

EXPRESSION OF INTEREST/CALL OF QUOTATION

FOR

THIRD PARTY EVALUATION & PROJECT COMPLETION REPORT PREPARATION

SIKKIM BIODIVERSITY CONSERVATION & FOREST MANAGEMENT PROJECT

Forest and Environment Department,

Government of Sikkim, Deorali, Gangtok, East Sikkim, 737101

Sikkim Biodiversity Conservation and Forest Management Project (SBFP) in the Forest and Environment Department, Government of Sikkim, invites Expression of Interests from National Leading Agencies who have experience of Third party Evaluation and Project Completion Report Preparation for national and externally aided project.

1. **BACKGROUND:** The Japan International Cooperation Agency (JICA) is providing financial aid to Sikkim Biodiversity Conservation and Forest Management Project (SBFP). The total cost of the project is ₹ 330.57 cr.
2. **OBJECTIVE**
 - Third party evaluation of the complete project
 - Project completion report preparation
3. **SCOPE OF WORK:** Scope of work for this call of Expression includes third party evaluation and project completion report preparation. The detailed Terms of Reference for the work is enclosed (Annex-I).
4. **ELIGIBILITY CRITERIA:** The competition is open to all National Leading Agencies who have experience in Third party Evaluation and Project Completion Report Preparation for national and externally aided project registered in India. They should indicate one such representative (team leader), who is in possession of the technical requirements required to participate in the empanelment and who is registered in India. The firm should also have documents to prove that it is a recognized agency for such work by Govt. of India with work experience of more than 5 years.

All bidders must satisfy the following eligibility criteria:

- (A) **Annual Financial Turnover:** Annual financial Turn-over (Fee) of (not be less than ₹ 5,00,00,000/- (Rupees Five Crore) only during any one of the last five financial years.

The Bidder should submit self attested copy of Auditor's Report along with Balance sheet and Profit and Loss statement along with Schedules for the relevant financial year in which the minimum criterion is met. Provisional audit reports or certified statements shall not be accepted.

- (B) **Work Experience:** The Bidder should have satisfactorily completed, in his own name, at least one of Third party Evaluation and Project Completion Report Preparation for an External Aided Project in State Govt./Central Govt./State or Central Govt. Agencies/PSUs.

The Bidders are required to submit the Earnest Money Deposit (EMD) of ₹ 50,000/-(Rupees Fifty Thousand only) in form of Demand Draft/Pay Order in favour of **The Project Director, SBFP Gangtok, payable at Gangtok**. The earnest money of the unsuccessful Bidders shall be refunded after the award of the work. The EMD of the successful Bidder will be adjusted in security deposit. Bids not accompanied with EMD shall not be accepted and summarily rejected.

- (a) **Profitability:** The applicant firm shall be a profit (net) making firm and shall not have incurred losses in any of the last 2 financial years or any 3 out of last 5 financial years. The Bidder should submit self attested copies of Auditor's Report along with audited Balance Sheet and Profit and Loss statement for the last (5) five financial years. In case the firm is profit making for the last three financial years continuously, the Bidder may submit the

above document for last (3) three financial years only i.e 2020-21, 2021-22 and 2022-23. Revenues for the FY 2023-24 as February 2024 should also be indicated separately.

(b) **Other Information to be furnished:**

- a. Attested copy of Affidavit for sole proprietorship/partnership deed/memorandum and Articles of Association.
- b. Attested copy of power of Attorney (if any) on non-judicial stamp paper of appropriate valued of the signatory of Bid on behalf of the Bidder.
- c. Documentary proof with regards to the firm to the extent that it is a profit making firm and has not made losses in last 2 financial years or any 3 out of 5 financial years.
- d. All the requisite and the following Annexure duly filled sealed & signed by architect/firm or their authorized representative of architect/firm.
 - i. Company background.
 - ii. Copy of registration.
 - iii. Other empanelment/sub consultant information.
 - iv. Proof of having a registered office in India.
 - v. Certificate of experience with EAP.

(C) **Declaration of the Bidder:** Even though the Bidders may meet the above qualifying criteria, they are subject to be disqualified if they have:

- a. Made misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
- b. Records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures, etc.
- c. Their business banned by any Central/State Government Department/Public Undertakings of Enterprises of Central/State Government.
- d. Not submitted all the supporting documents or not furnished the relevant details as per the prescribed format.

(D) **Check list of Documents to be submitted**

- I. **Annual Turnover:** Self Attested copies of Auditor's Report along with the Balance Sheets and Profit and Loss Statement for the relevant financial year in which the minimum criterion is met (Refer Para A).
- II. **Work Experience:** Self Attested copies of Auditor's Report along with the Balance Sheet and Profit and Loss Statement for last 5 or 3 financial years, as the case may be (Refer Para B).
- III. **Declaration by Bidder.** Each page of Bid document shall be duly signed and sealed by firms or its authorized representative as a token of acceptance of terms & conditions.
- IV. **Other Information to be furnished:** Bidders are requested to send their company profile along with their sub-consultants information, CV's of key personnel to be deployed for this project, vision note along with approach and methodology for this project, documentary proof of the eligibility criteria i.e; Council of Architecture certificate, work experience, proof of having a registered office in India, Auditor's report along with Balance Sheet & Profit and Loss statement for the last three years.

