

RFP No. ____ of 2020 dated 6th July 2020

**Request for Proposal (RFP) for Selection of NGOs for
Nagaland Forest Management Project (JICA assisted)**

**Office of the Nagaland Forest Management Project Society,
Office of the PCCF & HOFF, Upper Forest Colony, Kohima- 797001**

Section 1

General Invitation to participate in RFP

1. Government of Nagaland through Government of India (herein after called the borrower) has received a loan from Japan International Cooperation Agency (JICA) toward the cost of Nagaland Forest Management Project (NFMP) [hereinafter called the Project].
2. Project Management Unit (PMU) of NFMP intends to engage services of field NGOs (FNGOs) of repute, having demonstrable experience in working in the target districts on issues of Jhum rehabilitation, community based biodiversity conservation, rural livelihood and community mobilization, micro planning, etc. The FNGOs would be expected to provide Field Coordinators, Subject Matter Specialists, etc. at the level of DMU(s)/FMUs/JFMCs allotted to the NGO. The contract period of the finally selected FNGOs will initially be 2 Years (24 months). The Contract may be renewed thereafter, subject to assessment of the performance on an annual basis.
3. Preference will be given to the local NGOs of the district or NGOs working in the State and well versed with the socio economic status of the local people.
4. Each NGO is eligible to apply for multiple Territorial Forest Divisions as separate bids.
5. Project Management Unit (PMU), NFMP (hereinafter called as Client) now solicits proposals from Field NGOs (FNGOs), for providing assistance to DMU/FMUs/JFMCs in all 11 Territorial Forest Divisions of Nagaland for carrying out micro-planning, Self Help Group (SHG) formation, management of Income Generating activities etc. More Details on the services to be performed by FNGOs are provided in the Terms of Reference (ToR).
6. Eligible Non-Government Organizations (NGOs) are requested to submit their proposals in the formats prescribed herewith in this Request for Proposal (RFP). Proposals other than prescribed formats will not be evaluated.
7. **Soft Copy, in MSWord or PDF version, of the RFP may be submitted to the email given below, in view of the current situation prevailing. However, Form TECH-1: Technical Proposal Submission Form should be signed & scanned copy emailed.**

Email: nfmp-ngl@gov.in / dypd.afp@nfmpjica.org

8. Joint-venture/Consortium proposals are not acceptable.
9. The selection shall be on the basis of Quality Based Selection (QBS) and as per procedures described in this RFP.

10. The request for Proposal (RFP) includes the following documents:

- Section 1- General Information
- Section 2- Instruction to NGOs
- Section 3- Technical Proposal (Standard Forms)
- Section 4- Terms of Reference (ToR)

11. The eligible NGOs willing to participate in this bidding process, should submit their proposals at the designated address, mentioned below:

Address:

To,
Chief Project Director (Nagaland Forest Management Project Society),
Office of the PCCF & HOFF,
Upper Forest Colony, Kohima- 797001
E-mail: nfmp-ngl@gov.in

Details on the proposal's submission date, time and address are provided in the data sheet.

Dharmendra Prakash
CPD, NFMP

Section 2

1. Instructions to NGOs

Definitions

- a) “Borrower” means the Government of Nagaland /Government of India and includes the Executing Agency or the Implementing Agency
- b) “Client” means the agency with which the selected NGO signs the Contract for providing services.
- c) “NGO” for the purposes of this RFP means a non- governmental organization including NGOs that may provide the Services to the Client under the Contract.
- d) “Contract” means the contract signed by the Parties and all the attached documents listed in its Clause, the General Conditions (GC), the Special Conditions (SC) through which the GC may be amended or supplemented, and the Appendices.
- e) “Data Sheet” means such part of the Instructions to NGOs, which provides specific assignment conditions.
- f) “Day” means calendar day.
- g) “Experts” mean, collectively, Experts/ Specialists, or any other professional personnel of the NGO, whose skill, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) is considered for the purposes of technical evaluation of the NGO’s Proposal.
- h) “Government” means the government of the Client’s country.
- i) “IGA” means Income Generating Activities under the livelihood development component.
- j) “ITN” (this Section 2 of the RFP) means the “Instructions to NGOs”, which provide the NGOs with all the relevant information required to prepare and submit Request for Proposal (RFP).
- k) “JICA” means Japan International Cooperation Agency.
- l) (Section 1 of the RFP) is general invitation to participate in the bidding process through the RFP.
- m) “ODA” means Official Development Assistance.
- n) “Project Management Unit (PMU)”, “Divisional Management Unit (DMU)” and the “Field Management Unit (FMU)” would mean units as defined in the Terms of

Reference.

