

	<p style="text-align: center;">PROJECT MANAGEMENT UNIT (PMU) Guwahati Assam</p> <p style="text-align: center;">--</p> <p style="text-align: center;">Request for Expression of Interest</p> <p style="text-align: center;">--</p> <p>Consultancy Services: National Technical Assistance to analyse data and design best practices during updation of Forest Working Plans in Assam (TA-10) --Procurement Package No. PM-C-TA-NS- 2/42-A-v</p>
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1. The Government of India has obtained a loan from the French Development Agency (AFD) and will be passed on to the Government of Assam as per statutory provisions to finance the Assam Project on Forest and Biodiversity Conservation (APFBC). The main objective of the Project is to enable sustainable forest management and biodiversity conservation in Assam through multi-layer integrative planning involving participation of forest dependent communities and focusing on poverty alleviation by exploring livelihood alternatives. Please visit website www.apfbc.nic.in for more details on the project.
2. The APFBC Society, the implementing agency for the Project, will use part of the funds to contract the services of Technical Assistance to the Project Management Unit of the Society in implementation of project components and activities there in. The Technical Assistance of one Team Leader (Working Plan Expert) and one GIS Expert for support is required to provide technical inputs, scrutinize and guide the completion of the preparation of Working Plans for 21 Forest Divisions.
3. The duration of the assignment is for 12 person months for each of the two team members. The likely commencement of the assignment is Feb / March 2016.
4. The location of the Technical Advisor is the State of Assam with an office at Guwahati.
5. The APFBC Society invites Expression of Interest from interested eligible individuals/ reputed institutions having relevant academic and professional qualifications and at least 10 years of relevant project experience on working plans in India and or overseas..
6. Willing individuals in their own capacity or reputed institutions having professional fulfilling requirements as Team Leader may submit their CV as well as CV of GIS Expert matching the required academic/ professional qualification/s with project related similar national and international experience.
7. Expression of Interests will be evaluated based on the afore said criteria and recruited through and in accordance with the procurement procedures in force i.e. the World Bank Guidelines of Procurement of Consultancy Services, 2011. Request for Proposals will be issued only to short listed organizations who have submitted their Expression of Interest.
8. Only 4/3 teams of individuals or representing reputed institutions having experience and eligibility as per the criteria given below in order of markings shall be considered for short listing in the light of the evaluation criteria approved by the competent authority.

Evaluation criteria

Sr. No.	Information Sought	Total Marks
A)	Qualifications	
i.	Academic qualifications – Advanced university degree (Master degree or higher) in Forestry, Environment, NRM, or a related discipline	20
ii.	Professional Qualifications in forest working plan formulation, or forest management, remote sensing and GIS analysis its application	20
B)	Work Experience	
i	At least 10 years of national/international level experience in forest management	20
ii.	Use of Remote Sensing and GIS analysis and application in working plans preparation, including carbon estimation	20
C)	Desirable Work Experience	
I	More than 5 no of similar Projects of comparable size and requirement	10
ii)	Experience in working for bi-lateral donor agency funded projects – such as AfD/ JICA/ ADB/ DFID/ World Bank, KfW, UNDP	10

9. Expression of Interest (1 original and 4 copies), in English language, must be delivered at the address below on before **on 18th Jan 2016 (by 3 pm)** and should clearly be identified: “Request for EOI for National Technical Assistance in updation of Working Plans in state of Assam” for the Project Management Unit of the Assam Project on Forest and Biodiversity Conservation”.

Additional PCCF (Biodiversity & Climate Change) and Project Director – PMU

Assam Project on Forest and Biodiversity Conservation Society

Office of the PCCF and HoFF, Assam Forest Department, Rehabari, Guwahati. 781 008.

Email: pd.pmu.apfbc.nic.in

Transmittal Letter for Expression of Interest

[letterhead paper of the Applicant or partner responsible for a consortium, including full postal address, telephone no., and fax no.]

Date:.....

To: The Project Director and Addl. PCCF (Biodiversity and Climate Change)
Project Management Unit,
Assam Project on Forests and Biodiversity Conservation (APFBC) Society
Office of the PCCF and HoFF, Rehabari, Guwahati-781014.
e-mail <pd.pmu.apfbc@nic.in>

Sub: Assam Project on Forest and Biodiversity Conservation (APFBC)
Consulting Services of National Technical Assistance to analyze data and
design best practices during updation of Forest working plans in Assam (TA-
10). Procurement Package No: PM-C-TA-NS- 2/42-A-v

Submission of Expression of Interest

Ref: Advertisement dated.....

Sir,

1. I have reviewed and fully understood all of the information provided in the Notice Inviting Expression of Interest, hereby express interest in and applies to be prequalified and short-listed by yourselves for the subject consulting services for the Assam Project on Forest and Biodiversity Conservation
2. I hereby attach dully filled in Proforma as appeared on web site www.apfbcs.nic.in towards submission of Expression of Interest.
3. The PMU, APFBC Society and Assam Forest Department and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary to verify statements and information provided in this Expression of Interest, such as the human resources, experience, and competence of the Applicant.