5. SUBMISSION OF PROPOSALS

(A) **SEALING AND MARKING OF PROPOSALS:** The bidder shall first seal the Technical Proposal (one in original and three marked as copies) in one envelope and the Financial Proposal (one in original and one marked as copy) in another (separate) envelope. Both envelopes shall indicate the name and address of the bidder. Both the sealed envelopes (one for Technical and another for Financial) should be kept in a single envelop and then duly sealed and signed.

(B) **ENTRY SUBMISSION:** Submissions of the EoI in the prescribed format must be received at location specified by Sikkim Biodiversity Conservation and Forest Management Project(SBFP) latest by 1600 Hrs IST on, **12th May 2024**. Any submission delivered after this will be disqualified by the Committee. Entries once submitted will not be returned to the participant under any circumstances.

(C) **SUBMISSION LOCATION:** The Project Director-cum-CCF, Sikkim Biodiversity Conservation & Forest Management Project (SBFP) Forest and Environment Department, Govt of Sikkim, A-Block, Deorali, Gangtok, Sikkim.

(D) CONTENTS OF DOCUMENT ENVELOPE

1. Information on the organization submitting EoI.
2. Curriculum Vitae of professional staff.
3. Documentary proof of the eligibility criteria.
4. Photocopies of empanelled and license as approved by Govt of India, PAN/GST Card and service tax registration details.
5. Details of similar projects successfully completed in the last 5 years.
6. Details of similar projects ongoing.
7. Cover letter including acceptance to promoter's terms and consent of public exhibition and publication of the information provided through the competition.
8. The bidder may be required to make presentation(s) before the Department if need be.

(E) **COMPENSATION:** No compensation shall be paid to any of the bidder for submission/short listing.

(F) **CLARIFICATIONS REGARDING THIS EoI:** All clarifications regarding this EoI may be from DFO (Administration), SBFP.

(G) **REFUND OF EARNEST MONEY:** The Earnest Money of all the unsuccessful competitors shall be returned after selection of the successful Bidder. The competitors shall not be able to claim from promoters any interest on the Earnest Money deposited with the Committee up to that period.

(H) **TERMINATION OF THE COMPETITION:** If against all expectation entertained by the committee, the result of the competition is such that none of the participants could be declared by the Committee as winner of the competition; the competition could be regarded as terminated. The decision of the committee shall be final and binding on all the participants.

6. **DISCLAIMER:** It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither Project Management Unit (PMU), Sikkim Biodiversity Conservation and Forest Management Project (SBFP), any of their officers or employees, nor any of the Committee members, shall have any responsibility or liability whatever in respect of any statement or omission here from. Any liability is accordingly expressly disclaimed by Project Management Unit (PMU), SBFP, Gangtok any of their officers or employees, not any of the Committee members.

The Project Management Unit (PMU) reserves the right to accept or reject the application without assigning any reason. Further, the PMU reserves the right to award contract based upon its requirements fully, partially or phase-wise at its sole discretion. Any legal dispute will be settled within the jurisdiction of Gangtok.

7. CONTACT PERSON

For any other information, contact:

The DFO(Administration),
Sikkim Biodiversity Conservation & Forest Management Project (SBFP),
Forest and Environment Department,
D-block, Forest Secretariat,
Deorali, Gangtok- 737 101,
Sikkim.

Note: The detailed Terms of Reference for the work is enclosed (A-I).

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Terms of Reference (TOR): Endline Socio-Economic Evaluation (SEE) Survey and Project Completion Report

1. Introduction

Japan International Cooperation Agency (JICA) is providing financial assistance to Government of Sikkim to implement Sikkim Biodiversity Conservation and Forest Management Project (SBFP) through Forest and Environment Department (FED), Government of Sikkim. The overall goal/objective of the project is to “strengthen biodiversity conservation activities and forest management capacity and to improve livelihood for the local people who are dependent on forests by promoting sustainable biodiversity conservation, afforestation and income generation activities including eco-tourism for the community development, thereby contributing to environment conservation and harmonized socio-economic development of Sikkim’. The project involves the community institutions like Joint Forest Management Committee (JFMC)/ Eco Development Committees (EDCs)/ Pokhri Sanrakshan Samitis (PSS)s and Self Help Groups (SHGs) and targets to reach out 180 Joint Forest Management Committee (JFMC)/ Eco Development Committees (EDCs) and 540 Self Help Groups (SHGs) in phased manner.

The Loan agreement was signed on March 31, 2010 and has been closed on June 15, 2022. The date of loan effectuation for the project is June 15, 2010 and originally project implementation would get close by June 15, 2020. The project was implemented in 10 years duration, starting from 2010-11 till 2019-2020, however due to earthquakes in year 2011 and 2012 and later in years 2020 and 2021 due to the COVID 19 the pace of works got hampered and thus JICA gave time extension of 2 years to complete the unfinished/remaining works. The loan repayment period is defined from March 20, 2020 till March 20, 2040.

Now the project has been completed and it is envisaged to undertake end line evaluation survey to assess the project impacts. At the same time, it is also necessary for the project to produce a Project Completion Report (PCR) as per the prescribed format by JICA within six months after the completion of the project.