- o) "Proposal" means a technical proposal.
- p) "QBS" means Quality Based Selection.
- q) "RFP" means this Request for Proposal prepared by the Client for the selection of NGOs.
- r) "Services" means works to be performed by the NGO pursuant to the signing of the contract.
- s) "TOR" (Section 4 of the RFP) means the Terms of Reference that explains the objective, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the NGO, and expected outputs and deliverables of the contract assignment.
- t) CCA means Community Conservation Areas
- u) VC means Village Council
- v) VDB means Village Development Board
- w) Division means Territorial Forest Division

2. Introduction

The Borrower has received an ODA Loan from JICA towards the cost for implementing Nagaland Forest Management Project. The Borrower intends to apply a portion of the proceeds of the loan to eligible payments under the Contract for which this RFP is issued. Disbursement of an ODA Loan by JICA will be subject, in all respects, to the terms and conditions of the Loan Agreement, including the disbursement procedures and the Applicable Guidelines. No party other than the Borrower shall derive any rights from the Loan Agreement or have any claim to loan proceeds. The above Loan Agreement will cover only a part of the Project cost. As for the remaining portion, the Borrower will take appropriate measures for finance.

The Client will select Field NGOs on the basis of their proposal, in accordance with QBS method of selection as specified in the Data Sheet.

The NGOs are invited to submit a Technical Proposal, for providing services required for the assignment named in the Data Sheet. Final selection of the NGOs will be done on the basis of this proposal, to be submitted by them. The proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected NGOs. Project is being implemented in identified Divisions. Number of identified villages in each Division is being provided in the ToR Section. NGOs willing to apply for multiple divisions/ districts shall submit separate Technical Proposal for each Division/ District.

The NGOs should familiarize itself with the local conditions, relevant to the desired

services, and take them into account while preparing their proposals. For this purpose, the NGOs may attend the pre-proposal conference, as specified in the Data Sheet. Attending the pre-proposal conference is optional and is at the NGOs expense.

The Client will try timely providing at no cost to the NGOs, the inputs, relevant project information and data, which are required for the preparation of the NGO's proposal as specified in the Data Sheet.

3. Conflict of Interest

a. Impartiality

The NGO is required to provide professional, objective, and impartial services, at all times upholding the Client's interest paramount, strictly avoiding conflicts with its other assignments or its own interests, and acting without any consideration for future work.

b. Conflict of Interest

The NGOs have an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the NGO or the termination of its Contract at any stage.

c. Conflicting Assignments

Conflict among assignments: Neither a NGO nor any of its affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the selected NGO.

d. One Bid per Bidder

Based on the "One Bid per Bidder" principle, which is to ensure fair competition, an NGO will not be allowed to submit more than one proposal for each division/ district, either individually as an NGO or as a member of a consortium. However, one NGO can submit proposals for multiple divisions/ districts.

e. Others

Any other form of conflict of interest other than (a) and (b) of this clause, as stated above.

4. Corrupt and Fraudulent Practices

It is JICA's policy to require that the NGO observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, PMU

- I. will reject the result of evaluation of proposals if it determines that the NGO evaluated as the highest- ranked, has engaged in corrupt or fraudulent practices in competing for the contract in question.

- II. will recognize an NGO as ineligible, for period determined by PMU, to be awarded a contract, funded with Japanese ODA loans, if it at any time determines that the NGO has engaged in corrupt or fraudulent practices in competing for, or in executing, another contract funded with Japanese ODA.

5. Preparation of Proposals

In preparing their Proposal, the NGOs are expected to examine in detail the documents comprising the RFP. NGOs, whose proposals are not as per the requirements of the RFP documents and also are materially deficient, may not be evaluated at all and may result in the rejection of the Proposal.

The NGOs shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to the Contract award, without thereby incurring any liability to the NGO and mentioning any reasons thereof.

The Proposal and all related correspondence to be exchanged between the Client and the NGO shall be in the language specified in the Data Sheet.

6. Proposal Validity

The Data Sheet indicates how long NGOs Proposals must remain valid after the submission deadline date.

