

भारतीय वन प्रबंध संस्थान, भोपाल, नर्मदा लॉडस्केप रेस्टोरेशन प्रोजेक्ट के अंतर्गत लाभार्थियों के क्षमता विकास एवं प्रक्षेत्रीय गतिविधियों हेतु ढांचागत अनुबंध के लिए वाटरशेड प्रबंधन, आजीविका प्रवर्द्धन तथा सामुदायिक एवं ग्रामीण संस्थाओं आदि के क्षमता विकास के क्षेत्र में कार्यरत प्रतिष्ठित एनजीओ/सीएसओ से प्रस्ताव आमंत्रित करता है । प्रस्तावों हेतु विस्तृत आमंत्रण सूचना हमारी वैबसाइट : [www.iifm.ac.in/tender](http://www.iifm.ac.in/tender) पर उपलब्ध है । इच्छुक एनजीओ/सीएसओ अपने प्रतिस्पर्धापूर्ण प्रस्ताव **30/12/2021 सांय 05:00** तक मुख्य प्रशासनिक अधिकारी/ भारतीय वन प्रबंध संस्थान, नेहरू नगर, भोपाल को प्रस्तुत कर सकते हैं ।

**(मुख्य प्रशासनिक अधिकारी)**

**Notice inviting Request for Proposals (RFP) for a Framework Agreement with Non-Governmental Organization for executing field activities and capacity building of beneficiaries under the Narmada landscape Restoration Project**

Sealed bids/proposals for a Framework Agreement are invited from reputed Non-Government Organisation OR Civil society Organisations to execute the filed activities and capacity building of beneficiaries under the Narmada Landscape Restoration Project (NLRP).

The Director, IIFM reserves the right to accept or reject fully or partially the bids/ proposal which is final and binding.

The proposals will be evaluated on Quality cum Cost based selection (QCBS) basis for final selection of the executing agency.

Successful bidder will be notified for the award of contract by post or any other suitable mode of communication for signing the agreement.

The selected NGOs/ CSOs shall commence the services within 30 days from the date of issue of award letter.

Indian Institute of Forest Management (IIFM)  
(an autonomous Institute under Ministry of Environment, Forest and Climate  
Change, GoI)

Nehru Nagar, Bhopal – 462003 (M.P.)

No. \_\_\_\_\_ / 2021/IIFM/2021

Bhopal, Date: \_\_\_\_\_

Copy

Chief Administrative Officer

Indian Institute of Forest management

Nehru Nagar, Bhopal (M.P.)

Subject: Engagement of NGO/ CSO/ VO for the implementation/ execution of land restoration works/ activities in the identified landscape of Narmada River Basin, Khargone Dist., Madhya Pradesh under the Narmada Landscape Restoration Project (NLRP)

Sealed bids/proposals for a Framework Agreement are invited from reputed Non-Government Organisations (NGOs) or Civil Society Organisations (CSOs) or Voluntary Organizations (VOs) to execute the field activities under the Narmada Landscape Restoration Project (NLRP) in Khargone district of Madhya Pradesh.

NGOs/ CSOs/ VOs who have adequate experience, i.e. about five years in the area of natural resource management, forest management, water resources management, watershed development and management, livelihood management, social development, Village Institutional development (SHGs/ FPOs, etc.), community capacity building, rural entrepreneurship development, value addition and supply chain, may submit their interest using the enclosed bid format. NGOs/CSOs/ VOs working in any region may also submit their bid. The bid document shall be submitted in physical form (hard copy) only before the last date.

The Director, IIFM reserves the right to accept or reject fully or partially the bids/proposal which shall be final and binding.

The proposals will be evaluated on defined parameters and Quality Cost Based Selection (QCBS) will be used to select the NGO/CSO/ VOs.

Successful NGO/CSO/VO will be notified for the award of contract by post or any other suitable mode of communication for signing the agreement.

The selected NGO/ CSO/VO shall commence the services within        days from the date of issue of award letter.

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## 1. Expression of Interest data sheet

Expression of Interest number	IIFM/PUR/Eoi/2021/NLRP/02
Date	December 10, 2021
Issue of Expression of Interest of NGOs/CSO	Expression of Interest documents/forms can be downloaded from the Institute's website <a href="http://www.iifm.ac.in/">http://www.iifm.ac.in/</a>
Last Date and Time and submission of expression of Interest by Post	December 30, 2021 at 5.00 PM
Opening of 'expression of Interest'	December 31, 2021 at 3.00 PM
Contact Official	Dr. Anup Prakash Upadhyay, CAO, IIFM, Bhopal
Contact address	Indian Institute of Forest Management, Nehru Nagar, Bhopal, Madhya Pradesh, PIN-462003
Contact Phone numbers	+91-755-2775716, 2773719, 2766603, 2761731, 2775703
Contact email	cao@iifm.ac.in
Institute Website	<a href="http://www.iifm.ac.in">http://www.iifm.ac.in</a>

## 2. Terms of Reference (ToR)

Narmada Landscape Restoration Project (NLRP) is an India Partnerships Program (IPP) jointly implemented by the Indian Institute of Forest Management (IIFM), Bhopal & Global Green Growth Institute (GGGI). NTPC & USAID Ltd are IPP resource partners providing matching contribution to the NLRP.

