

Government of Tripura  
Forest Department



**Project Management Unit, Tripura JICA Project**  
(Project for Sustainable Catchment Forest Management in Tripura)  
Prakriti Bhawan, Gandhigram, West Tripura 799012  
Phone: +91-3812397022, e-mail: [tripurajica@gmail.com](mailto:tripurajica@gmail.com), Website: [www.scatform.com](http://www.scatform.com)

RFP No. F.15-57/JICA/SCATFORM/Mid-Term Survey/2023/ 6523-532

Dated: 24/07/2023

1. Chief Executive Officer & Project Director, Tripura JICA Project (Project for Sustainable Catchment Forest Management Project in Tripura (SCATFORM)) invites applications for Mid-Term Evaluation under Tripura SCATFORM Project through this RFP. Detailed information is available in the website: [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in) wherein the proposal complete in all respect has to be submitted on or before the **date 25/08/2023 up to 04.00 PM (IST)** as per the instructions mentioned in this RFP document. Chief Executive Officer & Project Director, Tripura JICA Project reserves the right to accept or reject all or any of the proposals or terminate the selection process without assigning any reason thereof.
2. Agencies participating in the Bidding must fulfill the terms & reference mention in the RFP.
3. Interested Agencies may download the complete Request for Proposal (RFP) document from the website [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in) from **24/07/2023**.
4. A **pre-bid meeting** is proposed on **10/08/2023 at 11:00 AM** at PMU Conference Hall, Prakriti Bhawan, Hatipara Forest Complex, Gandhigram, Agartala 799 012.
5. Interested Agencies may submit their proposals along with an **EMD of INR 30,000 (Rupees Thirty Thousand only)** as prescribed in the RFP document (refundable for unsuccessful bidders only). No proposal will be accepted without the EMD. Proposals received without EMD will be considered ineligible. Only MSME Companies with furnishing requisite certification are exempt from EMD.
6. The Proposal complete in all respect may be submitted through the e-Procurement Portal of Tripura <https://tripuratenders.gov.in>.
7. Incomplete and/or Delayed submission will lead to outright rejection of the bid/proposal.  
*Note: No liability will be accepted for downloading the incomplete document.*

Encl- RFP as stated.

  
(Dr. A M Kanfode)  
Chief Executive Officer & Project Director  
Tripura JICA Project (SCATFORM)  


**Copy to :-**

1. The PS to the PCCF & HoFF (Tripura), for kind information of the PCCF & HoFF (Tripura).
2. The Director, NCE, Tripura, for kind information.
3. The Director (AFA)/(LCD)/(SFM)/(M&E), Tripura JICA Project (SCATFORM) for information.
4. The DDO, JICA / AD (M&E), Tripura JICA Project (SCATFORM) for information.
5. Office Notice Board, PMU, Tripura JICA Project
6. The I/C GIS Lab, Office of the PCCF & HoFF, Tripura for uploading to the department portal - Tripura Forest Department (<https://forest.tripura.gov.in>)
7. The MIS Officer, Tripura JICA Project (SCATFORM) for uploading to the Tripura JICA Project website ([jica.tripura.gov.in](http://jica.tripura.gov.in)).

  
Chief Executive Officer & Project Director  
Tripura JICA Project (SCATFORM)  


## REQUEST FOR PROPOSAL (RFP)

FOR

## MID TERM EVALUATION

TENDER No: F.15-57/JICA/SCATFORM/Mid-Term Survey/2023/6523-532

For

### **Tripura JICA Project (SCATFORM)**

under

Forest Department, Govt. of Tripura

Date of Publishing of RFP	24/07/2023
Date of Pre-bid Meeting	10/08/2023
Last date of Submission of RFP	25/08/2023





**Project Management Unit,  
Tripura JICA Project (SCATFORM)  
Prakriti Bhawan, Gandhigram, West Tripura 799012**

RfP for Mid-Term Evaluation of SCATFORM Project

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Sustainable Catchment Forest Management (SCATFORM) Project, invites Proposals from institutions/ NGOs/ firms etc, to undertake **Mid Term Evaluation of SCATFORM Project**.

The invitation is subject to the following procedures and conditions which shall be binding upon the bidders who participate in this bidding process:

### 1. General Terms and Conditions

- 1.1. The bidder is invited to submit an offer for the above-mentioned services latest by 4.00 PM of 25<sup>th</sup> August 2023. Bids received or submitted after prescribed time and date will not be accepted.
- 1.2. The assignment is for a period of 3 months from the date of signing of the contract
- 1.3. A description of the requested services is detailed in Terms of Reference, provided in Appendix A.
- 1.4. Earnest Money Deposit (EMD): The Technical Proposal document submitted by the bidder must be accompanied by an Earnest Money Deposit (EMD) of ₹ 30,000/ (Rupee Thirty Thousand Only) which is to be paid through online mode in e-tender portal from any scheduled commercial bank. Proposals submitted without EMD will be summarily rejected. Only MSME Companies with furnishing requisite certification are exempt from EMD.
- 1.5. In case of the bidder awarded with the contract, the bidder is to deposit a "Bank Guarantee" of equivalent amount of 4% (four percent) of the total value of contract accepted from any nationalized Bank having branch at Agartala in the format to be prescribed by the Tripura SCATFORM Project and the amount is to be deposited within 15 (fifteen) days from the date of letter communicating to deposit the amount by the bidder in favour of the concerned Authority. On receipt of "Bank Guarantee" from the selected Bidder, the Tripura SCATFORM Project shall scrutinize its authenticity, validity and amount as per bid document/contract. Any amount owing to default or loss caused by the bidder to the Tripura SCATFORM Project will be recovered from "Bank Guarantee" of the bidder. Otherwise, amount of Bank Guarantee without any interest accrued therein will be released to the bidder by the Tripura SCATFORM Project on its satisfaction and on successful execution of the contract/task/work by the bidder after period of contract.
- 1.6. Technical and Financial proposals as well as Earnest Money Deposit are to be submitted by online mode only.
- 1.7. Bid Validity: The Proposal submitted, must be valid for a period of at least 180 days from the date of opening of the Financial Proposal.
- 1.8. In submitting the proposal, the bidders are supposed to have considered all aspects relevant to the performance of the proposed contract and to have obtained all necessary information and data as to risks, contingencies and other circumstances which may influence or affect the proposal;