2. Objectives of the Survey

2.1 Broad Objective

There are two broad objectives of this assignment – a) undertake socio-economic evaluation (SEE) survey in the project areas and b) Prepare Project Completion Report (PCR)

Assignment a) Socio-Economic Evaluation Survey: The overall objective of the survey is to collect endline socio-economic information of the households in project villages/Gram Panchayat and on JFM areas being managed by Joint Forest Management Committee (JFMC)/ Eco Development Committees (EDCs)/ Pokhri Sanrakshan Samitis (PSS)s by surveying sample villages. The endline surveys capture information both at macro and micro level and would ascertain socio-economic status of communities involved in the project through primary data collection. Thus, it is imperative to identify key areas where change is expected through the project interventions, and capture the primary information by undertaking household-level surveys.

Assignment b) Prepare Project Completion Report (PCR): Annex 1 of the Minutes of Discussion (MoD) prescribe template for preparing the PCR. The Survey Agency/Institution will study the template and prepare the PCR required for submission to JICA.

2.2 Specific Objective Assignments a) – areas of assessment

The specific objective of the endline survey is to holistically assess the project intervention and its impacts. The assessment will be both quantitative as well as qualitative. To undertake the assessment survey component-wise areas of project interventions and indicators for measuring results are indicated in the tables 1a to 1d below:

Table 1a: Forest and Biodiversity Conservation – Key Performance indicators

Sub-Component	Area of intervention	Indicators-Quantity	Indicators-Quality
a) Enhancement and Management of Forest and Biodiversity Information base	Update of Topographical and Land Use maps	• GIS lab established	• Fully-staffed GIS lab operational beyond project period
		• New digital database on land use and forest cover assessment created	• Digital time-series data procured for developing maps
		• Number of maps updated/created	• Number of new maps utilized for better management of biodiversity/ and forests in Sikkim
		• Number of persons trained on GIS applications	• Number of persons utilizing GIS skills for planning and monitoring
	Inventory and Monitoring Biodiversity	• Number of samples collected through Rapid Biodiversity Survey (RBS)	• Proper database of information is created • Information utilized in future by research institutions/forest department
		• Number of Hotspots identified during the RBS	• Hectares of Hotspots focused for better management and protection
		• Number of trek/trails identified during RBS (kms)	• Length of trek/trails identified during RBS (kms) • Information utilized for Ecotourism promotion
	Study of impacts of Grazing in the Himalayan Eco-system	• Study on impacts of Climate Change completed	• Climate Change Mitigation Plan prepared for alpine ecosystems/KBR
		• Study on impacts of Grazing completed	• Hectares of grazing areas regulated/better managed alpine zones of the State
b) Enhancement of the basis for Forest Management and Biodiversity Conservation	Extended PAs and gazetting PAs as National Parks	• Study completed on movement & migratory behavior of birds and animals and distribution pattern of plant species	• Number of PAs considered for expanding protected area boundaries for biodiversity conservation
		• Protected Area boundary pillars installed and geo-coded	• GIS maps indicates PA boundaries
		• New protected areas established	• Hectares of new area brought under protection
		• Studies conducted to	• Population estimates
	Management and		

	conservation of flagship species habitats	estimate population	are available for all endangered and flagship species
		<ul style="list-style-type: none"> Number of observation points established for sighting identified along trekking routes 	<ul style="list-style-type: none"> Number of guides know observation points for awareness on Ecotourism amongst tourists
	Enhancement of Working Plans and establishment of forest management zones	<ul style="list-style-type: none"> Number of Preservation Plots established 	<ul style="list-style-type: none"> Plots are depicted on GIS database
		<ul style="list-style-type: none"> Number of compartments surveyed 	<ul style="list-style-type: none"> -
		<ul style="list-style-type: none"> Forest boundary pillars installed and geo-coded 	<ul style="list-style-type: none"> GIS maps indicates forest boundaries
c) Facilitation of Inscription Process of Khangchendzonga Biosphere Reserve on the World Heritage List	Khandchendzonga and Lepchas listed on UNESCO's World Heritage List	<ul style="list-style-type: none"> Inscription document prepared 	<ul style="list-style-type: none"> KBR listed as World Heritage site
		<ul style="list-style-type: none"> Number of Himal Rakshak (Mountain Guards) trained 	<ul style="list-style-type: none"> Number of Pas that are well managed and protected by Himal Rakshak
		<ul style="list-style-type: none"> Proper garbage disposal facilities created along trekking routes/nature trails 	<ul style="list-style-type: none"> Number of EDC regularly collecting garbage along trekking routes/nature trails and adequately dispose
		<ul style="list-style-type: none"> Number of Interpretation Centers constructed for KBR 	<ul style="list-style-type: none"> Number of tourists by nationality visiting Interpretation Centre per year Number of Interpretation Centers exhibits uniqueness of KBR
d) Ex-situ Conservation and Promotion of Biodiversity Conservation	Ex-situ conservation of Biodiversity	<ul style="list-style-type: none"> Butterfly Park established 	<ul style="list-style-type: none"> Number of tourists by nationality visiting Park per year Gate fee collected (Rs) per year
		<ul style="list-style-type: none"> Study for establishing Bird Park at Rabdentse completed 	<ul style="list-style-type: none"> -
		<ul style="list-style-type: none"> Red Panda breeding center established 	<ul style="list-style-type: none"> Population of Red Panda increases in the state
		<ul style="list-style-type: none"> Himalayan Tahr Park created 	<ul style="list-style-type: none"> -
		<ul style="list-style-type: none"> Nurseries or propagation of rare and endangered plant species established 	<ul style="list-style-type: none"> Saplings sold by species (nos.) per year Revenue generated (Rs) per year Employment days generated per year
		<ul style="list-style-type: none"> Veterinary Care 	<ul style="list-style-type: none"> Number of