The four-year project, to be implemented during 2020 - 2024, seeks to improve quantity and quality of water in selected tributaries of river Narmada, i.e., between Omkareshwar and Maheshwar Dams in Khargone district, Madhya Pradesh through inclusive and sustainable landscape management interventions. By demonstrating the contributory relationship between sustainable landscape management practices in the upstream with quantity and quality of water resources in the downstream, the project results will encourage stakeholders to participate in enhanced ecosystem services through an incentivization mechanism developed by the project intervention.

The project has three main objectives:

- To develop capacities and provide incentives for sustainable landscape management for local communities in the upland watershed (north and south bank).
- To create awareness of the importance of ecosystem services and sustainable landscapes management.
- To develop an incentivization mechanism based on the landscape management practices

IIFM is hereby inviting NGOs/ CSOs to implement the field activities to be identified under NLRP as per the framework agreement. The services of NGOs/ CSOs will be required till the end of the project activities, i.e. year 2024.

The goal of the NLRP is to demonstrate and establish an incentivization mechanism for improved and sustainable ecosystem services, primarily water as an important ecosystem service from the protected catchments. The development hypothesis to achieve this goal is that sustainably managed forest and agriculture landscape practices in the upstream will have a positive impact on the ecosystem services like water resources in the downstream thereby encouraging the actors to participate in a mechanism to sustain the improved ecosystem services.

**2.1 Project Location:** NLRP will carry out field activities in villages and watersheds in Khargone district.

**2.2 Project Objectives, indicators, and targets:** The project objectives, indicators and targets are mentioned in the table below.

Objective	Indicator	Target
1. To develop capacities and provide incentives for sustainable landscape management by local communities in the upland watershed (north and south bank)	1.1. Number of hectares of biologically significant areas showing improved biophysical conditions and natural resource management.  1.2. Number of people receiving livelihood co-	1.1.1. Restore up to 10,000 (ten thousand) hectares of the mixed landscape comprising of North Bank (predominantly forest) and South Bank (predominantly agricultural) landscape.  1.2.1. Train at least 500 beneficiaries (inclusive of at least 150 women) including those from collectives/institutions like Joint Forest Management Committees (JFMCs), SHGs,

	benefits (monetary or non-monetary) associated with the implementation of sustainable landscapes activities.	FPOs, especially women, for livelihood related activities. 1.2.2. Establish market links for at least 2 (two) farmer groups (50-100 farmers in each group) under horticulture and other certification schemes
2. To create awareness of the importance of ecosystem services and sustainable landscapes management	2.1. Increase in awareness about sustainable landscape management and interdependency of upstream activities on downstream water resources.	2.1.1. Develop at least 15 knowledge products for wide public dissemination. 2.1.2. Exposure for at least 20 Government functionaries and public representatives to ecosystem services and sustainable landscape management.
<b>3. To develop an incentivization mechanism based on sustainable landscape management practices</b>	3.1. Documentation describing the incentivization mechanism and associated scheme design submitted to and accepted by the sub-national government.	3.1.1. 1 (One) Detailed Project Report (DPR) for accessing results-based payment developed. 3.1.2. 1 (One) document for Incentivization mechanism developed. 3.1.3. 1 (One) document scheme design developed.

### 3. Scope of work:

The scope of work under this tender is mentioned in seven broad categories.

#### 3.1 Development of Catchment Water Management Plan

NLRP will develop a Catchment Water Management Plan which will include the location, technical specifications, potential impact, and cost estimation of field Natural Resource Management (NRM) assets that will be created or repaired. To develop this plan, the following tasks will be required:

- a) Detailed household survey in the project intervention and control locations which will include socio economic assessment, details of livelihoods, household income, gender roles, water security, willingness to participate in payment for ecosystem services etc.
- b) Baseline data on existing and potential structures. Ground truthing of proposed structures, their location, technical design, cost and impact estimations. The data needs to identify the ownership of the land on which the asset will be created. Necessary approvals from individuals and/or local panchayats, forest department etc. needs to be ensured before starting the work.
- c) Identify the beneficiaries/ collectives/community-based organizations and build ownership among them for the creation, usage, and maintenance of the NRM structures.

#### 3.2 Creation/ repair of NRM assets

Based on the details laid out in the catchment water management plan and necessary approvals, NRM structures will be created or repaired to meet the project objectives. This task will include the following assets/activities but will not be limited to:

- a) Rainwater harvesting and groundwater augmentation (Rainwater harvesting structures, farm ponds, percolation tanks, stop dams, recharge trenches and shafts)
- b) Drainage line treatment (gabions, gully plugging, rubble wall dams, stonewall check dams, etc.) and river revival
- c) Soil and water conservation measures (contour bunds and trenches)
- d) Afforestation and reforestation (assisted natural regeneration, maintenance of plantation sites, etc.)
- e) Forest floor management
- f) Demonstration plots (farm bund management, agroforestry, organic farming, polyhouse sheds, precision agriculture, greywater use systems, Non-Timber Forest Produce harvesting system, and efficient fuel use methods, etc.)
- g) Construct NRM assets with the support of beneficiaries as per the planned timelines

