



Government of Tripura
Department of Forests
Project Management Unit
TFIPAP (Tripura JICA Project)



Hatipara, Gandhigram-799012, West Tripura
Telefax: (0381) 239-7022 / 7086 ::: www.tripurajica.com
::: email id: tripurajicaproject@rediffmail.com

**

No.F.223(13)/For-JICA/B-S/09/Vol-II/7344

dated : 7/10/16

TENDER NOTICE

Tripura Forest Environmental Improvement & Poverty Alleviation Project (TFIPAP) invites proposals (Technical & Financial Separately in sealed) from reputed Organisation/Societies to undertake the “**Socio Economic Impact Assessment**” of Tripura JICA Project. The detailed terms and conditions may be viewed at www.tripurajica.com. All the relevant documents as per the tender from interested Organisations/Societies should be sent to the Project Management Unit, Hatipara, Gandhigram-799012 on or before 30th October, 2016 at 5.00 PM.

(G.S.Raju, IFS)
Chief executive Officer & Project Director
Tripura JICA Project.

Terms of Reference for **“Socio-Economic Impact Assessment”** Study
Of
Tripura JICA Project

Terms of Reference for Research Agency

1. BACK GROUND:

The Japan International Cooperation agency (JICA) has provided financial assistance to implement Tripura Forest Environmental Improvement and Poverty Alleviation Project (TFIPAP) known as Tripura JICA Project. The Project aims to restore the degraded forests and improve the livelihood conditions of villagers including tribal families engaged in traditional shifting cultivation and promoting sustainable forest management through JFM, thereby improving environment and alleviating poverty. Thus, the Project interventions are designed to directly address the issue of poverty prevailing among forest dependent families in the Project by improving their livelihood. The Project also focuses on restoration and sustainable management of the degraded forest ecosystem.

The Project has been in operation since 2007 and would be in implementation till July, 2017 with coverage of 7 Districts viz. West Tripura, Sepahijala, Khowai, South Tripura, Gomati, Unakoti and North Tripura (partly), also called District Management Units (DMUs), and in 34 Range Management Units (RMUs)/Ranges spread across 35 blocks. The Project is targeting 463 villages/hamlets of which 417 are JFMCs, 30 are EDCs and 16 are Regrouped villages.

The Project has huge potential to improve economic status of forest dwellers by implementing better forest management practices which will improve productivity, output pattern and annual investment pattern of villages in the target areas.

2. SCOPE OF WORK:

The Research Agency will conduct a "Socio-economic Impact Assessment" at the Joint Forest Management Committee member's level (7 Forest Districts, 34 Range Management Units). The Agency would need to ensure that the socio-economic and institutional survey data would be collected locality wise and JFMC wise. The research agency should reproduce the survey findings in form of analysis tables.

The study would measure the impact of the Project on its effectiveness in the key indicators that measure the improvements in the productive potential and livelihoods of the Joint Forest Management Committee members. Particular emphasis will be placed on measuring the welfare of women and other extremely poor and vulnerable groups on the following indicators.

- To assess the increase in income, improvement in productive asset base, savings, access to credit and terms of such access and socio economic aspects of the individual households of JFMC members in terms of employment, poverty reduction, increased access to education, improved health, food consumption patterns etc.
- Extent of institutional mechanism in sustainable management of the resources created through the project.
- To assess the extent of capacity building and skill development of members of JFMCs/EDCs in sustainable livelihood activities and in utilizing bamboo and other NTFP's.
- Impact on empowerment of weaker sections such as scheduled tribes, scheduled castes, minorities and women in terms of their participation in JFMC/SHG/JLG activities including decision making process etc.
- Effectiveness of improved practices of cultivation of forestry plantations, Agro forestry plantations etc. and in augmentation and value addition of non -timber forest produces and their sustainability.



- Extent of Environmental benefits obtained due to various interventions such as plantations, protection of forests, soil and water conservation works in terms of expansion of irrigable areas, drinking water availability, cultivation of crops in terms of crop diversity, crop intensity etc.