During this period, NGO shall maintain its original proposal without any change, including the availability of experts, the proposed timeline, rates and the total price.

a. Extension of Validity Period

The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request the NGO in writing to extend the validity period of their proposals. NGO who agrees to such extension shall confirm that it maintains the availability of the Key Experts named in the Proposal.

NGO, which does not agree, have the right to refuse to extend the validity of its proposals in which case their Proposals will not be further evaluated.

b. Substitution of Key Experts

If any of the Experts become unavailable for the extended validity period, the NGO shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the original proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

If the NGO fails to provide a replacement Expert with equal or better qualifications, or if,

the provided reasons for the replacement and justification thereof are unacceptable to the Client, such Proposal will be rejected.

c. Sub-Contracting

The NGO shall not subcontract the whole or part of the Services.

7. Clarification and Amendments of RFP

a. Clarification of RFP

NGO may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission deadline date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under ITN 7.2.

b. Amendment of RFP

The Client may amend the RFP by issuing an addendum in writing or by standard electronic means, sufficiently before the last date of submission of Proposals. The addendum shall be displayed on the website of the PMU and will be binding on all NGOs participating in the bidding process. For the NGO to carry out an amendment in their Proposals as per the addendum, the Client may, if the amendment is substantial, extend the deadline for the submission of the Proposals to give the NGOs a reasonable time for submission of their Proposal.

The NGO may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical Proposal shall be accepted after the deadline.

8. Technical Proposal Format and Content

The Technical Proposal shall provide the information indicated in the following paragraphs from (i) to (vi) using the attached Standard Forms (Section 3). The following table summarizes the content and recommended number of pages. A page is considered to be one printed side of A4 or letter size paper.

Voluminous Technical Proposals, substantially exceeding the number of pages indicated below, for each item, may not be evaluated.

Experience of the NGO	About 2 (two) pages introducing the NGO's organization and general experience (Form TECH- 2A). Maximum 10 (ten) pages of relevant completed projects illustrating the NGO's relevant experience (Form TECH- 2). No promotional material such as brochure, annual report etc. should be included as part of the proposal.
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General approach and methodology, work Plan	About 20 (twenty) pages inclusive of charts and diagrams (Form TECH-3)
List of proposed Experts team and summary of CV Particulars	(Form TECH-4)
Expert's CV	About 2(two) pages for each experts CV (Form TECH-5)
Management strategy for Market Expert and FLCs	2 (Two) pages detailing the strategy Form TECH- 6
Experience of the FNGO in working with JFMCs/CCAs/VCs/ or any other similar projects with communities.	Two Pages, Form TECH -7

- i. A brief description of the NGO's organization and an outline of recent experience of the NGO on assignments of a similar nature are required in Form TECH-2. For each assignment, the outline should indicate the names of partner NGO(s), which participated, duration of the assignment, contract amount, and its involvement. Information should be provided only for those assignments for which the NGO was legally contracted individually as an entity. Assignments completed by individual Experts, working privately or through other organizations, cannot be claimed as the experience of the NGO, but can be claimed by the Experts themselves in their CVs. NGOs should be prepared to substantiate the claimed experience (viz. copy of the contract, completion certificate etc.) if so requested by the Client.
- ii. A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, staffing for training, work plan, and organization and Expert schedule. Instructions on preparation of the content of this section of the Technical Proposals are provided under Form TECH-3.
- iii. The list of the proposed team by area of expertise, the position that would be assigned to each team member, their tasks and a summary of essential CV information (Form TECH-4).
- iv. CVs of the key experts signed by the Experts themselves must be submitted (Form TECH- 5).
- v. Management strategy for Market Expert and Field Level Coordinators (Form TECH-6)
- vi. Experience of the NGO of Working with JFMCs/CCAs/VCs/ or any other similar community development project/ schemes (TECH-7)