### **3.3 Collective building and strengthening**

NLRP envisions promoting local collectives and community-based organizations to create ownership for the project activities as well as ensure long term sustainability. The scope of work under this task will include:

- a) Farmers Producers Organization (FPO) formation and registration or FPO strengthening
- b) Self Help Group (SHG) formation, identification of economic activities and guiding document or SHG strengthening and livelihood enhancement
- c) Joint Forest Management Committees (JFMCs), revitalization, capacity & training, Biodiversity Management Committee (BMC) revitalization and strengthening for their participation in the project.
- d) Alternate livelihood promotion in agrarian community such as livestock rearing, Bee keeping, farm and agroforestry, medicinal plantation, etc.
- e) Supporting the collectives on:
  - i. Forest produces (NTFPs), harvesting and value addition and strengthening supply chain
  - ii. Precision farming and crop rotation etc.
  - iii. Non farming activities derived from the baseline survey and detailed project report
  - iv. Pastureland development, Agro-forestry, and Horticulture, etc.
  - v. Organic farming and certification
  - vi. Marketing and value addition of agriculture produce and organic produce and products.

### **3.4 Payment for Ecosystem Services**

Depending upon the PES model developed by NLRP, payments will be made to beneficiaries who voluntarily opt to be part of the PES system and achieve pre-determined level of ecosystem enhancement/restoration. This task will include

- a) Identifying the individuals/ collectives and/or Community Based organizations who will participate in the PES system.
- b) Orientation, training, and clear communication on the ecosystem service enhancement/restoration and matching incentives.
- c) Documentation of the baseline scenario, periodic progress and end results achieved through the PES system.



- d) Data collection and monitoring of process and fund flow status on pre-defined and agreed indicators.

### **3.5 Monitoring and Evaluation including Social Audits**

NLRP has a detailed monitoring and evaluation plan which will be strengthened as the project progresses. The scope of work under this tender includes supporting the PMU in implementing their monitoring and evaluation plan including conducting Social Audits. The tasks would include:

- a) Supporting the Project Management Unit (PMU) with enumerators/surveyors for field level data collection, their feeding into the project MIS etc.
- b) Monitoring runoff (surface & base flow/ groundwater) levels through a network of stream cross sections, observation of wells, ponds, check dams and other structures
- c) Supporting the PMU during monitoring, evaluation and learning to assess the effectiveness of the collectives strengthening and capacity building activities
- d) Conducting social audits to assess the effectiveness of field activities and report to the PMU
- e) Supporting the PMU in sample collection and testing of water and soil parameters
- f) Supporting the PMU in periodic evaluations and learnings

### **3.6 Training, awareness, and capacity building**

An important scope of work under this tender is to provide training, awareness and capacity building of individuals, collectives on several components of landscape restoration. The tasks here include:

- a) Supporting the PMU to develop and implement an institution building/strengthening plan and capacity building plan.
- b) Developing training modules for collectives strengthening and capacity building for enhanced livelihoods activities in line with the project's objectives.
- c) Generating awareness of the project activities and expected outcomes and benefits to the communities
- d) Identifying local youth to become para-workers for the project. The para-workers will act as the primary liaison between the project and the beneficiaries and will be key drivers of sustainability of the project interventions.
- e) Increasing awareness, knowledge regarding promotion of soil & water conservation and water saving practices, ecosystem services to various groups viz. Farmers Groups, Self Help Groups, School Based Groups and Management Committees.
- f) Training beneficiaries and para-workers on the importance of watershed activities, their maintenance and enhancement of ecosystem services.
- g) The trainings to individuals/collectives will be on several components of the project like:
  - Watershed management
  - Climate and environmental smart cultivation
  - River rejuvenation (including field visit)
  - Social outreach tools - PRA techniques (Theory and field test of techniques)
  - Drainage pollution –cause and effect (including field visit)
  - Technical aspect of catchment treatment and river rejuvenation (including field visit)
  - Record keeping and accounting
  - Natural Resource management and drainage Pollution Risk Mapping (including field trial)

- Refresher trainings

### **3.7 Project film (video documentation)**

Shoot and collate videos and films that highlight the project's implementation, outputs, and achievements. This will be a key communication and outreach tool. The service provider will closely work with the project's communication agency/team to deliver this work.

The selected NGO/CSO will be required to develop the Project Implementation Plan which will have details from the baseline survey, catchment water management plan, monitoring and evaluation plan and execute the field activities in guidance of the PMU. The selected agency should be able to build on or create rapport with local level institutions and government departments like the Forest and Rural Development Departments. The project has components of convergence of resources with various government schemes on watershed management, drinking water etc. and the agency should be able to leverage their connect and understanding on these schemes to achieve the project objectives.

In case the project implementation is delayed beyond the agreed timeline of the contract, a no-cost extension, on the sole discretion of IIFM may be awarded to the executing agency.

## **4. Suggested Proposal and Methodology**

Considering the scope and activities under this tender, the NGOs/CSOs desirous of applying need to provide the details of their work in the prescribed format of Annexure-I along with supporting proof/documents/certificates. Please note that clear precise answers with supporting documents will strengthen your application. It is also very important to provide recent examples of work along with documentation proof that demonstrates the organization/ firm's technical proficiency in delivering required services under NLRP.

