</p> <p>d) Drafting a draft strategy encompassing a long-term vision, a comprehensive concept, and approaches on how to transform the WBFD's operations through the use of data and digital technologies and a co-creation mechanism with innovative digital solution providers.</p> <p>e) Obtaining institutional endorsement for the strategy within WBFD in due course.</p> <p><Conduct of “Proof of Concept” (PoC) activities> The MIS/ GIS specialist will assist PMU in</p> <p>a) Identifying an appropriate use case(s) that would help WBFD/PMU accelerate digital transformation in line with the concept and concrete approaches to be defined in the WBFD DX strategy</p> <p>b) Developing a PoC plan</p> <p>c) Selecting a digital partner(s) if necessary</p> <p>d) Implementing, managing and monitoring the PoC</p> <p>e) Reviewing the result and reflecting lessons learnt from it to the DX strategy and approaches</p> <p>f) Preparing a work plan to introduce the prioritized advanced technology</p>

Chapter 6. Reporting

Within the scope of consulting services, the Consultant shall prepare and submit reports and documents to PMU as shown in Table: 6-1. The Consultant shall provide electronic copy of each of these reports. All reports shall be prepared in English.

Table: 6-1 Reports to be Submitted

Category	Type of Report	Timing	No. of Copies
Consultancy Services	Inception Report	Within 1 months after commencement of the services	5 copies each per time
	Monthly Progress Report	Every month except the month overlapping with the Quarterly Progress and Annual Progress Report.	5 copies each per time
	Quarterly Progress Report	Every quarter except the quarter overlapping with the Annual Progress Report	5 copies each per time
	Annual Progress Reports	10 th day of the first month of the next financial year	5 copies each per time
	Completion Report of the Consulting Services	One month before the closure of the contract	10 copies each per time
Other Report	Back to Office Report	Within 7 days on return of the field visit	1 set of copy per submission
	Technical Report	As required or upon request	As required

Contents to be included in each report are as follows:

- a) Inception Report (5 copies each of English): to be submitted within 1 month after the commencement of the services, presenting the methodologies, schedule, organization, etc.
- b) Monthly Progress Report (5 copies): to describes briefly and concisely all activities and progress for the previous month by the 10th day of each month. Problems encountered or anticipated will be clearly stated, together with actions to be taken or recommendations on remedial measures for correction. Also indicates the work to be performed during the coming month.
- c) Quarterly Progress Report (5 copies): to describe all activities and progress for the reporting period (quarter) by the 10th day of the month on a quarterly basis. Problems encountered or anticipated will be clearly stated, together with actions to be taken or recommendations on remedial measures for correction. Also indicates the work to be performed during the following quarter.
- d) Annual Progress Report (5 copies): to describe all activities and accomplishments made for the year by the 10th day of the 1st month of the year. Problems encountered together with actions taken should be described. Lessons learned from the project activities done in the year should also be described in the report. The works and activities planned for the following years should be indicated.
- e) Completion Report of the Consulting Services (10 copies): to be submitted one month before the completion of the consulting services. The report should describe the approaches and methodologies taken, all the activities carried out and inputs made by the consultant, the results and accomplishments made by the consulting services, lessons learned for the project as well as consulting services, and recommendations for ensuring the sustainability of the project effect and future projects similar to the project.
- f) Back to Office Report (1 copy): to be submitted to report the findings from the very site visits conducted by the PMC specialists. The report shall be submitted within 7 days from the date of return to

- the office from the field. One copy of the report shall be submitted to PMU.
- g) Technical Report (as per required): to be submitted as required or upon request by PMU or by the initiation of PMC for technical topics relevant to project implementation.

Chapter 7. Obligations of the Executing Agency

A certain range of arrangements and services will be provided by the Executing Agency to the Consultant for smooth implementation of the Consulting Services. In this context, the Executing Agency will:

- (1) Report and data
Make available to the Consultant existing reports and data related to the Project as requested by PMC;
- (2) Office space
Provide an office space in the Headquarters of the Executing Agency with necessary equipment, furniture and utility. However, the Consultant's requirement for office space, including necessary equipment, furniture and utilities, should be clearly stated in the proposal with its rental cost for the case where WB-FBCCCR would be unable to provide such facilities;
- (3) Cooperation and counterpart staff
Appoint counterpart officials, agent and representative as may be necessary for effective implementation of the Consulting Services;
- (4) Assistance and exemption
Use its best efforts to ensure that the assistance and exemption, as described in the Standard Request for Proposal issued by JICA, will be provided to the Consultant, in relation to
- work permit and such other documents;
 - entry and exit visas, residence permits, exchange permits and such other documents
 - clearance through customs;
 - instructions and information to officials, agent and representatives of the Borrower's Government;
 - exemption from any requirement for registration to practice their profession;
 - privilege pursuant to the applicable law in the Borrower's Country.