- 1.9. It is understood that all documents, research designs, methodologies, calculations, etc., which may form part of the proposal will become the property of Tripura SCATFORM Project, who will not be required to return the same to the bidders;
- 1.10. All costs incurred to prepare the offer will be borne by the bidders; SCATFORM will not be liable to reimburse any or all of such cost;
- 1.11. At no point prior to the award of the contract shall bidders contact or request any information pertaining to the tender from Tripura SCATFORM Project or its staff and consultants responsible for this tender. The queries on the RFP can be submitted through email to [tripurajica@gmail.com](mailto:tripurajica@gmail.com) before the deadline mentioned in section 6.
- 1.12. Bids will only be received from single agencies and consortiums are not allowed. Consortium bids will be summarily rejected.
- 1.13. Proposal received with incomplete/ partial information and/or without supporting documents shall be rejected at the discretion of Tripura SCATFORM Project.
- 1.14. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non-responsive.
- 1.15. If during course of verification or later at any point of time during engagement of the enlisted firm, anything claimed by the Agency or any information /document submitted by the Agency, is found false, the contract with the firm will be terminated, the firm shall be blacklisted and debarred from future transactions with Tripura SCATFORM Project, and will also be liable for payment /compensate any loss arising due to false undertaking. Tripura SCATFORM Project is strictly looking for an organization having experience of evaluations of similar projects specifically mid-term Evaluations.
- 1.16. Organizations, not having required experience, as mentioned in para 1.15 above, need not apply. Such proposals will be summarily rejected.
- 1.17. The bidders are suggested to meticulously go through the Terms of Reference carefully and understand the functional requirements while preparing their technical proposals.
- 1.18. The bidders are expected to be well versed and have adequate knowledge and experience in the sector. The bidders are required to deploy all necessary human resources with specified relevant qualification and experiences as mentioned in the proposal (Form T-6) for providing the operationalization support.
- 1.19. Proposals should be page numbered with different parts/sections clearly separated, so that it facilitates the evaluation process. Evaluation committee should be able to access the required information with ease and clarity. Good quality proposals (including page numbers, formats, sequencing etc) will be viewed positively.
- 1.20. Each numbered page should be duly-signed by the authorized signatory.
- 1.21. For evaluating organization's experience in handling similar projects, supporting documents (nature and location of the project, executive summaries, value of the project, duration, work order/ contract and completion certificates/ final invoice) are mandatory and in absence of these documents proposals will not be assessed.






Supporting documents should be attached and numbered separately with each project's experience detail.

- 1.22. Quality and Cost Based Selection methodology shall be adopted and weightage shall be assigned to Technical as well as Financial Proposals in the following manner:

Technical Proposal: (80)

Financial Proposal: (20)

- 1.23. Bidder shall participate in bid online through website <https://tripuratenders.gov.in>, for which they shall register/enroll themselves on the same website. Submission of bids physically or through email is not permitted.
- 1.24. Incomplete and illegible Proposals will be summarily rejected.
- 1.25. All offers should be made in English. Conditional offers will not be considered.
- 1.26. Participating organizations/ Agencies shall carefully examine the tender documents and the technical specification, and fully inform themselves, as to all the conditions and matters, which may in any way, affect the work or the cost thereof.
- 1.27. If any agency submits their bids, it will be assumed that they are agreeing with all the terms and condition of the RFP.
- 1.28. Submitted forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. The total amount should be quoted both in numbers and words. In case of discrepancy between words and figures amount quoted in words shall be considered and the decision of the evaluating authority in this regard will be final and binding. Clerical and arithmetical mistakes may result in rejection of the proposal.
- 1.29. SETTLEMENT OF DISPUTES: All disputes or differences in relation to the RFP, the contract or the interpretation of any of their terms or implementation thereof or arising out of or concerned directly or indirectly with the contract shall be referred to the arbitration or a single arbitrator to be appointed by the Chief Executive Officer & Project Director, Tripura SCATFORM Project and in his absence, the highest Executive Officer shall make such appointment. The venue of arbitration shall be at Agartala. The court of law at the Agartala alone will have jurisdiction in the matter of any disputes whatsoever.

### Disclaimer

- i. Tripura SCATFORM Project shall not be responsible for any late submission of applications for any reasons whatsoever.
- ii. Further, Tripura SCATFORM Project reserves the right
  - a. To reject any / all applications without assigning any reasons thereof.
  - b. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Project without assigning any reasons thereof.



- c. To include any other item in the Scope of work at any time after consultation with applicants or otherwise. [The RFP is not the subject of any process contract or any contractual obligations between Tripura SCATFORM Project and applicant(s).]

## 2. Minimum Eligibility Criterion

Only those institutions /NGOs / Firms / Organisations who qualify the following minimum Technical and Financial eligibility Criterion, should apply.

Minimum Technical and Financial Eligibility criterion are as follows -;

### 2.1. Technical Criterion

- i. Minimum 15 years of working experience in providing similar services related to the objectives.
- ii. The organisation must have experience in conducting evaluations (specifically midterm evaluations) of large scale forestry and livelihoods projects in India.
- iii. Organisation must have done at least 2 such projects in last 5 years.

### 2.2. Financial Criterion

- i. At least ₹ 10 crore average annual turnovers during last three financial years (2019-20, 2020-21 and 2021-22).
- ii. The firm should be registered for GST and must not be a defaulter of income tax.

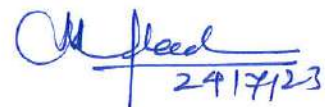
## 3. Documents to be submitted

### 3.1. Technical Proposal (Part A):

Technical Proposal must be filled in prescribed formats only as shown below. Technical proposals submitted in forms other than those provided here will be summarily rejected and will not be evaluated. The technical and financial formats are provided in Appendix B. Each page of the Financial Proposal should be numbered clearly and duly signed by the authorized signatory.

Sl. No.	Form	Details	Supporting Documents
1.	T-1	Cover letter for technical proposal	

2.	T-2	Particulars/general details of the bidding organization. Minimum eligibility criteria: a. Experience of conducting Mid-term evaluation of large scale forestry and livelihood projects in India in at least two states in separate two projects b. At least ₹ 10 Crore average annual turnover during the last three financial years (2019-20, 2020-21 and 2021-22)	Copy of valid legal registration certificate indicating the premises/ address, proving that the organization is legally registered entity Documents showing desired work experience Audited financial statements (Balance sheet and P&L/ Income & Expenditure Statements) of last three years
3.	T-3	Letter of authorization (for authorized signatory)	
4.	T-4	Details of relevant assignments done in last 5 years (only completed assignments) (Refer Table T4)	Work order/ agreement and completion certificate/ final invoice enumerating scope, value of work, deliverables etc of relevant assignments of similar nature
5.	T-5	Approach and Methodology a. Introduction/ background b. Understanding of the assignment c. Approach and Methodology d. Timeline e. Deliverables	
6.	T-6	Structure and composition of Team with details of qualified staff and CVs (limited to 4 pages) of Core Team members proposed for the assignment including clearly defined roles and responsibilities of different team members (refer Table T-6)	CV of core team members proposed for the assignment with their experience in implementing the projects in prescribed format (appendix B)
7.	T-7	Declaration of not being blacklisted	In firm's own

29/7/23



			language. No form is provided for this.
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### 3.2. Financial Proposal:

The original Financial Proposal submitted in the prescribed format (Appendix C / Form F-1).

## 4. Evaluation of the Proposal

The proposals received will be evaluated in a two-stage process: 1) Technical and 2) Financial Evaluations

### 4.1. Technical Evaluation

The assessment of the Technical Proposal accounts for 80% of the overall evaluation. The rating of the TP will be obtained through the following formula:

$$TPRating = \frac{\text{Points awarded to the proposal}}{\text{maximum points available}} \times \text{Weight of the Technical Proposal (80\%)}$$

Only the bidder with a TP rating of 60 or above (at least 75% marks in Technical parameters) will be considered for the second stage of the evaluation process.