## **5. Competence requirements and allocation**

The NGO/CSO should have at least 5 years of experience in watershed management, water resource assessment, water development plan; Government sponsored, or CSR sponsored watershed implementation projects; livelihood enhancement, capacity building of the community and village Institutions. This includes:

- proven experience in riverine and forest landscape restoration
- proven experience in community mobilization, collective formation and strengthening
- experience in watershed resources assessment, village watershed community mobilization, development of detailed watershed project report, micro-plan development, village watershed committee capacity and skill development, promotion of SHG economic activity, etc.
- Technical proposal for mechanical intervention, designing (technical specification), cost estimation and constructing NRM assets for restoration of local ecology and soil productivity
- Experience in developing and delivering modules for capacity building and institutional strengthening
- flexible resources (subject matter specialist in the organization working at least a year or so in the organization) and continued on-field presence for the activities outlined above
- flexibility to respond to project demands
- ability to fluently converse in Hindi and the local dialects of the project region

- experience in documentation (including video), evaluation and report writing on project outcomes
- experience in SHG, FPO formation, market linkages and supply chain management
- any other merit with respect to the project component

## 6. Reporting Arrangements

The NGO/ CSO will work with the PMU located in Khargone Dist., Madhya Pradesh and report to the Chief of Party of the project and to the Nodal person at IIFM, Bhopal. The NGO/CSO engagement, work plan, field execution should all be coordinated closely with the PMU. Work progress will be monitored primarily through monthly and quarterly review meetings with PMU and IIFM, Bhopal apart from regular reporting and updates. The dates of review meetings will be finalized based on agreement of all the parties involved (IIFM, NLRP PMU and NGO/CSO partner). The monthly meeting will be held at NLRP office in Barwaha and quarterly meeting will be convened at IIFM, Bhopal.

The NGO/CSO should provide the following reports as per the timelines:

- 1) Yearly work plan to be submitted within 60 days of award of the contract
- 2) Yearly consolidated implementation report by 25<sup>th</sup> December of each year.
- 3) Monthly physical and financial progress reports to be submitted within 15 days of the end of a month.
- 4) Quarterly physical and financial progress reports to be submitted within 30 days of the end of a quarter.
- 5) Reports required for Project Appraisal and Project Steering Committee meetings.

Reporting formats will be agreed upon in consultation with the selected NGO/CSO.

## 7. Evaluation of Technical Proposal

The proposals will be technically evaluated on 12 particulars with a maximum total mark of 100. The NGO/CSO/Vos should ensure to meet the minimum criteria before applying. All claims should be substantiated with clear and precise documents.

S. No	Particulars	Minimum Criteria	Max Marks	Evaluation Criteria (Marks)
1.	Projects/ assignments on riverine landscape restoration in the last 3-5 Years	At least 3 projects/assignments in the last 5 years. Provide MoUs, contracts, agreements, project/ donor reports, certificates etc. as proof.	20	< 3 Projects: 0 Marks; 3 – 5 Projects: 10Marks > = 6 Projects: 15Marks Project's relevance to River Landscape Restoration Program/ Projects - 05
2.	Projects/ assignments on forest and fringe area landscape restoration and forest community development in the last 3-5 Years	At least 3 projects/assignments in the last 5 years. Please provide MoUs, contracts, agreements, project award letter, project/ donor reports, certificates etc. as a proof.	20	< 3 Projects: 0 Marks; 3 – 5 Projects: 10Marks > = 6 Projects: 20Marks

3.	Experience in organic cultivation, value chain especially for wheat, cotton, chili, soybean, pulses and vegetables or similar crops.	At least 3 years of relevant experience is required. Provide MoUs, contracts, project award letter, agreements, project/donor reports, certificates as proof.	14	< 3 Years: 0 Marks; 3 – 5 Years: 10 Marks; > = 6 Years: 14 Marks;
4.	Experience in capacity building of community-based organizations (JFMCs, FPOs, Water User Groups, etc.)	Capacity building of at least 10 community-based organizations (CBOs) in the last 5 years. Provide MoUs, contracts, agreements, project/donor reports, certificates etc. as proof.	14	< 10 CBOs: 0 Marks; 10 – 15 CBOs: 05 Marks > = 16 CBOs: 10 Marks;  FPS, JFMCs capacity building and supply chain related to agriculture and forestry products - 04
Proposed Project Team of NGO/CSO/VO (Please enclose the details/ CVs of the persons who will be the part of project field implementation as annexure)				
5.	Project Coordinator	MBA/PGDFM/PGDRM/MSW or M.Sc./ M.Tech. in Environment /Forestry/Agriculture/Geology/ water resources/Landscape Management from reputed University/Institutes with at least 10 years of experience in managing rural landscape restoration/ watershed and or ecological restoration projects.	3	< 10 years: 0 marks 10 – 12 years: 1 marks 12 – 14 years: 2 marks > 14 years: 3
6.	NRM Specialist	Master degree in – Agricultural science/ Environment /Forestry / Water resources management/ Natural resource management or other related relevant subjects/ field with minimum 5 years of field experience in land conservation/ restoration bio-engineering structures creation and maintenance	2	< 5 years: 0 marks 5 – 8 years: 1 marks > 8 years: 2
7.	Hydrology expert	Master's degree in earth sciences/ soil science/ water resources, from reputed Institute/University with minimum 5 years of experience in water resources development and management.	2	< 5 years: 0 marks 5 – 8 years: 1 marks >8 years: 2
8.	Water and soil conservation/ rainwater harvesting	M.Tech./B.Tech. /B. E in Civil engg. or agri. engg./Structural Design/Hydrology/ water	2	< 5 years: 0 marks 5 – 8 years: 1 marks > 8 years: 2