Date and Time Schedule:

Sl. No	Particular(s)	Date & Time
1.	Date of Publishing of EOI	03.07.2023 at 10.00 AM
2.	Documents download / sale start date (<i>online</i>)	03.07.2023 at 11.00 AM
3.	Pre-Bid Meeting	Not Applicable
4.	Bid submission start date (<i>online</i>)	03.07.2023 at 12.00 P.M
5.	Bid Submission closing date (<i>online</i>)	07.08.2023 at 05.00 PM
6.	Bid opening date for Technical Proposals (<i>online</i>)	11.08.2023 at 12:00 PM onwards
7.	Date of uploading list for Technically Qualified Bidder (<i>online</i>)	After evaluation of Technical Bid
8.	Date & Place for opening of Financial Proposal (<i>online</i>)	NA
9.	Date of uploading of list of bidders along with their rates through (online), also if necessary for further negotiation through.	NA

Expression of Interest Submission Form

Date : [Insert date of EOI submission]

REOI No.: [Insert REOI number]

To: [Insert full Name and mailing address of Client]

Dear Sir/ Madam:

We, the undersigned, apply to be shortlisted for the contract of the consulting services for Design and Supervision Consultant for the works under the **Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal**.

[Insert the following in case of the Consultant is a JV]

We are submitting our Proposal as a Joint Venture comprising of: [Insert a list with the full name and the legal address of each member, starting from the lead member]. We have attached a copy [insert: “of the JV Agreement” or, “of our Letter of Intent to form a Joint Venture” as appropriate] signed by each member, which details the likely legal structure of and the confirmation of joint and severable liability of each member of the said Joint Venture.

[Insert the following if the Consultant proposes Sub consultants]

We have proposed in our proposal the following firms as Sub consultants: [Insert a list with the full name and the legal address of each Sub consultant.]

We hereby declare that all information, statements and description contained in the EOI are in all respect true, correct and complete to the best of our knowledge and belief.

We remain,

Yours sincerely,

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm or JV, as appropriate]

In the capacity of : [Insert position of the person signing above]

Contact information : [Insert mailing address]

[Insert tel. no. with country and city codes]

[Insert fax no. with country and city codes]

[Insert email address]

Applicant Information Form

Date: [insert day, month, year]

EOI No.: [insert number]

Page [insert page number] of [insert total number] pages

[Applicants shall provide the following information. The documents listed/ stated as required shall be submitted as attachments hereto.]

Applicant's legal name: [insert full name]
In case of a JV, legal name of the representative member and of each member: [insert full name of each member in the JV and specify the representative member.]
Applicant's actual or intended country of registration: [insert country of registration]
Applicant's actual or intended year of incorporation: [insert year of incorporation]
Applicant's legal address in country of registration: [insert mailing address]
Applicant's authorized representative information Name: [insert full name] Address: [insert mailing address] Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes] E-mail address: [insert E-mail address]
<ol style="list-style-type: none"> 1. Attached are copies of original documents of Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

JV Member Information Form

Date: [insert day, month, year]

EOI No.: [insert number]

Page [insert page number] of [insert total number] pages

[The following form is additional to Form 2-1, and shall be completed to provide information relating to each JV member, in case if the Applicant is a JV. The documents listed/ stated as required shall be submitted as attachments hereto.]

Applicant's legal name: [insert full name]
JV Member's legal name: [insert full name of Applicant's party]
JV Member's country of registration: [insert country of registration]
JV Member's year of incorporation: [insert year of incorporation]
JV Member's legal address in country of registration: [insert mailing address]
JV Member's authorized representative information Name: [insert full name] Address: [insert mailing address] Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes] E-mail address: [insert E-mail address]
<ol style="list-style-type: none"> 1. Attached are copies of original documents of Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Letter of Intent

Date: [insert day, month, year]

EOI No.: [insert number]

To: [Insert full Name and mailing address of Client]

We, the undersigned, will enter into a Joint Venture Agreement in case that a consulting services for Design and Supervision Consultant for the works under the **Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal** indicated in the Request for Expressions of Interest ([Insert REOI Number]) is awarded to our Joint Venture.