10. Submissions, Receipt and Opening of Proposals

- a) The NGO shall submit a signed and complete Proposal comprising the documents and forms in accordance with ITN 10 and 11. The proposal in the Prescribed Formats only should be sent by registered post/ courier service or can be submitted by hand, along with Demand Draft of Rs. 10,000 (Rupees Ten thousand only) as processing fee (non-refundable), payable to Nagaland Forest Management Project Society (NFMPS), payable at Kohima. The bidder is advised to submit the proposal only after the pre-bid conference, so that all the clarifications are taken care of.
- b) The original Proposal (Technical Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the NGOs themselves. The person who signed the proposal must initial such corrections. Submission letters for Technical should be in the format of TECH-1 of Section 3, including required attachments, if any.
- c) The Technical Proposal shall be marked "ORIGINAL or "COPY" as is the case. Copies of the Technical Proposal shall be prepared in the number indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original shall prevail.
- d) An authorized representative of the NGO shall put his initials on all pages of Proposal. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- e) The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" This envelope shall bear the submission address, reference number and title of the Loan and be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]". The Client shall not be responsible for misplacement, losing or premature opening if the envelope is not sealed and/or marked as stipulated. This circumstance may be cause for Proposal rejection.
- f) The Proposals must be sent to the address/ addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with ITN 7.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.

11. Substitutions and Modifications

The NGO may substitute, or modify their Proposal after it has been submitted by sending a written notice, duly signed by an authorized representative. The corresponding substitution or modification of the Proposal must accompany the

respective written notice. All notices must be:

- prepared and submitted in accordance with ITN10.6 and in addition, the respective envelopes shall be marked "SUBSTITUTION," "MODIFICATION," and received by the Client prior to the deadline prescribed for submission of Proposal, in accordance with ITN 10.1
- The Client shall open the Technical Proposal soon after the deadline for their submission.

12. Proposal Evaluation

Except for the written communications for clarification of the Proposals, from the time the Proposals are opened till the time the Contract is awarded, the NGOs should not contact the client on any matter directly or indirectly related to its Technical Proposal. Any effort by the NGOs to influence the Client in the examination, evaluation, ranking of the Proposals, and recommendation for award of Contract, may result in the rejection of the NGOs' Proposal.

a. Evaluation of Technical Proposal

The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the RFP in particular the Terms of Reference (ToR), applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

After the technical evaluation is completed, the Client will notify those NGOs whose Proposals could not meet the minimum qualifying marks or were considered non-responsive with respect to the RFP.

Qualified NGOs based on the scores obtained after the technical evaluation will be invited for a technical presentation before the evaluation committee. Based on the technical score obtained and scores obtained after the presentation, the proposal will be ranked. The highest scored proposal will be ranked as T1 and accordingly, the other qualified NGOs will be ranked as T2, T3 etc. For each division more than one NGO will be shortlisted based on their technical score. The NGO scoring highest score (T1) for the division will be invited for contract negotiation and after successful negotiation the contract will be awarded.

In case of the highest scorer NGO (T1) is not willing to accept the contract or failed in the contract negotiation, the offer will be extended the next NGO (T2 and onwards). This roster of NGOs will be maintained by the PMU for a period to be decided by the competent authority. In case any NGO who have contracted fails to perform as per the contract terms and agreed deliverables, the PMU reserves the rights to cancel the contract and offer to the next NGO in the roster list. Similar process will be observed for each Division/ District for finalization of NGOs. In case one NGO has scored highest in

more than one Division/ District, the allocation of the division/ districts to that NGO will be at the discretion of the PMU based on the approval from the competent authority.

13. Negotiations

The negotiations will be held at the date and address as indicated in the Data Sheet with the NGO's representative(s) who must have written Power of Attorney to negotiate and sign a Contract on behalf of the NGO.

The Client shall prepare Minutes of Negotiations that are signed by the Client and the NGO's authorized representative.

a. Availability of Experts

The invited NGO shall confirm the availability of all Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with ITN 6.5. Failure to confirm the Key Experts' availability may result in the rejection of the NGO's Proposal and in that eventuality; the Client shall proceed with negotiation of the Contract with the next-ranked NGO.

Notwithstanding the above, the substitution of Experts at the negotiations may be considered if due to circumstances outside the reasonable control of and not foreseeable by the NGO, including but not limited to death or medical incapacity. In such a case, the NGO shall offer a substitute Expert to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

b. Technical Negotiations

The negotiations will include discussions of the Terms of Reference (ToR), the proposed methodology, the Client's inputs, the special conditions of the Contract including finalization of the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the ToR or the terms of the Contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

14. Conclusion of the Negotiations

Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the NGO will initial the agreed Contract.

If negotiations fail, the Client may terminate the negotiations informing the NGO of the reasons for doing so. The Client will invite the NGO whose Proposal received the second highest score to negotiate a Contract. Once the Client commences negotiations with next-ranked NGO, the Client shall not reopen the earlier negotiations.