3. SAMPLE:

The study should undertake a sample-based survey covering all 7 Forest Districts (District Management Units), 34 Range Management Units, Community Common Facility Centres (CCFCs), Mini-Community Common Facility Centres (M-CCFCs), considering the standard statistical norms. Study should cover a minimum sample of 3500 project beneficiaries @ 500 per forest district to correlate study findings at 90% level of significance.

4. ACTIVITIES WITH TIMELINES:

- **Inception Report:** The research agency would need to submit a detailed study inception report within 2 weeks of signing of the contract which should include detailed data collection tools and research formats/study questionnaires etc.
- **Data collection & submission of field work completion report:** Would need to be collected within 8 weeks from start of the assignment.
- **Submission of Draft Report** would need to be submitted in 12 weeks time from the start of the assignment.
- **Submission of Final Report** including all soft copies of data photographs and formats would need to be done within 2 week of issue of comments on draft report.

The draft and final report would need to be submitted in three hard copies and a soft copy to the project. The complete database, analysis tables and photographs would need to be submitted in soft copy along with the final report to the Project.

5. Time Frame and Schedule of Activities:

All the works indicated in 'Terms of Reference' shall be completed within 3 months and 2 weeks. Overall schedule of work is indicated in the figure below:

Work Item	1 st month				2 nd month				3 rd month				4 th month			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
To organize inception meeting with PMU	x															
To submit an inception report	x															
To finalize the inception report in consultation with PMU	x															
To organize DMU level inception meeting		x														
To inform the field functionaries of the Project well in advance for the visits		x														
To train field investigator		x	x													
To collect and review all the necessary documents and secondary data				x	x	x	x									

Work Item	1 st month				2 nd month				3 rd month				4 th month			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
To undertake assessment activities in the field as per the methodologies agreed				x	x	x	x	x								
To supervise the field assessment activities				x	x	x	x	x								
To answer inquiries that may be asked by the Project	x	x	x	x	x	x	x	x	x	x						
To organize bi-weekly feedback meeting at the DMU level				x	x	x	x	x								
To compile the data on assessment results for analysis					x	x	x	x	x	x						
To analyze the assessment results and make recommendations										x	x					
To submit a draft final report													x			
To organize feedback workshop at the state level													x			
To finalize the final report and submit it to PMU													x	x		

6. KEY COMPETENCIES AND ELIGIBILITY CRITERIA:

- Research Agency must possess proven track record in undertaking similar assignments. It must have a multi-disciplinary team that has experience in, and familiarity with social-economic surveys. Basic understanding of social development in general and in the forestry context in particular is necessary. The Agency also should have understanding in Forestry plantations, Agro forestry, soil & water conservation, Biodiversity etc.
- Agency shall have its own infrastructure (computer systems, software etc) and manpower to undertake the assignment in time bound manner.
- The Agency shall have experience of working with institutions such as JFMCs, Self Help Groups(SHG's), Joint liability Groups(JLG's) and other micro finance institutions etc
- Attributes such as good documentation skills, analytical and communication skills in Bengali, Hindi and English for team members operating at the field level are desirable.
- Agency should provide documentary proof in the form of Work Orders, Completion certificates of completed assignments and any other documents in order to validate the experience claimed.
- Agency should have minimum annual turnover of INR 10 crores in the last three years viz. 2013-14, 2014-15 and 2015-16. Audited reports for the last three years giving details (2013-14, 2014-15 and 2015-16) including income and expenditure statement needs to be submitted along with the bids.
- Shortlisted Agencies shall be requested to make the Power Point presentation on the proposed study before a committee constituted by the Project.

7. STAFFING PATTERN:

The proposed areas of expertise of the experts in the team would be as follows:

1. **Project Manager** with experience of at least 15 years in Natural Resource Management & Forestry and also having experience of managing socio economic research and large field survey/research assignments. (CV should be enclosed)
2. **Project Coordinator** with experience of at least 5 years in socio economic research experience of working in similar assignments. (CV should be enclosed)
3. **Field Researchers** at the field level should have 1-3 years relevant experience in field survey work and in data collection. The field researchers must know Bengali, Hindi and English.