### 4.2. Financial Evaluation

The Financial Proposal (FP) of the Bidders with a Technical Proposal rated 60 or above will be opened for financial Evaluation. The FP has a weight of 20% of the overall evaluation. The Rating of the Financial Proposal (FP) will be then obtained through the following formula:

$$FPRating = \frac{\text{(Lowest Priced Proposal)}}{\text{(Price of the proposal under review)}} \times \text{Weight of the Financial Proposal (20\%)}$$

The proposal with the highest Total Combined Score would be considered as the proposal that provides the best value for the money and therefore will be recommended for contract award. The Total Combined Score will be obtained through the following formula:

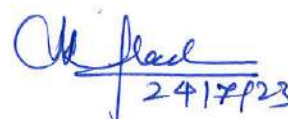
$$\text{Total Combined Score} = \text{TP Rating} + \text{FP Rating}$$

Tripura SCATFORM Project reserves the right to consider, and disqualify organizations based on, documented prior poor performance, including but not limited to poor quality of goods or services provided, late delivery and unsatisfactory performance. Project also reserves the right

to have further discussions/negotiations with the Bidder prior to issuance of a letter of acceptance.

#### 4.3. Evaluation Criteria

Technical Criteria	Maximum Points
<p><b>a) Expertise of firm/ organization</b></p> <p>Technical and professional experience of not less than 5 years in undertaking similar assignments and projects related to evaluations of large-scale forestry and livelihood projects in India.</p> <p>1.1 Experience of conducting number of such assignments (especially mid-term evaluations of large-scale forestry projects). Each project will fetch 10 marks (minimum 2 assignments must in last 5 years)</p>	50
<p><b>b) Overall Approach and Methodology</b></p> <p>i. Effectiveness of the proposed approach and methodology; is it sufficiently detailed/ elaborated to meet the objectives of the terms of reference; is the assessment process detailed out, innovative frameworks/ techniques/ tools for better efficiency and effectiveness suggested by the agency</p> <p>ii. Quality of the proposed implementation plan, i.e. how the bidder will undertake each task, how are the person(s) assigned for each task and is the team composition balanced with appropriate skill mix and appropriate number of input days, quality assurance mechanisms for the assignment, and time schedules for implementation</p> <p>iii. Risk assessment and mitigation measures – recognition of the risks/ peripheral problems and methods to prevent and manage risks/ peripheral problems.</p>	15
<p><b>c) Composition of the core team</b></p> <p>i. Team Leader – A minimum of 20 years of experience of undertaking and leading on similar assignments and projects (at least 2) related to evaluations of large-scale forestry and livelihoods projects. At least a master's degree in forestry/ forest management or related field with qualification and/ or experience in evaluations (12 Marks)</p> <p>ii. Project Coordinator – 10 or more years of experience of dealing with similar projects and assignments (at least one) related to evaluations of large-scale forestry and livelihoods projects. At least a master's degree in forestry/ forest management, rural development or related field, with qualifications and/ or experience in evaluations. (10 marks)</p>	30

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iii. Researchers (2) – 5 or more years of experience, at least a master’s degree in economics/ forest management/ statistics or relevant discipline, experience of conducting evaluations in similar projects (8 marks)	
<b>d) Presentation of the Technical Proposal</b> The applicants will be asked to make a detailed presentation before the Evaluation Committee (to be appointed by the Tripura SCATFORM Project) in which the bidder shall highlight their past experience, proposed work plan and approach, qualifications and experience of proposed team members. The presentation will be scheduled within 20 days of technical bid opening. Specific date and time for the presentation would be intimated by the Project to the applicant firms through e-mail.	5
<b>Total Technical Score (A)</b>	<b>100</b>

The core team mentioned in the proposal must be deployed for the complete duration (as per number of days mentioned in the proposal) of the assignment. The agency must make best efforts that the field team consisting of supervisors and enumerators for the survey be from Tripura only. Any change in the core team proposed in the firm’s proposal may lead to termination of the contract.

#### 4.4. Financial Criteria

Agencies with a rating of 60 or above, in Technical Evaluation would be eligible for participating in financial bid opening. 20 points are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest price.

The financial proposal will be assessed as per the procedure detailed in paragraph 4.2 above.

#### 5. Documents Enclosed

To facilitate the Agencies/ Bidders in preparing the proposal, including summary, the following documents /Information are enclosed:

- 3.1. **Appendix A** provides the “**Terms of Reference**” object of the tender;
- 3.2. **Appendix B** provides the “**Formats of Technical Proposal**”;
- 3.3. **Appendix C** provides the “**Financial Proposal Format**”

#### 6. Submission and Closing Date

##### 6.1. Important Dates






S. No.	Description	Important Information
1.	Date of online publication	24.07.2023 at 4.00 PM
2.	Deadline for submitting queries on the RfP	Up to 07.08.2023 at 3:00 PM by sending email to <a href="mailto:tripurajica@gmail.com">tripurajica@gmail.com</a> or <a href="mailto:scatformsfm@gmail.com">scatformsfm@gmail.com</a> or <a href="mailto:smbio12@gmail.com">smbio12@gmail.com</a>
3.	Pre-Bid meeting	10.08.2023 11:00 AM at Conference Hall, Tripura JICA Project building, Hatipara, Gandhigram, Agartala 799012 OR Online
4.	Last date for submission of the bid	25.08.2023 till 4.00 PM
5.	Date of opening of Technical Bid	25.08.2023 at 4.30 PM (If Possible)
6.	Presentation from the bidders (if required)	To be notified later
7.	Evaluation of the technical proposal	Will be uploaded on the e-tender portal
8.	Date of opening of Financial bid	Will be intimated to the qualified bidders separately.
9.	Final result announcement	Will be uploaded on the e-tender portal
10.	Award and signing of the contract	Will be uploaded on the e-tender portal

## 6.2. Submission details

Eligible bidders shall participate in bidding only in online mode through website <https://tripuratenders.gov.in>. Bidders are allowed to bid 24x7 until the time of Bid closing, with option for re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e- Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time. Submission of bids physically is not permitted.

- RFPs received in formats other than the Prescribed Formats will not be entertained, and summarily rejected.
- Tripura SCATFORM Project reserves the right to accept or reject any one or all tenders without assigning any reason thereof.
- Any corrigendum including extension of date or change of date for submission of the tender shall be published only on the website of the project/ <https://tripuratenders.gov.in> and that shall be deemed to have been seen by the bidders.

## 7. Completeness of Proposal

A proposal will only be considered if it contains all of the above information and documents. Incomplete proposals may be rejected.

**8. Currency of the Proposal and of Contract**

The proposal should be expressed in Indian Rupees (INR or ₹)

**9. Payment Terms**

The Accepted Contract price would be fixed and no other ancillary / extra estimates would be acceptable after the signing of the contract.