	structures design expert	resources from reputed Institute/University with Minimum 5 years of experience in designing and construction of soil and moisture conservation, rainwater harvesting structures		
9.	Forestry & Plantation Specialist	M.Sc./B.Sc./ Diploma in Forestry or Plantation/ horticulture from reputed Institute/University with minimum 5 years' experience in tree planation, agroforestry/ farm forestry, / experience in project work related forest ecosystem services.	2	< 5 years: 0 marks 5 – 8 years: 1 marks > 8 years: 2
10.	Agriculture/ Cultivation Specialist	M.Sc./B.Sc. / MBA in Agriculture science or Horticulture from reputed Institute/University with minimum 5 years' experience in precision farming., organic cultivation, value addition, agriculture supply chain, and any experience in working in the agriculture related ecosystem services.	2	< 5 years: 0 marks 5 – 8 years: 1 marks > 8 years: 2
11.	Community mobilization, Monitoring, Evaluation and Reporting expert	Degree or Diploma in Social science, MSW, management or any other relevant qualification or Qualified development professional with at least 3 years' experience in community mobilization, monitoring, evaluation and report writing for NRM and/or watershed programs	2	< 3 years: 0 marks 3 – 5 years: 1 marks > 5 years: 2
12.	Payment for Ecosystem Services	Degree of Diploma in Science, NRM, Forestry, Agriculture, Environment, Social Science, Horticulture, and others from Reputed Institute or University with 2 years of experience in the relevant field	2	< 2 years: 0 marks 2 – 3 years: 1 marks > 3 years: 2
<p>Note 1: Please provide the Gender Balance in the proposed subject experts in the project implementation team, which is important looking to the project area and nature of the project, i.e. village level survey (monitoring) and development activities.</p> <p>Note 2: The key personnel proposed for Sr. No 5 to 11 will work for the project and any change will require prior written approval from IIFM.</p>				

12.	Turnover of the firm (Audited financial statements for the last 3 years i.e. 2018-19, 2019-20 and 2020-21)	Minimum turnover of 4 Crore. Only audited financial reports as proof will be accepted. Note: please indicate the share of the turnover related to landscape development projects	15	Less than 4 Cr- 0 4-6 Cr – 5 7-9 Cr - 10 10 Cr and more - 15
Note 1: May kindly submit FCRA (if registered) registration details as an annexure Note 2: Please provide details on the earlier working experience in the Narmada landscape, if any along with contact details as an annexure				
Desirable: Field Office Existing field office in around the proposed project area will be beneficial and advantage also. May kindly provide the details on the field office if any				

## 8. Evaluation Criteria and Method

### 8.1 Selection Methodology

A two-stage procedure shall be adopted in evaluating the proposals submitted in hard copy. The selection will be done using Quality cum Cost-Based Selection (QCBS) process. 70% weightage would be given to the technical evaluation and 30% weightage would be given to the financial bid.

Applicants should submit technical and financial bids in separate envelopes and mark them clearly.

#### 8.1.1 First Stage

- i. Technical proposals of eligible CSOs/NGOs/ VOs who have submitted their application will be opened by the technical evaluation committee.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters (total 100 marks) provided in the “Eligibility Criteria & Technical Evaluation” section.
- iii. Eligible technical proposals scoring at least 60% marks shall be considered as “Qualified on Technical Parameters”. A proposal shall be rejected at this stage if it fails to respond to important aspects of the RFP, doesn’t provide relevant and substantiated documents as proof of claim and/or if it fails to achieve the minimum technical score of 60 marks out of 100.

#### 8.1.2 Second Stage

- i. Financial proposals of only those NGO/CSO/VO who have qualified in the first stage based on their score (at least 60%) and submission of all relevant RFP documents shall be opened.
- ii. Lowest financial bidder (L1) will get 100 marks and all other bidders (L2, L3, L4..) will be marked against the L1.

A combined Technical and Financial Score will be arrived for each of the bidder using the formulae:

$$\text{CTFS} = \frac{70 \times \text{Technical Score}}{100} + \frac{30 \times \text{Financial Value of L1}}{\text{Financial Value of bidder (L1, L2, L3....)}}$$

The firm scoring the maximum CTFS will be finally be selected. The explanation of the CTFS is given below:

### 8.1.2 Financial Bid Evaluation and Determination of the Successful Bidder

The Financial evaluation shall be carried out and financials bids of all the bidders shall be given 30% of weightage.