In addition to the above, the team may include the professional staffs as necessary.

8. TERMS OF PAYMENT:

The terms of payment shall be as follows:

Sl.No.	Output	Time frame	Payment percentage
1	Mobilization advance on submission of the Bank Guarantee of 20% of the fees	Within 1 week of signing the contract	20%
2	Inception Report	Within 2 week of signing the contract	20%
3	Completion of Field work	Within 8 weeks of signing the contract	20%
4	Submission of Draft Report	Within 12 weeks of signing the contract	20%
5	Submission of Final Report	Within 14 weeks of signing the contract	20%

9. INFORMATION TO BIDDERS:

- a. In order for a Bidder to understand the requirements for the work, it is encouraged to visit our website and pay a visit to our project during your proposal preparation.
- b. The agency shall work diligently and sincerely to complete the tasks with highest ethical standards.
- c. No sub-contracting of any part of the work indicated in the Scope of Work will be allowed.
- d. Continuity of the persons engaged in the project work has to be ensured by the Agency. In case of requirement of replacement of any personnel by either party, the CV of the replacement has to be approved by the Project. Replacements should be done immediately and a gap of more than 7 days will invite financial penalty in addition to any other action as the Project deems suitable and appropriate.

- e. Final payment will be made to the Agency only when all the required documents, such as a proper invoice, proof of payment for actual cost, daily work log of team members, duly approved by authorities, etc. are submitted. Mode of payment shall be negotiated during the contract negotiation.
- f. The Copy Rights of all reports, documents, materials, images, data and knowledge developed during the assignment shall belong to the Project. The Agency, or persons engage by the Agency shall not disclose or use or cause to be disclosed, at any time during or subsequent period of the Agreement. Any information of the Project collected during the work shall be strictly confidential.

10. FORMS OF PROPOSALS AND SUBMISSION:

Interested parties are requested to submit Bids in the following manner.

- a. The Bids shall have 2 parts: Technical Bid and Financial Bid in the format given at Annexure A & B.
- b. In the Bids, the name of the lead organization should be clearly indicated. In case of consortium, Team Leader shall have to be the member of lead organization.
- c. An authorized representative of the firm (Agency) must put his/her initials on the cover page of the proposal. The representative's authorization is to be confirmed by a written power of attorney accompanying the proposal.
- d. One original and one copy of the Proposals (Technical and Financial both) are required and this should be marked "Original" or "copy" as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original copy will govern.
- e. An Earnest Money Deposit (EMD) in the form of Demand Draft worth Rs. 10,000/- (Rupees ten thousand) only from any Nationalized Bank drawn in favour of "**Project Director, Tripura Forest Environmental Improvement and Poverty Alleviation Project**", payable at Agartala is to be enclosed along with the Technical proposal.
- f. The original and a copy of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal". Similarly the original and a copy of the Financial Proposal clearly marked "Financial Proposal" shall be placed in a separate sealed envelope clearly marked "Financial Proposal". Both these envelopes shall be placed into an outer sealed envelope bearing the submission address and clearly marked "**Offer for Socio-economic Impact Assessment**". No financial implications/cost details are to be provided in Technical Proposal.
- g. Offer should be valid at least for a period of 90 days from the date of opening.
- h. Project Director, Tripura Forest Environmental Improvement and Poverty Alleviation Project (TFIPAP) reserves the right to accept or reject any or all proposals without assigning any reasons thereof and to add, modify or delete any of the terms and conditions without any notice. The decision of Project Director, Tripura JICA Project shall be final.