The Payment terms would be decided at the time of contract negotiation.



24/7/23

## Annexure A - Terms of Reference

### 1. Background

#### 1.1. About the Project

Tripura has abundant forest resources (which cover 60% land of the state), plentiful rainfall and fertile soil that are suitable for afforestation; thus, forestry is a major source of income of the state along with agriculture. The proportion of the workforce in agriculture and forest sector as well as residents' dependence on forests is high.

In this background, and with a view to expand the achievements of Tripura Forest Environment Improvement and Poverty Alleviation Project (TFIPAP) – the first phase of the current project – and in compliance with State's priorities in forestry sector along with its initiative under JFM, Project for Sustainable Catchment Forest Management in Tripura (SCATFORM) has been started with assistance from JICA. The main objective of the Project is to improve quality of forest in the targeted catchments by sustainable forest management, soil and moisture conservation and livelihood development, thereby contributing to development of forest ecosystem services and livelihood improvement of forest dependent communities in the State of Tripura.

The Project is under implementation in the following districts

1. North Tripura,
2. Unakoti,
3. Khowai,
4. West Tripura,
5. Sepahijala,
6. Gomati
7. South Tripura
8. Gumti WLS

through 450 Joint Forest Management Committees (JFMCs)/ Eco-development Committees (EDCs) in 36 Forest Ranges in 16 Forest Sub-divisions.

#### 1. Project Activities

The project has four components viz.

- Sustainable Forest Management
- Soil and moisture conservation
- Institutional strengthening
- Livelihood development





## 1.2. Objectives of the Assignment

The objective of the assignment is to evaluate the progress and impact of the project towards achieving its goals, identifying any challenges or obstacles faced, and recommending appropriate measures to improve project implementation and outcomes.

The agency will be expected to assess the effectiveness of project strategies, processes and interventions, the expected sustainability of project activities and outcomes, and the level of stakeholder participation and engagement. Additionally, the study will review the progress in project's activities, identify any inefficiencies or areas where resources could be better utilized, and provide recommendations. Specific objectives of the assignment are:

- a) To assess the progress in each of the components and constituent activities within these components (see annexure 1), challenges and recommendations to overcome the challenges.
- b) To measure the overall outcomes of the Project on key outcome and outputs related to bio-physical and socio-economic aspects. Emphasis will be placed on measuring the outcomes and outputs mentioned in Annexure 2. It is suggested that the agency share key questions, indicators to measure within the given time for the assignment.
- c) As it is a mid-term, the evaluation IS NOT AN IMPACT/ OUTCOME ASSESSMENT BUT will **mainly focus on the process and systems so as to make recommendations for bringing further effectiveness and efficiency in the operations and ensuring that the outcomes and impact envisaged at the end-line is achieved.**

## 1.3. SCOPE OF WORK

The consultant will conduct mid-term evaluation of interventions carried out in the four components of the project. The evaluation will be done at different levels i.e. PMU, DMU, RMU, JFMC and SHG level. The evaluation should follow a mixed-method approach (quantitative and qualitative) laying emphasis on qualitative/ process aspects and expertise of the evaluator. The consultant should articulate key areas for exploration activity wise as per annexure 1 and annexure 2.

- Review of project documents: The agency should review all relevant project documents, including the project proposal, work plans, progress reports, and financial reports, to understand the project's goals, activities, JICA Back to Office Reports and achievements to date.
- Development of an evaluation framework: The agency should develop an evaluation framework that outlines the key questions to be answered during the evaluation and the indicators and methods that will be used to answer those questions (see annexure 1 and 2). The agency will start data collection only after vetting of the evaluation framework and key questions from PMU.
- Data collection: The agency should collect data (project documents, MIS, interviews, field data) using a combination of qualitative and quantitative methods (largely qualitative), including observation, small survey, interviews, focus group discussions, and extensive document reviews. The data collected should be used to assess the progress and impact of the project towards achieving its goals, identify any challenges or obstacles faced, and recommend appropriate measures to improve project implementation and outcomes.
- Analysis of data: The agency should analyze the data collected and develop a report that summarizes the findings of the evaluation. The report should include an assessment of the effectiveness of project strategies and interventions, the sustainability of project activities and outcomes, and the level of stakeholder participation and engagement. Additionally, the report should review the progress in project's activities, identify any inefficiencies or areas where resources could be better utilized, and provide recommendations.
- Development of an action plan: The agency should develop an action plan that outlines specific measures to be taken to address the challenges and weaknesses identified in the

evaluation. The action plan should include timelines and budgets for implementing the recommendations.

- Stakeholder consultations: The agency should consult with project beneficiaries, project staff, government officials, and other relevant stakeholders to understand their perspectives on the project and to ensure that the evaluation findings and recommendations are relevant and actionable.
- Reporting: The agency should prepare a final report that presents the findings of the evaluation, including the action plan with timelines and budgets for implementing the recommendations. The report should be presented in a clear and concise manner, with appropriate charts and graphs to illustrate the key findings. The proposal should also include a detailed methodology, work plan, timeline, budget, and CVs of key personnel.

#### 1.4. SAMPLE

The activity-based sampling is given in annexure 1. For quantitative household survey of SHG members for socio-economic outcomes and outputs, a sample of 436 SHG members needs to be covered from 24 JFMCs in 8 DMUs. For afforestation related indicators, the agency is encouraged to suggest sample size and sampling strategy.

#### 1.5. Tools for data collection

The agency is expected to prepare the quantitative survey tool and checklist for various discussions envisaged with different stakeholders. A baseline survey tool (including CAPI version – in KOBO collect) is available with the project. This tool can be provided to the agency for necessary modification and use in the quantitative assessment.

#### 1.6. ACTIVITIES WITH TIMELINES

- **Inception Report:** The agency would need to submit a detailed study inception report within 2 weeks of signing of the contract which should include detailed evaluation framework, key questions/ data points, data collection tools and formats/study questionnaires, report structure etc.
- **Data collection & submission of field work completion report:** Would need to be collected within 8 weeks from start of the assignment. The agency will need to take photographs of the assets (both grey and green infrastructure) and include these in the report and presentation.
- **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.