15. Award of Contract

After completing negotiations the Client shall award the Contract to the selected NGO and notify the other NGOs who have submitted proposals that they were unsuccessful. The NGO is expected to commence the Services on the date and at the location specified in the Data Sheet.

Instructions to NGOs (ITN)

Data Sheet

Paragraph Reference	Description
1(g)	Experts include subject matter specialists in participatory rural appraisal, facilitation of Self Help Groups (SHGs) for income generating activities and Eco tourism activities.
2.2	Name of the Client: PMU, Nagaland Forest Management Project (NFMP) Method of selection: Quality Based Selection (QBS)
2.3	Name of the assignment: Selection of the FNGOs to assist the DMU/FMU/JFMCs/SHGs under NFMP for implementing the Project. The name of the DMU should be clearly mentioned on the covering envelope containing the technical proposal and also the covering letter, to be submitted by NGOs in the prescribed format.
2.4	A pre-proposal conference will be held: Yes Pre-proposal Conference via online will be held on: 22nd July 2020, 11.00 am (NGOs are requested send their email ID with all details to the email given below). Pre bid queries may be prepared and brought for discussion in the Pre-proposal Conference or emailed Last date of submission of RFP – 31st July, 2020 by 3 PM The Client's representative is: Mr. Vedpal Singh, PD(Implementation), NFMP Address: Office of the PCCF & HOFF, Upper Forest Colony, Kohima-797001 Email: nfmp-ngl@gov.in / dypd.afp@nfmpjica.org
2.5	Soft Copy, in MSWord or PDF version, of the RFP may be submitted to the email mentioned above, in view of the current situation prevailing. However, Form TECH- 1: Technical Proposal Submission Form should be signed & scanned copy emailed

2.6	<p>The Client will provide the following inputs and facilities to the NGOs to facilitate preparation of their proposals: Will make available relevant Project information</p> <p>NGO shall bear all the costs associated with the preparation and submission of the proposal. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time, prior to the award of the contract, without incurring any liability to the NGO submitting this Proposal.</p>
3.2(b)	NGOs submitting more than one proposal for same division will make them liable for disqualification.
5.3	Since it is an externally aided project and subject to review by the financing agency, therefore, Proposals must be submitted in English language. No other language shall be entertained. Submission of proposal or any part thereof, in any language other than English, shall make the proposal liable for rejection.
6.1	Technical Proposals must remain valid for 90 days after the submission deadline date
7.1	<p>Clarifications may be requested not later the date of pre-bid conference mentioned in data sheet at 2.4 above.</p> <p>The clarification queries may be emailed or hard copy address to:</p> <p>Chief Project Director (Nagaland Forest Management Project) o/o the PCCF and HOFF, Upper Forest Colony, Kohima-797001 Nagaland</p> <p>Email: nfmp-ngl@gov.in / dypd.afp@nfmpjica.org</p>
10.3	Number of Copies of the Technical Proposal: One original and four true copies
10.5 and 10.6	NGOs must submit the original and all copies of the Technical Proposal to the Client at the address mentioned in 7.1
12.2 a	Criteria and point system for evaluation

	Sl No	Area of Evaluation	Allocated Score	Criteria
	1	Relevant Work Experience (in similar nature and size projects)	10	2.5 marks per project, max 10
	2	Composition and strength of the NGO team	25	Qualification and experience of key personnel.
	3	Approach, Methodology and action plan	20	Appropriateness of the proposals
	4	Familiarity with the District	25	Preference will be given to the NGOs working in the district they have applied for.
		Total Technical Score (TS)	80	
	Qualifying Technical score for participation in presentation shall be decided by the evaluation committee. The presentation carries 20 marks and will be given by the evaluation committee after the presentation by the NGO. The total score for selection will be the sum of total technical score and score obtained in presentation.			
15.1	Expected Month and address for contract negotiations: September 2020 at the Office of Chief Project Director, NFMP, Kohima, Nagaland			
15.2	Expected month for commencement of Services –October 2020			

Section 3: Technical Proposal (Standard Forms)

Form TECH- 1: Technical Proposal Submission Form

[Location, Date]

To

Chief Project Director (Nagaland Forest Management Project)
o/o the PCCF and HOFF
Kohima, Nagaland - 797001

Dear Sir,

We, the undersigned, in accordance with your Request for Proposal, dated [Insert Date], offer to provide our proposal for providing the services for Nagaland Forest Management Project. We hereby, submit our Technical Proposal, .