The bidder with the lowest bid price (L1) shall be assigned full 30 marks (i.e., 30 x 100) and his total scores of the bid shall be as per illustration 1 below:

#### *Illustration 1*

If L1 has achieved 80 marks in the technical score and quoted Rs. 100/- for being L-1, then his CTFS shall be 86 i.e. (56 technical value + 30 Financial value).

$$\text{CTFS} = \frac{70 \times 80}{100} + \frac{30 \times 100}{100}$$

The Financial scores of the other bidders (i.e., L-2, L-3... and so on) shall be computed as under and explained at illustration 2 below:

#### *Illustration 2*

If L2 has achieved 90 marks in the technical score and quoted Rs. 125 for being L-2, then his CTFS shall be 87 i.e. (63 technical value + 24 Financial value).

$$\text{CTFS} = \frac{70 \times 90}{100} + \frac{30 \times 100}{125}$$

- iii. In case CTFS of any two or more NGO/CSO is same, then the firm having higher technical score will be selected. Further in case where two or more firm having same technical score then the firm having more years of existence will be selected. In case the NGOs/CSOs are still similar with same years of existence than the firm with higher turnover will be selected. However, the decision by IIFM, Bhopal management will be final and binding.

### 8.1.3 Evaluation

An evaluation committee shall be formed by the Director, IIFM, that will be evaluating the proposals. The committee will also recommend required proceedings if any while bidding and award.

## 9. Penalty, Termination of Contract, Payment Terms, Performance Guarantee, Dispute Resolution, Jurisdiction and Review Meetings

### 9.1 Penalty

If the successful bidder fails to complete the work and submit required reports and evidence within the given time, the penalty clause will be as under:

1. If yearly consolidated implementation report is not submitted by 25th December, 5%” penalty on yearly budget will be imposed as fine for delay.
2. IIFM reserves all the rights for making any decision related to this clause. Decision of the Director, IIFM in this regard will be final and binding on both the parties.

## **9.2 Termination of Contract**

If the NGO/CSO/VO partner fails to perform as per contract conditions and/or fails to complete the assignment as per time schedule or found guilty of gross negligence, irregularity, laxity, or misconduct by the NGO/CSO/VO partner personnel and where any misrepresentation or any fraud (which on the reasonable basis can be detected by the NGO/CSO partner during the audit) is detected by any other authority, the contract shall be terminated, and they will be informed for disciplinary action will be taken. The NGO/CSO/VO will be blacklisted from participating in any government tender. However before taking any such action firm will be given an opportunity to present their case by giving 15 days’ show cause notice.

**Subletting:** The selected firm/organization/institution should conduct and carry out the jobs/activities as described in the tender/RFP document requires to be followed strictly. No subletting will be allowed by the selected NGO/CSO/VO partner to some other NGO/CSO/VO.

## **9.3 Payment Terms**

1. The terms of payment will be based on mutually decided terms and agreements after the selection of NGO/CSO/VO partner and activities and tasks are finalized based on the Baseline assessment and Detailed project report
2. The NGO/CSO/VO partners will outline the broad categories of cost incurred during the submission of the proposal document based on the scope of work and their understanding of the project based on project documents
3. The payment will on a half yearly basis and the same can be received on submission of Monthly, Quarterly and Half yearly progress data and reports. To receive the funds, the agency/firm/institution needs to raise invoice with IIFM along with bills and certificates and approvals of the PMU.

## **9.4 Performance Guarantee**

In addition to the terms and conditions laid down in the RFP published, the successful NGO/CSO shall submit a performance guarantee to the tune of 5 (five) percent of the total project cost in the form of security deposit, fixed deposit or Bank Guarantee. The successful NGO/CSO must also execute an agreement in a Rs.100 non-judicial stamp paper stating that they will abide by all terms and conditions of the RFP in letter and spirit.

## **9.5 Dispute Resolution**

In case of dispute related to technical and financial implications, the matter shall be decided by the Director of IIFM, Bhopal and his/ her decision will be final.



## **9.6 Legal Jurisdiction**

Legal disputes, if any, between the parties shall be subject to the jurisdiction of the competent courts situated in Bhopal, Madhya Pradesh only.

## **9.7 Review Meetings**

A meeting of the field implementation partner - NGO/CSO/VO will be convened quarterly, and Monthly meetings will be held at GGGI Project Office in Barwaha to review the progress and planning of activities as per the schedule and requirement for which no remuneration will be claimed separately.

## **9.8 Notice**

Any notice, request or consent required or permission to be given or made pursuant to this contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific contract/Agreement.

## Annexure I: Bid Format

### I. General

Organization desirous of participating in the Narmada Landscape Restoration Project (NLRP) as field executing agency are required to furnish the following information. A tabular format mentioning the relevant Annexure against each of the following information should be provided with the technical proposal as content page (annexure).

1. Name of NGO/CSO/VO: .....
2. Legal Status: ..... (Trust or Society)
3. Registration Number: .....
4. Date of Registration of Trust \_\_\_\_\_, Place \_\_\_\_\_

Note: Please enclose a copy of Registration Certificates and copy of Memorandum of Association / Trust Deed and Rules and Regulations.