We hereby declare that:

- (a) All members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
- (b) Each JV member will execute at least the portion of the assignment.
- (c) The JV will nominate [insert name of a firm] as a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the selection process and, in the event the JV is awarded the Contract, during contract execution.
- (d) If we are shortlisted through this Expression of Interest, we will not modify the structure or formation of the Consultant including Subconsultants named in the application in the Expression of Interest after being invited to submit a Proposal without a written approval of the Client prior to the Proposal submission deadline.

[JV member 1 (representative member)]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm]

In the capacity of : [Insert position of the person signing above]

[JV member 2]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm]

In the capacity of : [Insert position of the person signing above]

[JV member 3]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm]

In the capacity of : [Insert position of the person signing above]

Attachment: Copy of the proposed Joint Venture Agreement

Financial Situation

[The following table shall be filled in for the Applicant, and for each JV member if the Applicant is a JV. The documents listed/ stated as required shall be submitted as attachments hereto.]

Date: [insert day, month, year]

Applicant's Legal Name: [insert full name]

JV Member's Legal Name: [insert full name]

REOI No.: [insert number]

Page [insert page number] of [insert total number] page

1. Financial data

Type of Financial information in (currency)	Historic information for previous 3 years (amount in currency, currency, exchange rate, USD equivalent)		
	2022-23	2021-22	2020-21
Information from Balance Sheet			
Total Assets (TA)			
Total Liabilities (TL)			
Net Worth (NW)			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital (WC)			
Information from Income Statement			
Total Revenue (TR)			
Profits Before Taxes (PBT)			
Profits After Taxes (PAT)			
Information from Cash Flow Statement			
Cash Flow from Operating Activities			

2. Financial documents

The Applicant and its parties shall provide copies of the financial statements¹ for the last three (3) years. The financial statements shall:

- (a) reflect the financial situation of the legal entity(ies) comprising the Applicant, and not of the affiliated entities (such as parent company(ies), group companies or subsidiaries) of the Applicant unless they are parties to the Applicant under a JV.

- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

Attached herewith are copies of financial statements for the last three (3) years required above, and complying with the requirements.

Notes for the Applicants

1. If the most recent set of financial statements is for a period earlier than 12 months from the date of the Application Submission, the reason for this should be justified.

Availability of Experts

[Note: Applicant is requested to provide personnel information to be possibly assigned for the specified area mentioned in the followings;]

Required Expertise

International Expert	Required Number
1) Community Resilience against Climate Change	1
2) GIS/ MIS / DX	1
Local Expert	Required Number
3) GIS/ MIS / DX	1
4) Team Leader/ Sustainable Forest Management	1
5) Biodiversity Conservation	1
6) Soil/ Water Conservation	1
7) Capacity Development	1
8) Micro Finance/ Business Development Support	1
9) M&E	1
10) Social and Environmental Consideration	1

Expert to be Available

Name of the firm (each JV member)	Expertise	No. of International Expert(*1)	No. of Local Expert(*2)

*1: “International Expert” means an expert who has expertise which is generally difficult to be procured in the Client’s country.

*2: “Local Expert” means an expert who is not International Expert.

Consultant's Experience

[Using the format below, provide information on each assignment for which your firm and each JV member for this assignment, was legally contracted either individually as a single firm or as a lead firm or one of the member of a JV, for carrying out consulting services similar to the ones requested under this assignment. ~~select Example 1: "Only completed project in the last 10 years at the time of proposal submission will be evaluated."~~ ~~or Example 2: "Only completed project in the last 10 years and on-going project with 70% or more progress at the time of proposal submission will be evaluated."~~] The experience of affiliated entities (such as the parent company(ies), group companies, subsidiaries or other affiliates) shall not be included. Use about 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of man-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year):	No. of professional man-months provided by JV members or Sub consultants:
Completion date (month/year):	Funding Source:
Name of joint venture member or Sub consultants, if any:	
Narrative description of Project:	
Description of actual services provided by the firm in the assignment:	

Firm's Name: _____