		facility built and commissioned	Wildlife receiving better treatments and care per year
		<ul style="list-style-type: none"> Rescue Centre built and commissioned 	<ul style="list-style-type: none"> Number of injured animals given better care per year
	Knowledge generation and dissemination of biodiversity and best practice information	<ul style="list-style-type: none"> Biodiversity Conservation Centre built and commissioned 	<ul style="list-style-type: none"> Number of Research papers published by the Centre to improve and conserve biodiversity
		<ul style="list-style-type: none"> Types of publicity material-booklets of best practices published 	<ul style="list-style-type: none"> Publications are available in all tourists places/book stores

Table 1b: Ecotourism – Key Performance Indicators

Sub-Component	Area of intervention	Indicators-Quantity	Indicators-Quality
a) Formulation of an Ecotourism Policy, Strategy	Policy formulation and publicity	<ul style="list-style-type: none"> Policy formulated and published 	<ul style="list-style-type: none"> Number of public consultations conducted during policy formulation
		<ul style="list-style-type: none"> Number of Campaign conducted to publicize the content of the policy throughout the state 	<ul style="list-style-type: none"> Number of state institutions/tour operators/agencies adopted policy to promote ecotourism in state
b) Establishment of an Ecotourism Marketing Cell	Cell established for the development and promotion of ecotourism in Sikkim	<ul style="list-style-type: none"> Fully staffed EMC established and functional 	<ul style="list-style-type: none"> Number of publications brought out for creating awareness about Sikkim as a tourist destination in national and international market places
		<ul style="list-style-type: none"> Number of ecotourism events/festivals organized Share of ecotourism increases in tourism revenue 	<ul style="list-style-type: none"> Employment days created Additional income (per annum) of local community from ecotourism activities
c) Formulation and implementation of a Five Year Ecotourism Marketing Strategy	Five year marketing strategy formulated and implemented	<ul style="list-style-type: none"> Requisite strategies are developed studies completed 	<ul style="list-style-type: none"> Action plans are developed following strategies and implemented
		<ul style="list-style-type: none"> Website developed and launched 	<ul style="list-style-type: none"> Counts of Visitors/Tourists accessing website
		<ul style="list-style-type: none"> Number of Overseas/national tours for private tour operators conducted 	<ul style="list-style-type: none"> Number of Tour Operators by nationality promoting

		<ul style="list-style-type: none"> • Number of tour Operators participated in overseas tours • Number of Tour operators participated in national tours 	ecotourism in State
		<ul style="list-style-type: none"> • Monitoring system in place 	<ul style="list-style-type: none"> • Progress and effectiveness of strategies regularly monitored
d) Selection of a funding scheme to Finance the subsequent marketing strategies	The marketing strategies implemented	<ul style="list-style-type: none"> • New funding system in place to ensure sustainability of the marketing efforts 	<ul style="list-style-type: none"> • Funds available annually to finance marketing strategies
e) Creating links between Tour Operators and Local Community offering Tourism	Tour operators linked with local communities offering tourism services	<ul style="list-style-type: none"> • Number of priority ecotourism villages selected adopting the prescribed selection criteria 	<ul style="list-style-type: none"> • Number of Study tour conducted for Tour Operators in priority villages to assess the facilities and the opportunities available in Sikkim • Number of persons from Tour Operators visited priority villages
f) Development of Trekking Routes	Trekking routes for International and domestic tourists	<ul style="list-style-type: none"> • Number of international trekking routes developed/improved 	<ul style="list-style-type: none"> • Number of tourists by nationality opting for newly developed trekking routes per year • Annual income from newly developed trekking routes per year • Annual income from newly developed trekking routes (Rs)
		<ul style="list-style-type: none"> • Number of Camping sites developed/improved 	<ul style="list-style-type: none"> • Number of camping sites where amenities like- water, shelter for porters, kitchen, eco-friendly toilets are developed
		<ul style="list-style-type: none"> • Reconnaissance survey conducted to select the best potential treks 	<ul style="list-style-type: none"> • Number of smaller treks linked to villages developed/improved • Number of villages benefitted from