5. Office Address:
  - i. Registered Address of Head Office along with website (if available), email, telephone, etc.:
  - ii. Address of Sub-Branches/ field centres in Districts of Madhya Pradesh (if any):
6. Other Details:
  - i. Name and designation of the Chief Functionary or contact person:
  - ii. Address/ contact for regular correspondence:
  - iii. Telephone number (Office and Residence):
  - iv. Fax number:
  - v. Email:

#### 7. Details of Board Members

Sr. No.	Name	Years with the NGO/CSO	Distinguished Positions/ Designations held
1	2	3	4

#### 8. Office bearers of Organisation/Trust/Society: Please enclose list of office bearers in the following format.

Sr. No.	Name	Designation	Age	Occupation	Years with the NGO/CSO
1	2	3	4	5	6

9. Manpower details proposed for NLRP (for the proposed project only): Please enclose information in the following format

(a) Provide detailed CVs

Sr. No.	Name	Designation / expert	Age	Occupation	Qualification		Years with the present NGO/CSO/VO
					Educational	Experience (yrs.)	
1	2	3	4	5	6	7	

Please note that the information provided on the proposed project team will only be considered for proposal evaluation.

10. Equipment and infrastructure: Please enclose information in the following format

i) Fixed assets (capital)

Sr. No.	Type	Number	When (date) purchased
1	2	3	4

ii) Equipment

Sr. No.	Name of Equipment	When (date) purchased
1	2	3

11. Non-Government projects handled in the last 5 Years: Please enclose information in the following format for **"ONLY"** those projects which were/are being executed by the CSO/NGO in the last 5 years and are relevant to this tender and NLRP.

Sr. No.	Name of Project and location	No. of beneficiaries	Fund Amount	Implementation Period	Name of Funding Agency
1	2	3	4	5	6

Note: Provide evidence through MoUs, contracts, agreements, approved project/donor reports, certificates, etc.

12. Government and other public sector supported projects handled in the last 5 Years: Please enclose information in the following format for **"ONLY"** those projects which were/are being executed by the CSO/NGO/VO in the last 5 years and are relevant to this tender and NLRP.

Sr. No.	Name of Project and location	No. of beneficiaries	Funding Size	Implementation Period	Name of Government Agency
1	2	3	4	5	6

Note: Provide evidence through MoUs, contracts, work allotment, agreements, approved project/donor reports, certificates, etc.

13. Largest project handled:

Comment briefly on the largest natural resources conservation and water resources development

related projects (financially or manpower wise) handled so far, indicating *specifically difficulties experienced in the project and any other salient experiences*. A one-page note explaining the above is also expected.

14. Water and Land Management: Please provide a one paragraph write up on each of the following fields based on the CSO/NGOs/VOs work and projects mentioned in 12 and 13.
  - a. Forestry/ Forest Management related: Afforestation/ Reforestation/ Plantation/ Nursery/ Forest Fire Management/ JFMCs/ grazing/ Harvesting, etc. -
  - b. Pasture development -
  - c. Horticulture -
  - d. Agro forestry/ Farm forestry -
  - e. Agriculture: Organic Agriculture and related market linkages -
  - f. (i) Soil and moisture conservation: We have done the following:
    - i. Farm bunding
    - ii. Contour trench and bunding
    - iii. Gully plugging (LBC, Gabion, brush wood, etc.)
    - iv. Field levelling
    - v. Terracing
    - vi. Agroforestry/ Agro-horticulture, Silvi-pasture, etc.
    - vii. Any other (indicate name of the structures) -
  - (ii) Water Conservation/ harvesting: We have done the following:
    - i. Nala bunds/ stop dam
    - ii. Check dams
    - iii. Gabion structures
    - iv. Percolation Tank
    - v. Soak pit and trench
    - vi. Pit and Shaft
    - vii. Sub-surface dyke
    - viii. Greywater management
    - ix. Any other (please indicate name of the structures)
  - g. Collective Formation and strengthening:
  - h. Capacity Building Activities (training document, trainings conducted and benefit documentation, video films if any):
  - i. Organic Agriculture Supply Chain management:
  - j. NTFP value addition and supply chain
  - k. Community mobilization and village Institution and promotion of economic activity
15. Developmental Approach: Please provide a 2-page write-up on the development approach covering the following:
  - i. How do you choose a village to work in?
  - ii. How do you approach a new village?

- iii. What programs do you introduce initially?
- iv. How do you ensure the sustainability beyond project funding period?

(Note: 5 marks each in technical proposal particulars Sr. No 1 ,2, 3 & 4 will be based on the details and brief and clear write-up provided in this format at No. 12, 13, 14, 15 & 16 above)

16. Relationship with Government Departments:

Please indicate the NGO/CSO/VO engagement with Government Officials especially with Forest Department, Agriculture Department and Rural Development Department Officials in Madhya Pradesh, if any.

17. Please enclose copies with self-attestation of the following:

- i. Audited financial statement for last 3 years (including year 2020-21)
- ii. Annual reports, if available.
- iii. Evaluation reports, if available.
- iv. Any other literature, if available.