##### 1.6.1. Time Frame and Schedule of Activities

All the works indicated in 'Terms of Reference' shall be completed within 3 months (from signing the contract). Overall schedule of work is indicated in the figure below:

Activity/ Week →	1	2	3	4	5	6	7	8	9	10	11	12
Organize inception meeting with PMU												
Submit an inception report		*										
Finalize the inception report in consultation with PMU												
Organize DMU level inception meeting												
Inform the field functionaries of the Project well in advance												
Train field investigator												



Activity/ Week →	1	2	3	4	5	6	7	8	9	10	11	12
Collect and review all the necessary documents and secondary data		■	■	■								
Undertake assessment activities					■	■	■	■				
Supervise the field assessment activities					■	■	■	■				
Organize feedback meeting at the DMU level after assessment							■	■				
Compile the data on assessment results for analysis								■	■			
Analyze the assessment results and make recommendations									■	■		
Make a presentation of the findings to the PMU										■		
Submit a draft final report											■	
Organize feedback workshop at the state level												■
Finalize the final report and submit it to PMU												■

### 1.7. Output/Deliverables

- Inception Report
- Draft Final Report including Photo album with proper captions, compiled and cleaned dataset (SPSS format)
- Final Report

### 1.8. KEY COMPETENCIES AND ELIGIBILITY CRITERIA

- Agency must possess a proven track record in undertaking similar assignments. It must have a multi-disciplinary team that has experience in, and familiarity with, bio-physical and social-economic evaluations with in-house senior experts on Forest Management, Soil and Water Conservation and Natural Resource Based Livelihoods. The Agency also should have an understanding in Forestry plantations, Agro forestry, soil & water conservation, Biodiversity etc.
- 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. 2019-2020, 2020-21 and 2021-22. Audited reports for the last three years giving details (2019-2020, 2020-21 and 2021-22) 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.

### 1.9. STAFFING PATTERN

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

- Team Leader** with experience of at least 20 years in undertaking and leading on similar assignments and projects (at least 2) related to evaluations of large-scale forestry and livelihoods projects. At least a master's degree in forestry/ forest management or related field with qualification and/ or experience in evaluations (12 Marks). (CV should be enclosed) – Expected effort – 20 days (Home – 5, Field – 15)






- ii. **Project Coordinator** – 10 or more years of experience of dealing with similar projects and assignments (at least one) related to evaluations of large-scale forestry and livelihoods projects. At least a master's degree in forestry/ forest management, rural development or related field, with qualifications and/ or experience in evaluations. Expected effort – 30 days (Home 10, Field-20)
- iii. **Researchers (2)** – 5 or more years of experience, at least a master's degree in economics/ forest management/ statistics or relevant discipline, experience of conducting evaluations in similar projects. Expected effort – 60 days for each researcher (Home – 20, Field – 40 for each researcher)

In addition to the above, the team will need to include survey staff (supervisors, enumerators) as necessary to complete the deliverables in time.

#### 1.10. TERMS OF PAYMENT

The terms of payment shall be as follows:

SI. No.	Output	Time frame	Payment percentage
1	Submission of inception Report	Within 2 weeks of signing the contract	20%
2	Submission of Draft Report	Within 12 weeks of signing the contract	50%
3	Submission of Final Report	Within 14 weeks of signing the contract	30%

#### 1.11. INFORMATION TO BIDDERS

- a) The agency shall work diligently and sincerely to complete the tasks with highest ethical standards.
- b) No sub-contracting of any part of the work indicated in the Scope of Work will be allowed except hiring of team for conducting quantitative household survey of SHG members.

Continuity of the persons engaged in the project work must be ensured by the Agency. No replacement will be allowed. Any replacement will invite financial penalty of 20% of the budget in addition to any other action as the Project deems suitable and appropriate.

## Annexure 1: List of activities for evaluation and sample (may be modified during inception stage)

### Component 1. Sustainable Forest Management

Item	Units	Quantity	Suggested Sample	Method
1.1 Department Mode				
1.1.1 Improvement of Forest Nurseries				
1.1.1.1 Hi-Tech Nursery				
a) Construction of Nurseries (Labour shed, Storage Room, Drying Shed, Office Room, Visitor Shed, GI Pipeline, Chain link mess fencing, Permanent Nursery Bed, Mother Bed, Submersible Pump, Seed Testing Laboratory, Vermi composed Unit, Toilet Block)	nos.	3	1	Observation and discussions, MIS
b) Seedling Production	1000 nos	27.44 lakh		
1.1.1.2 Central Nursery				
a) Improving Existing Central Nurseries (Labour shed, Storage Room, Drying Shed, Office Room, Visitor Shed, GI Pipeline, Chain link mess fencing, Permanent Nursery Bed, Mother Bed, Submersible Pump)	nos.	7	2	Observation and discussions, MIS
b) Seedling Production	1000 nos	64.1 lakh		
c) Plantation Journal	Ls	1		Observation
1.1.2 Application of Plantation Models				
1.1.2.1 Filter Strips & Riverbank Plantation				
a) Filter Strip	Km	89	2 locations	Observation and discussions, MIS
b) River Bank Plantation	Km	100	2 locations	Observation and discussions, MIS
c) Bandalling	nos.	1	1 location	Observation and discussions, MIS
Sign Board for Plantation site	nos.	1		
1.1.3 Habitat Improvement in Gumti Sanctuary				
1.1.3.1 Gumti Sanctuary				
a) Fruit Trees Planting	Ha	625	3 locations	Observation and discussions, MIS
b) Grassland Development	Ha	470	3 locations	Observation






Item	Units	Quantity	Suggested Sample	Method
				and discussions, MIS
c) Weed (IAS) Eradication	Ha	50	2 locations	Observation and discussions, MIS
d) Fire Line Making	Km	15	1 location	Observation and discussions, MIS
e) Boundary Marking with Pillars	nos.	0		
f) Construction/ Engineering Works				
1) Check Dams - Earthen	nos.	12	2	Observation and discussions, MIS
2) Gully Plugging	nos.	0		
3) Check Post and Guard Room	nos.	0		
1.2 JFM Mode (by JFMC/ EDC)				
1.2.1 Establishment of Decentralized People's				
1.2.1.1 New JFMC/ EDC Nurseries (All Batches)	nos.			
a) Establishment of Nurseries (Y2)	nos.	75	24 (one in each of the 24 selected sample JFMCs)	Observation and discussions, MIS
b) Seedling Production	1000 Nos	2.925 lakh		
1.2.2 Application of Plantation Models				
1.2.2.1 Artificial Regeneration (AR) on				
a) AR - Mixed (1,100 seedlings/ha gap plantation)	Ha	2471.9	8 sites (one in each DMU)	Observation and discussions, MIS
Sign Board for Plantation site	nos.	350		
b) AR - Bamboo (625 seedlings/ha gap plantation)	Ha	2658.59	8 sites (one in each DMU)	Observation and discussions, MIS
Sign Board for Plantation site	nos.	350		
1.2.2.2 Aided Natural Regeneration (ANR) on	Ha		8 sites (one in each DMU)	Observation and discussions, MIS
a) ANR (250 seedlings/ha gap plantation)	Ha	15942		
Sign Board for Plantation site	nos.	350		

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Item	Units	Quantity	Suggested Sample	Method
1.2.2.3 Teak Plantation Management	Ha		8 sites (one in each DMU)	Observation and discussions, MIS
a) Tree Species (250 seedlings/ha gap plantation)	Ha	3087.5		
Sign Board for Plantation site	nos.	450		
1.2.2.4 Silvi-Pastoral Plantation on Open Forests/	Ha		8 sites (one in each DMU)	Observation and discussions, MIS
a) Model: 400 seedlings/ha gap plantation	Ha	427.73		
Sign Board for Plantation site	nos.	50		
1.2.3 Eco development			2 EDCs	Observation and discussions, MIS
1.2.3.1 Identification of EDCs and Planning	EDC			
a) Identification of EDC	Ls	0		
b) Micro Planning	Ha	27		
1.2.3.2 Eco development Activities	EDC			
a) Revolving Fund to EDC for small IGAs	EDC	0		
b) Entry point activities	EDC	27		