			linking of treks
		<ul style="list-style-type: none"> Number of Signage installed at all appropriate locations 	<ul style="list-style-type: none"> Number of treks having signage installed at different locations
		<ul style="list-style-type: none"> Number of exposure visits conducted to newly developed treks 	<ul style="list-style-type: none"> Number of persons from international tour operators taken newly developed treks Number of persons from national tour operators taken to newly developed treks
g) Development of Wildlife-Watching Areas	Wildlife Watching areas in Buffer Zone/outside protected areas	<ul style="list-style-type: none"> Survey of bird – watching areas conducted 	<ul style="list-style-type: none"> -
		<ul style="list-style-type: none"> Number of Butterfly – watching areas identified 	<ul style="list-style-type: none"> Number of treks having butterfly watching areas
		<ul style="list-style-type: none"> Number of local community members trained as Wildlife Watching guides 	<ul style="list-style-type: none"> Annual Income of local guides (Rs)
		<ul style="list-style-type: none"> Number of exposure visits conducted to wildlife watching areas 	<ul style="list-style-type: none"> Number of persons from international tour operators taken to wildlife watching areas Number of persons from national tour operators taken to wildlife watching areas
h) Construction of Interpretation Centres and Renovation of Forest Rest Houses (FRHs)	Tourism infrastructure created to provide interpretation and information on areas of interests to tourists	<ul style="list-style-type: none"> Number of Interpretation centers constructed 	<ul style="list-style-type: none"> Number of tourists by nationality visiting Interpretation Centers per year
		<ul style="list-style-type: none"> Requisite staff appointed and deployed for operation and management of Centers 	<ul style="list-style-type: none"> Recruited managers and assistants trained by inviting external expert
		<ul style="list-style-type: none"> Number of Forest Rest Houses (FRHs) renovated and upgraded 	<ul style="list-style-type: none"> Number of renovated FRHs outsourced to secure maintenance and sustainability of operation Number of nights tourists by nationality stayed (occupancy) in FRH per year
i) Comprehensive Study for Baseline Information on Solid Waste Management	Primary Information on SWM and its commercial potential in	<ul style="list-style-type: none"> Solid waste samples collected from 	<ul style="list-style-type: none"> Action Plan based survey

	tourist areas generated for 10 prioritized villages	different location	results prepared and followed
		<ul style="list-style-type: none"> Sample survey completed from different location 	<ul style="list-style-type: none"> Action Plan based survey results prepared and followed
j) Operating Solid Waste Management Functions (SWM)	SWM operation strengthened and local communities/ stakeholders sensitized/trained towards environmental clean-up and maintenance	<ul style="list-style-type: none"> SWM equipment and aids procured as per plan 	<ul style="list-style-type: none"> Number of Workshops conducted for SWM operators Number of staff members of the SWM operators oriented through workshops on waste collection tools methods and safeguards
		<ul style="list-style-type: none"> Bins installed at strategic location in public places and trekking base camps 	<ul style="list-style-type: none"> Number of Trekkers by nationality that brought back waste generated during trekking to the base camp
		<ul style="list-style-type: none"> Number of JFMC/PSS engaged in manure production from bio-degradable waste collected locally 	<ul style="list-style-type: none"> Income from sales of compost produced (Rs) per year
		<ul style="list-style-type: none"> Tons of waste collected from domestic and commercial sources 	<ul style="list-style-type: none"> -

Table 1c: Joint Forest Management – Key Performance Indicators

Sub Component	Area of Intervention	Indicators-Quantity	Indicators-Quality
a) Preparation of JFMC,EDC and PSS Management Manual	Guidance on institutional functioning and project activities implantation	<ul style="list-style-type: none"> Management Manual developed and published in English and Nepali languages 	<ul style="list-style-type: none"> Number of JFMC/EDC/PSS utilizing manual for forest management and biodiversity conservation
b) Marketing Study	Support SHGs on IGAs/marketing priorities and strategies	<ul style="list-style-type: none"> Marketing Study completed 	<ul style="list-style-type: none"> Short – list developed of products with high market potential for IGAs Marketing strategies formulated for the short-listed products
		<ul style="list-style-type: none"> Number of training modules developed to enable JFMC, EDC, PSS to implement strategies 	<ul style="list-style-type: none"> Number of members trained on various skills Number of JFMC/EDC/PSS benefitted from such trainings
c) Formation of District Facilitation Unit (DFU)	Project management and implementation	<ul style="list-style-type: none"> Number of DFUs established 	<ul style="list-style-type: none"> Number of DFUs operation with full staffing
		<ul style="list-style-type: none"> Number of 	<ul style="list-style-type: none"> Number of COs

		Community Organizers (Cos) recruited	extending continued support in project clusters
d) Selection of villages for JFMC/EDC/PSS activities	Villagers selected under the project	<ul style="list-style-type: none"> Number of IIVs and SEVs selected following the criteria 	<ul style="list-style-type: none"> Hectares of area demarcated under JFM Number of JFMC/EDC/PSS where pillars are installed to distinguish JFM area Number of JFMC/EDC/PSS where pillars are Geo-coded for GIS
e) Establishment of Committees and Planning of activities	Committees established and managing forest and biodiversity	<ul style="list-style-type: none"> Number of JFMC/EDC/PSS registered under Society Registration Act 1860 to secure their legal status 	<ul style="list-style-type: none"> Number of JFMC/EDC/PSS where MOU signed between the Executive Committee and Forest Department
		<ul style="list-style-type: none"> Number of JFMC/EDC/PSS where Micro-plan are prepared 	<ul style="list-style-type: none"> Number of JFMC/EDC/PSS where Micro-plan reflect the real needs of the village community for natural resources
		<ul style="list-style-type: none"> Number of JFMC/EDC/PSS where Micro-plan is approved – jointly signed by Committee and FD 	<ul style="list-style-type: none"> Number of JFMC/EDC/PSS for which required budget is secured by Forest Department to implement micro-plan for 5 years
f) Entry Point Activities	Small-scale community assets created based on community priorities	<ul style="list-style-type: none"> Number of JFMC/EDC/PSS where EPA is identified and implemented 	<ul style="list-style-type: none"> Number of JFMC/EDC/PSS where assets created under EPA are well maintained
g) Forest Management and Biodiversity Conservation	Reserved Forests, khasmal, gorucharan and protected areas well managed by committees	<ul style="list-style-type: none"> Number of JFMC/EDC/PSS maintain boundaries of jointly managed area 	<ul style="list-style-type: none"> Number of JFMC/EDC/PSS regularly clear vegetation in JFM area
		<ul style="list-style-type: none"> Number of Committee members trained on basic fire-fighting skills 	<ul style="list-style-type: none"> Number of JFMC/EDC/PSS regularly patrol and watch for fires during dry season
		<ul style="list-style-type: none"> Hectares of Plantation accomplished under JFM in reserved and protected areas 	<ul style="list-style-type: none"> Survival percentage after three years of plantation Number of JFMC/EDC/PSS regularly monitors illicit and criminal activities in jointly managed area Number of JFMC/EDC/PSS regulates grazing and fodder collection under guidance of forest department