Project Management Unit (PMU)
 Tripura JICA Project
 JICA Building
 Hatipara, Gandhigram,
 Agartala-799012 West Tripura
 Phone:- (0381) 239 7022
 Fax: (0381) 239 7022

Offers received after the due date and time shall not be accepted and are returned to the bidder unopened. Receiving a proposal will mean that the bidder agrees to all terms and conditions prescribed for the assignment.

11. Output/Deliverables:

- a. Five hard copies along with soft copy of Inception Report should be submitted to PMU, including detailed methodologies, assessment matrix, a set of data collection sheets, a list of sampled JFMC's/EDC's/CCFC's/Mini CCFC's/JLG's daily field visit schedule with names of investigators should be submitted.
- b. Five hard copies along with soft copy (pdf and MS-Word) of Draft Final Report includes the following :
 - j. Executive summary
 - ii. Descriptions of methodologies and process of assessment
 - iii. Summary of data/assessment results, findings and analysis using adequate number of graphs, maps, charts, figures, diagrams, photos and other visual aids
 - iv. Field observations and result of discussions
 - v. Remarks and suggestions
 - vi. Photo album with proper captions
 - vii. Compiled data (MS-Excel/Access format)
- c. One set of raw data and hand-written data sheets collected during the survey
- d. One set of GPS information
- e. 50 hard copies along with soft copy (PDF and MS-Word) of Final Report

12. (i). Signing of Contract

The successful bidder shall have to enter into a contract with the TFIPAP on relevant stamp papers in the relevant proforma.

(ii). Bank Guarantee

The successful bidder shall submit a Bank Guarantee for an amount of at least 20% of the total Project cost.



Annexure A: Format for Technical Proposal

1. Name of the Organisation
2. Address phone/fax e.mail
3. Branches & Presence in Tripura (if any)
4. Registration Details
5. Financial Strength & turnover (last 3 years)

Financial Year	Total turnover (in crores)
FY 2013-14	
FY 2014-15	
FY 2015-16	

6. Experience in Similar Assignment (last 5 years)

Title of the Assignment	Name of the Client/Donor/Funding Agency	Specific Objective and outcome	Total Value of the Assignment	Duration of Assignment	Salient features of the assignment

7. Experience in Externally funded projects (last 5 years)

Title of the Assignment	Name of the Client/Donor/Funding Agency	Specific Objective and outcome	Total Value of the Assignment	Duration of Assignment	Salient feature of the assignment

8. Experience in forestry /NRM projects (last 5 years)

Title of the Assignment	Name of the Client/Donor/Funding Agency	Specific Objective and outcome	Total Value of the Assignment	Duration of Assignment	Salient feature of the assignment

9. Core team to be associated and their experience

Title of the Assignment	Name of the Client/Donor/Funding Agency	Specific Objective and outcome	Total Value of the Assignment	Duration of Assignment	Salient feature of the assignment

10. Description of Methodology

- a. Understanding of work
- b. Proposed basic approach and detailed methodology
- c. Work plan
- d. Proposed composition of team and estimates of the total staff man days to carry out the work (Note: NO FINANCIAL/COST DETAILS TO BE PROVIDED IN TECHNICAL PROPOSAL).



11. Enclosures:-

- a) CV's recently signed by the proposed key personnel to be assigned to this assignment.
- b) Profile of Organizations/Agencies/Firms Annual Report(most recent)
- c) Copies of last three years audited statement.
- d) Copies of relevant registration certificates.

Date :

Name of the Signatory

Place :

Designation



Annexure B: Format for Financial Proposal

This format must be kept in separate sealed envelope clearly marked as "Financial Proposal"

Name of the Individual/Organisation(s)

A. Remuneration

Item	Quantity	Unit	Unit price	Total (Rs)

B. Allowance, Transportation cost and other incidental charges

Item	Quantity	Unit	Unit price	Total (Rs)

C. Other Direct Cost

Item	Quantity	Unit	Unit price	Total (Rs)

Sub Total of A+B+C				
Service Tax (if applicable)				
Grand Total				

D. Proposed mode of payment

Date :

Signature with Name of the authorised signatory

Place:

Designation