### Component 2. Soil and Moisture Conservation

Item	Unit	Quantity	Suggested Sample	Method
2.1 Construction of Check Dams				
a) Earthen Check-dam (Motel-I)	nos.	593	16	Observation and discussions, MIS
b) Earthen Check-dam (Motel-II)	nos.	440	8	Observation and discussions, MIS
c) RCC Check-dam (Motel-III)	nos.	0		
2.2 Erosion Prevention Works combined with Check				
a) Brushwood Check-dam for Gully plugging	cu.mt.	1586	8 sites	Observation and discussions, MIS
b) Contour Trenches	Ha	409.9	8 sites	Observation and discussions, MIS
c) Mulching and Plantation around SMC works (included)	Ha	0		
2.3 Assessment of Soil and Moisture Conservation				
a) Water Quality Monitoring	Ls	1		

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## Component 3. Livelihood Development

Item	Unit	Quantity	Suggested Sample	Method
3.1 Objectives				
3.2 Community Organizations for Livelihood				
3.2.3 Trainings for SHGs/JLGs (included in			All the SHGs in selected 24 JFMCs	Household survey of SHG members (a total sample of 436 SHG member households), Observation and discussions, MIS  Assess through interviews and document analysis NCE's progress and challenges and recommendations
3.3 NTFP based Livelihoods				
3.3.3 Support to NTFP based Livelihoods				
3.3.3.1 Support to NTFP Centre of Excellence (NCE)	ls	1		
3.3.3.2 Formation of NTFP Collectors Groups Tier 3		0		
3.3.3.3 Awareness Program on Sustainable Harvesting of NTFPs		30		
3.3.3.4 NTFP Collection/Primary Processing	ls	0		
3.3.3.5 Diagnostic Studies (Department Mode)		0		
3.3.3.6 Advanced Processing and Value Addition Unit	nos.	0		
c) Promotion and Marketing Support	ls	0		
3.4 Agro-forestry based Livelihoods				
3.4.1 Revising Agro-Forestry Models	ls	0		
3.4.2 Plantation of Agroforestry Crops (605 tree	ha	1211		
3.4.3 Support for marketing	nos.	15		
3.5 Livestock and Fish Farming based Livelihoods				
3.5.1 Support for livestock farming (included in 3.7.3)	ls	320		
3.5.2 Support for fish farming (included in 3.7.3)	ls	24		
3.5.3 Support for marketing in livestock and fish farming	ls	0		
3.5.4 Support for training of para vet assistants (included in	ls	0		
3.5.5 Organic Farming based Livelihoods (included in				
a) Support for setting-up model organic and conservation farms	ls	0		
3.5.6 Support for organic production and marketing	ls	0		
3.6 Ecotourism development				
3.6.1 Policy, strategic, institutional framework for				
a) Review and Redrafting of Tripura Ecotourism Policy				
b) Establishment of Ecotourism Development		1		
3.6.2 Promotion & Marketing of				



Item	Unit	Quantity	Suggested Sample	Method
Ecotourism				
3.6.3 Upgrading of Eco Parks				
3.6.4 Support to existing ecotourism destinations		0		
3.6.5 Development of New Ecotourism Destinations				
3.7 Revolving fund to JFMC/EDC for small IGA				
3.7.3 Revolving Fund	SHG	970	All the SHGs in selected 24 JFMCs	Observation and discussions, MIS
3.7.8 Grading and Rating of JFMCs/SHGs for IGA		457		Observation and discussions, MIS

### Component 4. Institutional Strengthening

Item	Unit	Quantity	Suggested Sample	Method
I. Institutional Strengthening				
4.1 Department Mode				
4.1.1 Infrastructure and Mobility Enhancement				
4.1.1.1 Building Construction				
a) Transit Accommodation for Forest Officers in Agartala	nos.	0	0	
b) DFO Offices	nos.	0	0	
c) DFO Quarters – double storied	nos.	0		
d) SDFO Offices	nos.	0	0	
e) SDFO Quarters	nos.	0		
f) RMU Offices	nos.	0	0	
g) RFO Quarters	nos.	0		
h) Forest Beat Office with Hall	nos.	22	8	
i) Forest Guard Barracks	nos.	0	0	
4.1.2 Enhancement of GIS/ MIS facilities				Observation and discussions, MIS
4.1.2.1 Support for strengthening GIS/ MIS				
a) Equipment	ls	1		
b) Satellite Imagery	ls	1		
c) Human Resource (included in 4.3.1.1)	years	0		
4.1.4 Gender Mainstreaming				
a) Impact Study on Gender	ls	1	All the SHGs in selected 24 JFMCs	Discussions, MIS
4.1.5 Enhancement of Environment and Social				Discussions, MIS
c) Institutional Framework for ESMSE/STFDPF	ls	1		
f) Capacity Development for ESMSE/STFDPF		0		
g) Biodiversity Assessment	ls	0		0



Item	Unit	Quantity	Suggested Sample	Method
4.1.6 Capacity Development of Forest Department				
4.1.6.1 Trainings			At PMU, DMU and RMU level	Discussions, MIS
a) Training Plan Development - National (no cost)		0		
b) Training Plan Development - Overseas (no cost)		0		
c) Training: Skill Development, Managerial &				
i) PMU/ DMU/ SDMU	ls	74		
ii) RMU	ls	104		
d) Refresher Trainings				
i) PMU/ DMU/ SDMU	ls	1		
ii) RMU	ls	1		
4.1.6.2 Exposure Visits				
a) National/ Outside State				
i) PMU/ DMU/ SDMU	ls	6		
ii) RMU	ls			
b) Overseas	ls	1		
4.1.7 Forest Research				Discussions, MIS
a) Research on vegetative propagation technique of	ls	0		
b) Research on vegetative propagation technique of Cane	ls	0		
c) Research on productivity of high value species	ls			
4.2 JFM Mode				
4.2.1 Infrastructure and Mobility Enhancement				
4.2.1.1 Building Construction				
a) Multi Utility Centre	JFMC/ EDC	346	All 24 sampled JFMCs	Observation and discussions, MIS
4.2.2 Capacity Development of Community Institutions			All 24 sampled JFMCs and SHGs therein	Observation and discussions, MIS
4.2.2.1 Trainings				
a) Training: Skill Development, Managerial &				
i) JFMC/ EDC Members	ls	94		
ii) SHG Members	ls			
b) Refresher Trainings				
i) JFMC/ EDC Members	ls	1		
ii) SHG Members	ls	1		
4.2.2.2 Exposure Visits				
a) National/ Outside State	ls			
b) Within State – Cross learning	ls			
II. Project Management				
4.3 Department Mode				
4.3.1 Preparatory Activity for Project Implementation				
4.3.1.2 Map preparation				
4.3.1.4 Preparation of Beat Forest Basic Plan (BFBP)	Beat	131		Observation and discussions, MIS
4.3.1.6 Identification of RoFR and JFMC lands				Observation and discussions, MIS
a) RoFR area	ha	0	All 24 sampled JFMCs and SHGs therein	Observation and discussions, MIS