		<ul style="list-style-type: none"> Number of Central and village nurseries established 	<ul style="list-style-type: none"> Number of nurseries operational Income generated from nursery sales (Rs) per year
h) Action Research on Sustainable Use of Forest Resources	Develop forest resources into a source of income for rural people without undermining the ecosystem	<ul style="list-style-type: none"> Number of JFMCs identified containing resources of high value and are willing in research initiative 	<ul style="list-style-type: none"> Number of forest products studied Number of forest products recommended as source for income generation
i) Forest Management in Religious areas	Sacred groves and other religious areas conserved	<ul style="list-style-type: none"> Hectares of Plantation accomplished 	<ul style="list-style-type: none"> Number of saplings planted
j) Formation of SHGs	Community groups formed as envisaged for undertaking IGSSs	<ul style="list-style-type: none"> Number of SHGs formed/promoted under the project 	<ul style="list-style-type: none"> Number of SHGs operational Number of SHG Bank account opened
		<ul style="list-style-type: none"> Number of SHGs that prepared Business Plan 	<ul style="list-style-type: none"> SHGs received funds to initiate IGAs
k) Microfinance	SHG members are enabled for developing IGAs	<ul style="list-style-type: none"> Number of SHGs conducting meting every month 	<ul style="list-style-type: none"> Number of SHGs having regular savings Cumulative savings of SHGs (Rs)
		<ul style="list-style-type: none"> Number of SHGs initiated inter-lending from monthly savings 	<ul style="list-style-type: none"> Number of members utilized inter-loans for productive activities
		<ul style="list-style-type: none"> Number of JFMC/EDC/PSS are appraised for capacity to handle project block grant 	<ul style="list-style-type: none"> Number of JFMC/EDC/PSS extends loans to SHGs for IGAs Number of SHGs supported by loans from JFMC/EDC/PSS
l) Training on the management of JFMCs, EDCs and PSSs	Capacities built to efficiently and successfully implement forest management, biodiversity conservation, ecotourism and IGAs	<ul style="list-style-type: none"> Number of members representing JFMC/EDC/PSS trained on various skills 	<ul style="list-style-type: none"> Number of Committees efficiently managing forest resources Number of Committees efficiently managing ecotourism Number of Committees efficiently managing IGAs activities
m) Skill development Training for IGAs	Enhance productivity, quantity and profitability of production activities and service provision	<ul style="list-style-type: none"> Managing committees 	<ul style="list-style-type: none"> -
		<ul style="list-style-type: none"> Number of SHG members trained on skills improvement 	<ul style="list-style-type: none"> Additional income of members from IAGs per year (Rs)
n) Exposure visit	SHG and JFMC, EDC, PSS members exposed to successful works outside state for better project implementation	<ul style="list-style-type: none"> Number of members adopted learnings/models from exposure visits outside state 	<ul style="list-style-type: none"> Number of members adopted learnings/models from exposure visits

	and IGAs		
o) Training on Ecotourism	Ecotourism is well developed under the project	<ul style="list-style-type: none"> Number of persons trained for managing village ecotourism 	<ul style="list-style-type: none"> Number of tourists coming to villages per year
p) Monitoring	Committees undertaking regular monitoring	<ul style="list-style-type: none"> Committees conducting social Audits every six month 	<ul style="list-style-type: none"> Social Audit results are utilized for revision/modifications in five-year micro-plan and annual work plan
q) Village Development Fund	Funds utilized for community purpose	<ul style="list-style-type: none"> Assets are maintained through VDF funds SHGs are Regularly supported from revolving fund in VDF account 	<ul style="list-style-type: none"> Cumulative size of VDF fund (amount Rs.) Size of fund with JFMC/EDC/PSS generated from IGA loan interest collections (Rs.)
r) Implementation of ecotourism subcomponent	Activities performed with involvement of JFMC, EC and PSS	<ul style="list-style-type: none"> Activities accomplished as per plan 	<ul style="list-style-type: none"> -

Table 1d: Organizational Strengthening of FOREST Department- Key Performance Indicators

Sub-Component	Area of Intervention	Indicators-Quantity	Indicators-Quantity
a) Development of infrastructure and Equipment improvement Plan	Infrastructure and equipment Improvement	<ul style="list-style-type: none"> Survey of physical infrastructure and equipment conducted 	<ul style="list-style-type: none"> Plan prepared for development including installation of information technology
b) Construction and renovation of offices	Identified facilities improved/upgraded	<ul style="list-style-type: none"> Headquarter renovated and improved as per plan Range offices and check points renovated as per plan Building codes and other codes are developed 	<ul style="list-style-type: none"> Incorporated in the implementation Manual and adopted for all construction works