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification by the Client.
- b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.
- c) We have no conflict of interest in accordance with ITN 3.
- d) We meet the eligibility requirements as stated in ToR at 5.6, and we confirm our understanding of our obligation to abide by JICA's policy with regard to corrupt and fraudulent practices as per ITN 4.
- e) We undertake to negotiate a Contract on the basis of the proposed Experts. We accept that the substitution of Key Experts, if at all, necessitated, shall be in accordance with ITN 6.5 & 6.6. Otherwise it may lead to the termination of the contract.
- f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- g) We are enclosing a Demand Draft of Rs. 10,000 (Rupees Ten thousand only) as processing fee (non-refundable), payable to Nagaland Forest Management Project Society payable at Kohima

We understand 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 NGO[NGO's name]:

In the capacity of: -----

Address of the NGO: -----

Contact information [phone and email].....

Form TECH- 2: NGO's Profile and Experience

A- NGO's Profile

[Provide here a brief (two pages) description of the background and profile of the NGO].
This information should be provided in the following format:

1. Name & Address of the Organization:
2. Background of the Organization:
3. Registration Details (with documentary proof):
4. Society Registration Act: Registration No..... Date.....
5. Registration Valid up to (Date):
6. Membership details:
7. General Members:
8. Executive Members:

Composition of Executive Committee

Sr. No.	Name	Position	Education	Experience in working for community development	Other Experience
1					
2					
3					

9. Staff Position as Regular Appointments

Sr. No	Name	Position	Education	Responsibility	Trainings Received

B. FINANCIAL DETAILS OF THE NGO

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 in lakhs

SL.No.	Particulars	Assessment Years		
		2016-17	2017-18	2018-19
i)	Gross Receipts			
ii)	Gross Receipts from similar Projects *			
Mandatory Supporting Documents Auditor Certified financial statements for the financial years ending March, 2017, 2018 and 2019, 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 could be treated as incomplete. * The details provided here should match with the details given at Tech-2 (E and F) below				

C- NGO's Experience

[Using the format below, provide information on each assignment for which your NGO and the consortium partner, if any, was legally contracted either individually as an entity or as a lead member, for carrying out services similar to those requested under this RFP. Use maximum 2 pages for each assignment.]

Assignment name:	Approx. value of the contract (in INR)
Location:	Duration of Assignment (months):
Name of Client:	Total Number of person-months of the assignment (position wise):
Address:	Approx. value of the services provided by the NGO under the contract (in Indian Rupees):
Start date (month/year): Completion date (month/year):	
Name of joint venture member/consortium partner or sub-Consultants, if any:	
Narrative description of Project:	
Description of actual services provided in the assignment:	

Mandatory Supporting Documents:

a) Documents from the client duly supporting the above claims. If the project is an ongoing one, then comments on the present status indicating the above details.

NGO's Name: -----

D- Total of All Projects as Provided in C above

Total Number of Projects	Total Value (in lakhs)

E- Details of Projects Executed in North Eastern States (Last 3 years only)

Sl. no	Name of the Client	Name of the Assignment	Value of Work (in lakh)	Status (On-going/ Completed)	Supporting document* (Work order/ Completion Certificate/MOU)

Work order/ agreement/ completion certificate enumerating Scope, value of work, deliverables etc. for years, 2016-17, 2017-18 and 20178-19 should be attached and information must be given in table above for all the Projects during 3 years, however, NGO must submit details of best 3 assignments successfully carried out by them during 3 years. For these one-page abstract of each assignment should be annexed.

Note:

- The details provided in E above here should match with the details given at Tech-2B above (Total Gross Receipts from similar projects in last 3 years)
- Without above-mentioned supporting documents, the response could be treated as incomplete.
- Project details should be furnished year-wise

Date: - Authorised Signature [in full and initials]

Name and Title of Signatory:

Name of the NGO[NGO's]:

In the capacity of: -----

Form Tech- 3: Descriptions of Approach; Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (10 pages, inclusive of charts and diagrams) divided into the following three chapters:

Chapter 1: Technical Approach and Methodology

Chapter 2: Work plan, and

Chapter 3: Organization and Personnel

Technical Approach and Methodology : In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would follow to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan: In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

Organization and Personnel: In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and administrative support staff. You shall also specify if you will be the lead firm in a consortium.