4. The PMU, APFBC Society and its authorized representatives may contact the following for reference checks: (minimum 3)

1. Name of Organization /client

Year in which project completed

Experience inquiries	
Contact	Telephone Email
Personnel inquiries	
Contact	Telephone Email
Financial inquiries	
Contact	Telephone Email

1. Name of Organization /client

Year in which project completed

Experience inquiries	
Contact	Telephone Email
Personnel inquiries	
Contact	Telephone Email
Financial inquiries	
Contact	Telephone Email

3. Name of Organization /client

Year in which project completed

Experience inquiries	
Contact	Telephone Email
Personnel inquiries	
Contact	Telephone Email
Financial inquiries	
Contact	Telephone Email

5. This Expression of Interest is made with the full understanding that:

(a) All information submitted in this Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;

(b) The PMU, APFBC Society reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage without giving any reasons, and reject all applications;

(c) The PMU, APFBC Society shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds or reasons for them.

7. The undersigned declare that the statements made and the information provided in this Expression of Interest are complete, true, and correct in every detail.

8. We hereby submit all filled in prescribed proforma and attached documentary evidence in support of statements made in the proforma.

Signature

Name

For and on behalf of

(Name of Firm)

Designation

EXPRESSION OF INTEREST

Assam Project on Forest and Biodiversity Conservation (APFBC)
Consulting Services of national Technical Assistance
to analyse data and design best practices during updation of forest working plans in state of
Assam (TA-10) Procurement Package No: PM-C-TA-NS- 2/42-A-v

FORM (1)

A. General Information

All individuals applying for pre-qualification and selection for short-listing are requested to complete the information in this form.

1	Name of Team Leader (Forest Working Plan Expert)		
2	Nationality		
3.	Date of Birth Age in completed years		
4	Permanent address (Team Leader)		
5	Telephone	Contact	
6	Fax		
7	Name of the GIS Expert		
8	Address (GIS Expert)		
9	How the GIS Expert came in contact for this Expression of Interest		
10	Address for correspondence and Contact Details of Team Leader		
	Contact Details	Team Leader	GIS Expert
	Telephone		
	Cell		
	Email		
	Skype		
11	What was latest fee rate and compensation package as consultant		

Details	Team Leader	GIS Expert
Name of project		
Name of firm / client / institution and address / contact details which offered fee rates		
Fee Rate Per month in INR		
Per Diem Head quarter Rate per day in INR		
Per Diem in Field Rate per day in INR		
Attach self certified documentary evidence in support of above statement		

Assam Project on Forest and Biodiversity Conservation (APFBC)
Consulting Services of national Technical Assistance to analyze data and design best practices
during updation of working plans in Assam (TA-10)
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Particular Experience Record

On a separate page, using the format of Form (3a), the Applicant is requested to list all contracts in which consulting services were or are being provided by the Applicant for “Related Field Projects” during the last five (5) years. The information is to be summarized, using Form (3a), for each contract completed or under execution, by the Applicant or by each partner in case of Consortium. The value should be based on the currencies of the contracts converted into Indian Rupees, at the date of substantial completion, or for current contracts at the time of award.

EXPRESSION OF INTEREST FORM (2a)

Assam Project on Forest and Biodiversity Conservation (APFBC)
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Details of Consulting Services Contracts for Related Field Projects

Name of Applicant

All individuals are requested to provide the information in the following form.

Use a separate sheet for each contract/similar project experience.

	Serial Number of contract	Number ___ of total ___ contracts presented in Form (3a) by the Applicant	
1	Name of contract		
	Country where contract is executed		
2	Name of employer		
3	Employer's address and telephone number		
4	Special features of the project for which consulting services were provided under this contract		
5	Contract role (check one)		
	Sole contractor	Subcontractor	
6	Value in specified currencies at completion, or at date of award for current contracts,		
	· Total Contract Amount: _____ (amount & name of currency)		
	· Sub-Contract Amount (if the role was sub contractor): _____ (amount & name of currency)		
	· Responsible Contract Amount (if the role was partner in a consortium): _____ (amount & name of currency) _____ (percentage of share)%		
7	Date of award	Date of completion	
8	Total man months of service provided by the Applicant (or each party) and Contract/subcontract duration (years and months)		
	_____ Man/months -----years -----months		
9	Person Months provided by the Applicant (or each partner) under this contract (Add rows for additional experts (and delete unnecessary rows) if more than one experts were provided in the same area of expertise)		
	Area of Expertise	Experts engaged in the area in the left	Total man/months provided by the expert in the left for this contract and duration
	Name & years of experience in the	Degrees/diploma and area of	

		profession as of the time of assignment	specialty as of the time of assignment	
				_____ Man/Month From _____ to _____
				_____ Man/Month From _____ to _____

EXPRESSION OF INTEREST FORM (3)

Assam Project on Forest and Biodiversity Conservation (APFBC)
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CURRICULUM VITAE (CV)

Position Title and No.	TA No.
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact infor for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

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Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as per Terms of Reference in which the Expert will be involved}	

Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{ day/month/year }

Name of Expert

Date

Signature

{ day/month/year }

Name of authorized

Date

Signature

Representative of the Consultant
(the same who signs the Proposal)