Sub-Component	Area of Intervention	Indicators-Quantity	Indicators-Quantity
c) Procurement of Equipment	Mobility and connectivity strengthened	<ul style="list-style-type: none"> Procurement of mobility (car, motorcycle etc.) completed as per plan Procurement of equipment done as per plan Procurement manual development 	<ul style="list-style-type: none"> Latest specifications are procured Latest gadgets/ Specifications are procured Procurement manual published and utilized for all procurements
d) Training Biodiversity Management	In-house capacity enhanced for biodiversity conservation and wildlife-management	<ul style="list-style-type: none"> Number of persons trained on courses organized for forest officers 	<ul style="list-style-type: none"> Number of courses organized for forest officers

		<ul style="list-style-type: none"> Number of persons trained through Overseas programme organized for exposure to skills, techniques and technology 	<ul style="list-style-type: none"> Number of countries forest officers are exposed to under the project
e) Training Forest Management	Capacity enhanced of all officers and frontline staff on forest management	<ul style="list-style-type: none"> Number of officers and frontline staff trained through courses conducted as per plan 	<ul style="list-style-type: none"> Number of courses organized for forest frontline staff/officer
		<ul style="list-style-type: none"> Number of ACFs, Range Officers, Head Forest Guard and Forest Guard trained through conducting exposure visits as per plan 	<ul style="list-style-type: none"> Number of states forest staff are exposed to under the project
f) Training Ecotourism	Expertise and capacity of forest department enhanced on ecotourism	<ul style="list-style-type: none"> Number of persons trained through courses on ecotourism activities 	<ul style="list-style-type: none"> Number of courses organized for forest frontline staff/officers
g) Monitoring & Evaluation	Annual Review of project	<ul style="list-style-type: none"> Seminars organized by PMU at end of each fiscal year 	<ul style="list-style-type: none"> Lessons learnt through Annual Reviews are incorporated in annual plans each year
h) Establishment of sustainable Finance Mechanism	Financial resources secure to sustain project's biodiversity conservation initiatives	<ul style="list-style-type: none"> Rules established within JFMC, EDC, PSS to collect and/or share fees with forest department for ecotourism (non-consumptive use) 	<ul style="list-style-type: none"> Cumulative size of fund with JFMC/EDU/PSS generated from such collections (Rs.)

Sub-Component	Area of Intervention	Indicators-Quantity	Indicators-Quantity
		<ul style="list-style-type: none"> State allocation available for biodiversity conservation 	<ul style="list-style-type: none"> State funds are earmarked for each fiscal year
		<ul style="list-style-type: none"> International financing schemes for environment protection explored 	<ul style="list-style-type: none"> International finances available to support the cause
i) New Establishment of Training Facility	Training facility for capacity building of frontline staff	<ul style="list-style-type: none"> Training centre established as per plan 	<ul style="list-style-type: none"> State fund supports continuous operation of the centre
			<ul style="list-style-type: none"> Number of courses of conducted per year
			<ul style="list-style-type: none"> Number of persons trained per year

2.2 Specific Objective Assignment b)-areas of assessment

This process will require close consultation and discussions with PMU, thus the survey agency/ institutions will prepare the PCR after the completion of the endline SEE survey, and many of the inputs from the survey will for the part of the PCR. While preparing the questionnaire for the SEE the survey agency/institution will study the Annex 1, and will include the question to generate the information for the PCR.

2.3 Specific tasks to be performed by Survey Agency/INSTITUTION

Following are the tasks to be performed by survey agency/institution

1. Undertake the sample project village and areas for primary and secondary data collection;
2. Undertake the survey by administrating the semi-structure questionnaires/check-list in selected areas as per sample size;
3. Conduct face-to-face interviews with the households by visiting selected location;
4. Prepare a compilation sheet in the desired format based on the information collected, and share the filled/complete questionnaire and data compilation sheet with PMU;
5. Capture important socio-economic aspects using digital camera and submit digital photographs with PMU along with data;
6. Document sample success stories due to the project interventions

3. Methodology

3.1 Survey Approach

Households in selected project GPU/ wards would be interviewed, and the survey would broadly cover the scope as defined in previous sections 2.2.

Face-to-face interviews with households is proposed for the socio-economic survey. A qualified staff would be hired for short-term for the data collection. The random sampling method would be followed to identify households within the defined ward as per the defined sample size.

Prior to initiating the survey work a training programme for the survey team would be organized. It would also be explained that caution need to be taken by the survey teams-not to 'lead' respondents by suggestion answers or reinterpret any question that may likely affect answers. It would be mandatory for all survey staff to attend this training/orientation.

3.2 Survey Tools

Following the standard particles for undertaking any socio-economic survey given tools would be adopted for eliciting information from the randomly identified household or a group.

- Questionnaire: A semi- structure questionnaire need to be adopted for primary data collection i.e. interviewing household directly involved in the project. The questionnaire should be pretested and suitably modified prior to initiating socio-economic survey.
- Focused Group Discussions (FGDs): FGDs need to be organized with stake holders (15-20 people involving both adult man and women across age and set-ups within the sampled JFMC/EDC or PSS as well as SHGs to generate information using a check-list. The check-list could be further modified at the time of actual execution based on the local conditions.