RFP for Mid-Term Evaluation of SCATFORM Project

Item	Unit	Quantity	Suggested Sample	Method
b) JFM area	JFMC/ EDC	450	All 24 sampled JFMCs and SHGs therein	Observation and discussions, MIS
4.3.1.8 Review and Revision of Project Manual				Observation and discussions
a) Operation Manual	ls	1		
b) Technical Manuals/ Handbooks	ls	1		
c) Training/ Orientation Material	ls	1		
4.3.1.9 Orientation of Project Staff				Observation and discussions
a) PMU/ DMU	ls	1		
b) SDMU/RMU	ls	1		
4.3.2 Monitoring & Evaluation				Observation and discussions, MIS
4.3.2.1 Monitoring				
a) Annual Planning & Review Workshops				
i) PMU	nos.			
ii) DMU	nos.			
b) Concurrent Monitoring & Review				
i) HPSC - Twice a year	nos.	7		
ii) GB - Quarterly	nos.	7		
iii) EB - Monthly	nos.	15		
iv) PMU - Monthly	nos.			
v) DMU - Monthly	nos.			
c) Computerized Accounting System				
i) PMU/RMU	ls	1		
4.3.2.2 Impact Assessment & Studies				
b) Bio-physical Surveys				
i) Forest composition and biodiversity	ls			
ii) Forest carbon stock study	ls	1		
iii) Awareness on sustainable forest/water use	ls	1		
c) Impact Assessment	ls			
d) Thematic Short Studies (need based)	nos.	0		
4.3.2.4 Public Relations and Communication				
a) Newsletters	years	2		
b) Brochures and leaflets	ls	1		
c) Annual Report	years	4		
d) Website Development	ls.	1		
4.4 JFM Mode				
4.4.1 Preparatory Activity for Community Mobilization			All 24 sampled JFMCs and SHGs therein	Observation and discussions, MIS
4.4.1.1 Constitution/ Reconstitution of JFMC/	JFMC/EDC	450		
4.4.1.3 Micro Planning	JFMC/ EDC	442		Observations and discussions, MIS
4.4.2 Operationalizing M&E System			All 24 sampled JFMCs and SHGs therein	Observation and discussions, MIS

RfP for Mid-Term Evaluation of SCATFORM Project

Item	Unit	Quantity	Suggested Sample	Method
a) Annual Planning & Review Workshops	JFMC/ EDC			
b) Annual Statutory Financial Audits	JFMC/ EDC			
c) Annual Social Audits	JFMC/ EDC			

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21/17/23



## Annexure 2 – Key Outcomes and Outputs

### Component 1 – Sustainable Forest Management

Outcome 1 - Improved quality and quantity of forests and grasslands and their management in the targeted catchment

*Output 1.1 - Increased area under forest in the targeted catchments*

*Output 1.2 - Increased area under grassland in the targeted catchments*

*Output 1.3 - Community aware about sustainable use of forest and water resources*

### Component 2 – Soil and Moisture Conservation

Outcome 2 - Improved water regime in the targeted catchments

*Output 2.1 - Reduced soil run-off in targeted catchments*

*Output 2.2 - Increased soil moisture in the targeted catchments*

### Component 3 - Improved Livelihoods of the Communities in the targeted catchments

Outcome 3 - Improved Livelihoods of the Communities in the targeted catchments

*Output 3.1 - Institutions of Non-Timber Forest Produce (NTFP) based livelihoods created and/or strengthened*

*Output 3.2 - Agro-forestry based livelihoods on RoFR lands strengthened*

*Output 3.3 - Livestock/ fisheries/ organic farming-based livelihoods strengthened*

*Output 3.4 - Convergence on livelihood activities with other departments/ agencies*

*Output 3.5 - Eco-tourism in the state strengthened*

### Component 4 - Institutions of forest management and livelihoods strengthened

Outcome 4 - Community and other institutions for forest management and livelihood improvement strengthened

*Output 4.1 - Capacity of community institutions developed*

*Output 4.2 - Gender aspects mainstreamed in the project*

*Output 4.3 - Forest research on various aspects conducted*

**Appendix B - Forms (Technical and Financial)**

**(FORM No. T-1) - Cover letter for Technical Proposal**

Date:

To,

**Chief Executive Officer & Project Director  
Tripura SCATFORM Project, PMU,  
Prakriti Bhawan, Gandhigram, West Tripura- 799012  
Agartala, Tripura**

Sub: RFP- "Mid Term Evaluation of Tripura SCATFORM Project".

Dear Sir,

Having examined the Request for Proposal (RFP) notice, the receipt of which is hereby duly acknowledged, I/we the undersigned, intend to submit our proposal in response to the RFP for selection of our firm, for providing services related to "Mid Term Evaluation of Tripura SCATFORM Project", We attach the response as per requirements under this RFP, which constitutes our proposal.

1. We confirm that the information contained in this response or any part thereof, including its exhibits and other supporting documents & instruments delivered or to be delivered to Tripura SCATFORM Project is true, accurate, verifiable and complete. This response includes all the information necessary to ensure that the statements therein do not in whole or in part mislead Project in its evaluation process.
2. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading, we are liable to be dismissed from the selection process or termination of the contract during the Project, if awarded to do so, for providing the said Services to the Project. We agree to unconditional acceptance of all the terms & conditions set out in the RFP document.
3. It is hereby confirmed that I/We are entitled to act on behalf of our firm and are authorized to sign this document as well as such other documents, which may be required in this connection. We further affirm that:
  - i. Our Proposal shall be valid and remain binding upon us for the period of 180 days from the date of opening of Financial Proposal.



RfP for Mid-Term Evaluation of SCATFORM Project

- ii. We confirm our understanding of our obligation to abide by JICA's policy with regard to corrupt and fraudulent practices.
- iii. We undertake to negotiate a Contract on the basis of the proposed Experts. We accept that the substitution of Key Experts for reasons other than those stated in the Technical Proposal may lead to termination of Contract negotiations.
- iv. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand you are not bound to accept any Proposal that you receive.