(Signature)

Name of the responsible person:

Address and office seal

## II. Technical

S. No	Particulars	Criteria	Quantity (Projects/ Years, etc.) (Nos)	Dossier
1	Projects/ assignments on riverine landscape restoration in the last 3-5 Years	Number of Projects/ assignments in the last 5 years.		MoU, contracts, agreements, project/ donor reports, certificates, etc. as proof
2	Projects/ assignments on forest and fringe area landscape restoration and forest community development in the last 3-5 Years	Number of Projects/ assignments in the last 5 years.		MoUs, contracts, agreements, project award letter, project/ donor reports, certificates etc. as a proof.
3	Experience in organic cultivation, value chain especially for wheat, cotton, chili, soybean, pulses and vegetables or similar crops.	Number of years of Relevant experience		MoUs, contracts, project award letter, agreements, project/ donor reports, certificates as proof
4	Experience in capacity and institution	Number of Capacity building and		Proof/ Document stating the involvement in the formation

	building of community-based organizations (JFMCs, FPOs, Water User Groups, etc.)	formation/ support to Grassroots Institutions during the last 5 years		of community-based organizations (CBOs) in the last 5 years. MoUs, contracts, agreements, project/ donor reports, certificates etc. as proof.
	Proposed Project Team of NGO/CSO/VO (Please enclose the details/ CVs of the persons who will be the part of project field implementation as annexure)			
<b>5</b>	Project Coordinator	Number of years of experience with relevant qualifications		CV/ Biodata
<b>6</b>	NRM Specialist	Number of years of experience with relevant qualifications		CV/ Biodata
<b>7</b>	Hydrology expert	Number of years of experience with relevant qualifications		CV/ Biodata
<b>8</b>	Water and soil conservation/ rainwater harvesting structures design expert	Number of years of experience with relevant qualifications		CV/ Biodata
<b>9</b>	Forestry & Plantation Specialist	Number of years of experience with relevant qualifications		CV/ Biodata.
<b>10</b>	Agriculture/ Cultivation Specialist	Number of years of experience with relevant qualifications		CV/ Biodata
<b>11</b>	Community mobilization, Monitoring, Evaluation and Reporting expert	Number of years of experience with relevant qualifications		CV/ Biodata
<b>12</b>	Payment for Ecosystem Services	Number of years of experience with relevant qualifications		CV/ Biodata
	<p>Note 1: Please provide the Gender Balance in the proposed subject experts in the project implementation team, which is important looking to the project area and nature of the project, i.e. village level survey (monitoring) and development activities.</p> <p>Note 2: The key personnel proposed for Sr. No 5 to 11 will work for the project and any change will require prior written approval from IIFM.</p>			
<b>13</b>	Turnover of the firm (Audited financial statements for the last	Turn-over related to the landscape		Annexure: Only audited financial reports as proof will be enclosed.

	3 years i.e. 2018-19, 2019-20 and 2020-21)	developmental projects Note: please indicate the share of the turnover related to landscape development projects		
<p>Note 1: May kindly submit FCRA (if registered) registration details as an annexure  Note 2: Please provide details on the earlier working experience in the Narmada landscape, if any along with contact details as an annexure</p>				
<p>Desirable: Field Office If any:, Please provide details on the existing field office in around the project site (Khargone dist.)</p>				

(Signature)  
Name of the responsible person:  
Address and office seal

### III. Financial Bid Format

Envisaged Activities and Components	Approximate quantum of works	Cost per Unit (INR)	Year of implementation & cost				Total Cost (INR)
			Year 1	Year 2	Year 3	Year 4	
<b>I. Development of landscape treatment plan (DPR) at MWS scale</b>	About 12000 ha area						
<b>II. Landscape Treatment Activities</b>							
<b>A. Rainwater harvesting and groundwater augmentation measures:</b> Construction or renovation of Farm ponds/ lakes; Percolation tanks; Stop dams; Recharge pits/ trenches etc. (as per the development plan)	Approximate treatable area 2300 ha						
<b>B. Drainage line treatment and run off control structures:</b> Gully plugging, etc.; Dry stone wall check dams; Rubble wall/bank erosion control	1500 mtr nala sections (scattered)						
<b>C. Soil and Moisture conservation measures:</b> Continuous contour trenches/staggered trenches; Soak pits/ trench, etc.	830 ha treatable area						
<b>D. Forest conservation/ Protection</b> Assisted & aided Regeneration; Protection and Maintenance (post plantation), etc.	1800 ha treatable forest area						
<b>III. Demonstration works/ activities</b>							
i. NTFP Harvesting Demonstration	10 spots						
ii. Agroforestry and farm forestry demos	2-3 ha distributed in different villages						
iii. Organic cultivation (including vermicomposting and organic manuring)	In 7-8 villages						



iv. Poly-house/ sheds (Naturally Ventilated System)	Approximately 500-1000 sq. meters						
v. Precision agriculture	7-8 villages						
vi. Kitchen garden, greywater re-use	7-8 villages						
<b>IV. Management Related cost</b>							
Overheads/Administrati ve expenses (maximum 10% of the work cost will be permissible)							

Note: Agency can apply for one or all the components (i.e. I, II & II - Development of landscape treatment plan (DPR) at MWS scale; Landscape Treatment Activities; Demonstration works/ activities)

(Signature)  
Name of the responsible person:  
Address and office seal