3.3 Coverage of the Survey

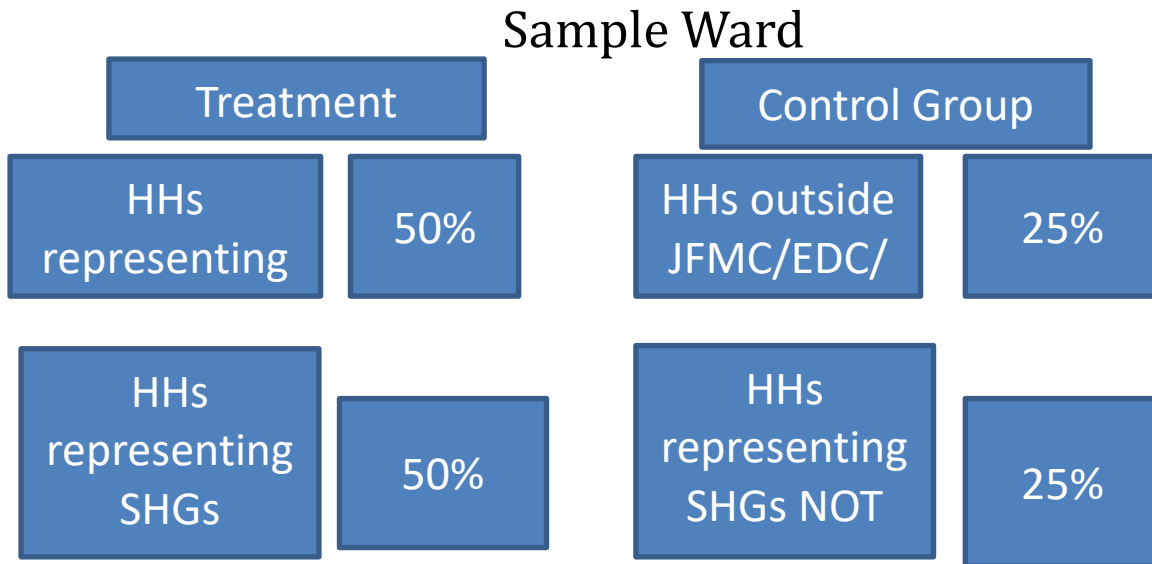
The survey would cover representative EDCs/JFMCs falling in identified project areas following a random sampling method to select the JFMCs/EDCs out of the total list of JFMCs/EDCs under the project.

A highly representative sample with low uncertainty will, under almost any realistic circumstances, be 90-100 units for population over 1000 or say approximately 10%. This sample size is normally recommended for highly varied population with+10% sampling error at the 95% confidence interval. If the target population is less varied, which may be the case with the target population around forest areas under the project, even less that 10% sample size may be chosen. For the socio-economic endline survey in the identified 10% JFMCs/EDCs, 10% sample households is to be considered.

3.4 Sampling procedure/design

The sampling has to be rigorous to compare changes pertaining to different groups of beneficiaries of a project or compare changes for beneficiaries with those of control group.

Accordingly, the treatment group and control group would be selected out of two set of household viz., a) representing JFMS/EDC and SHG **supported under the project**, and b) otherwise. Subsequently random sampling will be done in identified wards to select households as per sample size to participate in the survey as respondents.



It is suggested that the general members of the LFMC/EDC in non-project villages and the SHGs not supported by the project could act as 'good' control group. However, the number of sample to be covered under 'control' will be half the number of sample that will be covered under the 'treatment' group.

3.5 Quality Control

Field investigators will need to be instructed to check questionnaire completeness and accuracy at interview locations. At the end of each day, questionnaire debriefing sessions between the Survey Coordinator and all Field Investigators will be necessary to identify any complication and to agree on common definitions. Field investigators will be asked to write down all additional qualitative information which is observed and analyzed by the team per ecotourism wards under consideration. This process would be important to capture important data that otherwise could be left out by the restrictive design of the research instruments.

3.6 Survey Team

The survey team will comprise of key professionals and field survey professionals. The key professional team will be held by senior M&E Specialist and will be supported by a forestry specialist as well as sociologist. The survey agency hired for the purpose must deploy one or two teams comprising of 3 Field Investigators each (2 males and one female) each. These survey teams must be supervised by a Survey Coordinator whoc is experienced in survey supervision and can guide the survey work and ensure quality data collection. Overall, survey work would be guided by some senior key specialists.

3.7 Data/Information to be provided to the Survey Agency/Institution

All required primary data will be collected by the survey agency/institution however all the secondary data that is required for this assessment exercise will be provided by the client. The sample survey will be randomly checked by the PMU officials during the survey duration.

4. Deliverables

Following will be the key deliverables of this assignment

Sl.	Deliverable and brief description	Timeline
1	Inception Report-including the methodology, survey tools, team composition and work plan	Within 15 days of the contract
2	Draft SEE Report-based on the primary survey and secondary data collection	Within 4 months of signing of contract
3	Draft PCR-based on the Annex 1 of the MoD	Within 1.5 months of submission of Draft SEE report
4	Final SEE Report and PCR	Within 15 days after approval from the Client of draft reports

< END >

End Notes