Yours Sincerely,

Authorised Signature [in full and initials]

Name and Title of Signatory:






(FORM No. T-2)

**Particulars/Details of the Bidding Organization**

S. No.	Description	Details
1.	Name of the bidding agency	
2.	Address	
3.	Name of the contact person	
4.	Telephone number	
5.	Email id	
6.	Nature of legal status of the firm  Registration Number  Please enclose a true copy of the registration certificate	
7.	Date of incorporation of the firm	
8.	List of documents enclosed showing legal status of organization	
9.	Letter of authorization (for signatory)  (Attached/ Not attached/ Not Required)	
10.	GST registration details (enclose a copy of the registration document)	
11.	PAN Number (enclose a copy of the PAN Card)	
12.	Self-declaration about not being black-listed, litigation and non-affiliation with any political endowment	
13.	Last three years average turn over 10 cr	

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24/7/23

(FORM No. T-2A)

Details of relevant completed assignments (at least 2) in last 5 years

S. No.	Year	Client	Name of the project	Duration (from month/ year to month/ year)	Evidence



  
24/7/23

(FORM No. T-2B)

**FINANCIAL DETAILS OF THE FIRM**

**Name of the Firm:**

Details to be furnished duly supported by figures in balance sheet / profit & loss account for the last three years duly certified by the Chartered Accountants, as submitted by the applicant to the Income Tax Department (copies to be attached)

Figures in Rupees

S. No.	Particulars	Financial Years		
		2019-20	2020-21	2021-22
1	Gross Receipts (Turn over)			
2	Profit before tax			

**Mandatory Supporting Documents**

- Auditor Certified financial statements for the financial years ending March 2020, 2021 and 2022, submitted to Income Tax
- Certification by the firm auditors supporting the income break-up for similar projects.

*Note: without above-mentioned supporting documents, the response would be treated as incomplete, and no weightage would be given.*

We understand that if the details given in RFP document submitted herewith by us and the support of claims made above if found to be untrue/untenable or unverifiable or both, the bid may be rejected without any reference to us.

Signature:

Name of the Authorised Signatory:

Name of the Applicant:

Designation:

Address:

Place:

Date:

Seal of the Applicant:





(FORM No. T-3)

**Letter of Authorisation**

(To be submitted on organisation's letter head)

Date: \_\_\_\_\_

To

**Chief Executive Officer & Project Director  
Tripura SCATFORM Project, PMU  
PrakritiBhawan, Gandhigram, West Tripura- 799012  
Agartala, Tripura**

Sub: RFP for - "Mid Term Evaluation of Tripura SCATFORM Project"

Ref: RFP no \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

With reference to your RFP No. \_\_\_\_\_ dated \_\_\_\_\_, we hereby authorize Mr/Ms<name>, <designation> of our organization whose signature is attested below, as our authorized representative to sign the bid documents including all documents in support of our bid on our behalf.

We hereby agree to ratify the acts, deeds and things lawfully done by our aforesaid representative shall and shall always be deemed to have been done by us and accordingly binding on us

\_\_\_\_\_  
(Signature of Authorised Representative)

Yours Sincerely,

\_\_\_\_\_  
(Signature)

Name:

(Designation/ Head of the Organisation)



**FORM No. T-4**

**Details of relevant assignments over last 10 years (Project details should be furnished year-wise)**

S. No.	Name of the client	Value of work	Supporting document (work order/ contract and completion certificate/ final invoice)	Status of the project (Completed/ Work in process)

\*Work order/ agreement/ contract enumerating Scope, value of work, deliverables etc. of best 2 assignments, where evaluations (specifically mid-term evaluations of large scale forestry and livelihood projects in India) to be annexed (one-page abstract of each assignment in the format given below)

Note: Without above-mentioned supporting documents, the response would not be treated as complete.

The details of each of the listed project (as per the format below) should be given as part of annexure to the technical proposal.

Assignment Number – As per Table T-4	
Assignment Name:	Country:
Project location within Country:	Professional staff provided by your firm/ entity (profiles):
Name of client:	No. of key staff:
Address:	No. of Total staff months:
	Duration of assignment:
Start date (month/ year):	Approximate value of services (in ₹):
Completion date (month/ year):	
Name of associated consultants, if any:	No. of professional person-months provided by associated consultants:
Name of Team Leader and functions performed:	
Narrative description of the project:	
Description of actual services provided by your staff within the assignment	

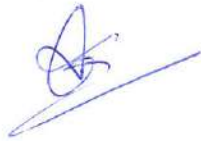


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24/1/23

**(FORM No. T-5)**

**Approach and Methodology (should not be more than 15 pages – anything additional can be included as annexure)**

Introduction/ Background	1 page
Understanding of the assignment	2 pages
Approach and Methodology as mentioned in para 3.5	10 pages
Timeline	1 page
Deliverables	1 page





(FORM No. T-6)

**1. Structure and Composition of Core Team with Details of Qualified Staff**

S. No.	Name of proposed Team Member	Educational Qualification	Area of key expertise	Length of association with the organization (in year)	Relevant Experience	Position in the assignment

**2. CURRICULUM VITAE (CV)**

Position Title and No.	
Name of Expert	
Date of Birth	
Country of Citizenship/ Residence	

**Education:**

Exam Passed	Board/ University	% of Marks	Class	Year of passing

**Trainings in the relevant field:**

**Employment record / Experience relevant to the assignment:**

Period	Employing organization and title/ position Contact information for references	Country	Summary of activities performed relevant to the assignment

*Handwritten signature and date: 24/7/23*

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

Adequacy for the Assignment:

Detailed tasks assigned on consultant's team of experts	Reference to prior work/ assignments that best illustrates capability to handle the assigned tasks



**Appendix C - Financial Proposal Format**

**(FORM No. F-1)**

**Financial Proposal** (to be submitted on letter head)

Date: \_\_\_\_\_

To

**Chief Executive Officer & Project Director  
Tripura SCATFORM Project, PMU  
Prakriti Bhawan, Gandhigram, West Tripura- 799012  
Agartala, Tripura**

**Sub: RFP to "Mid Term Evaluation of Tripura SCATFORM Project"**

**Ref: RFP no \_\_\_\_\_ dated \_\_\_\_\_**

Dear Sir,

We the undersigned offer to provide the services to SCATFORM to undertake Mid Term Evaluation of Tripura SCATFORM Project in accordance with your RFP number \_\_\_\_\_ dated \_\_\_\_\_. Our Financial Proposal, as enclosed, shall be binding upon us subject to the modifications, if any, as a result of contract negotiations, up to expiration of the validity period of 180 days from the date of opening of Financial Proposal. It is also certified that the financial proposal is as per the methodologies suggested in the technical proposal.

We understand that you are not bound to accept any proposal that you receive.

We remain,

Yours Sincerely

Authorised Signature (in full and initials)

Name and Title of signatory:

Name of the Consultant (Company Name):

In the capacity of \_\_\_\_\_

Address \_\_\_\_\_





**Financial Proposal****Summary of Proposed Cost**

S. No.	Particulars	Qty	Unit	Rate including GST (₹)	Price including GST (₹)
1.	Remuneration	1	LS		
2.	Direct Cost	1	LS		
<b>Total Cost including GST (₹)</b>					

**A. Remuneration**

SN	Name of the Staff	Position	Person Days /month	Unit Rate including GST (₹)	Total Amount including GST (₹)
1	Key Professionals				
2					
3					
4					
5					
<b>Total</b>					

**C. Direct Expenses**

S. No.	Description	Unit	Quantity	Unit Price including GST (₹)	Total Amount including GST (₹)
	Air Travel				
	Train Travel				
	Local Travel				
	Boarding and Lodging				
	<b>Total</b>				

Date

Signature of the bidder/authorize Person (with official seal)

Place:-