Authorised Signature [in full and initials]

Name and Title of Signatory:

Name of the NGO [NGO's name]:

In the capacity of: -----

Form TECH- 4: List of Proposed Specialists and its Summary

Name	Area of Expertise	Position Assigned	Task	Nationality	Employment Status with NGO (full- time or other)	Education/ Degree (year/institution)	No. of years of relevant project Experience	CV signature By expert)

Authorized Signature [in full and initials]

Name and Title of Signatory:

Name of the NGO [NGO's name]:

In the capacity of: -----

Form TECH- 5: Curriculum Vitae (CV) for Proposed Specialists

1. General

Position Title and No.	[e.g., K-1, TEAM LEADER] [Note: only one candidate shall be nominated to each position]
Name of Expert	[Insert full name]
Date of Birth	[day/month/year]
Nationality	
Country of Citizenship/Residence	

2. Education [indicate college/university and other specialized education as qualification of the expert, giving names of institutions, degrees obtained, and dates of obtainment]:

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

Period	Employing organization and your title/position. Contact information for references*	State (India)	Summary of activities performed relevant to the Assignment
[e.g., September 2011-present]	[e.g., Ministry of....., advisor/consultant to... For references: Tel... /e-mail.....; Mr. xyz, designation		

Contact information for references is required only for assignments during the last 5 years.

4. Membership in Professional Associations and Publications:

5. Language Skills (Spoken/Written/Both)

6. Adequacy for the Assignment

Detailed Tasks Assigned on NGO's Team [List major deliverables/tasks in which the Expert will be involved]
Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

7. Certification

I, the undersigned, certify to the best of my knowledge and belief that

- I. This CV correctly describes my qualifications and my experience;
- II. In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me provided team mobilization takes place within the validity of this proposal or any agreed upon extension thereof;
- III. I am committed to undertake the assignment within the validity of the Proposal;
- IV. I am not part of the team who wrote the terms of reference for this consulting services assignment;
- V. I am, pursuant to Clauses 3 and 4 of the ITN, eligible for engagement.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of Expert]

Day/

Month/Year

Tech 6: Two pages explaining the management strategy for Livelihood & IGA and Community Mobilisation

Tech 7: Two pages explaining the experience of the FNGO in working with JFMCs/VCs/CCAs

Section 5. Terms of Reference (ToR)

Terms of Reference for FNGOs for providing Services for Nagaland Forest Management Project

BACKGROUND

Executive summary attached.

Approach

- i. Conserving the forest cover and biodiversity of the state through community participation
- ii. Strengthening community institutions
- iii. Alleviating poverty of the rural poor through income generating interventions.
- iv. Planning and implementing site-specific technical and scientific forestry interventions in jhum cultivation areas, including soil and moisture conservation, restocking of degraded forest areas through appropriate silvicultural operations and utilizing the inherent potential of available rootstock, under planting with suitable species, block plantations of indigenous species in degraded/blank patches and mobilization of communities in conservation.
- v. Promoting inter-sectorial convergence.
- vi. Interventions planned and implemented by JFMCs and Biodiversity Management Committees.
- vii. Capacity Development of the executing agency (Nagaland Forest Department) and other concerned agencies and organizations (such as Rural Development Department, VCs, VDBs, etc.) to contribute to the eco-restoration works.
- viii. Promoting forest-based and non-forest based enterprises (such as value addition and marketing of medicinal & aromatic plants, resin, food items such as honey, natural fibre, natural dyes, utilization of forest biomass, ecotourism, handicrafts, off-season vegetables, dairy products, etc.) to generate sustainable employment, develop micro and cottage industries and enhance the value of forests.
- ix. Caring the socially disadvantaged groups in the society, such as forest dwellers, women and other vulnerable people through proper safeguard measures as per the JICA guideline and relevant Indian laws and regulations.
- x. Utilizing international platforms, such as UN-REDD+, Ramsar Convention, UNESCO World Heritage Sites (natural), UNESCO Man and Biosphere (MAB)

Program, etc. to draw more resources and generate momentum for conservation.

- xi. Enhance the capacity of Forest Department and its personnel

Methodology

- i. For each JFMC selected under the Project, the Project activities are to be identified in the form of a site-specific micro-plan prepared after a detailed on-site micro planning exercise using PRA tools and secondary data in consonance with JFMC Notification dated Dec 19, 2018 (attached).
- ii. Sustainable management of the CCAs located within the Project area will be executed with the help of the concerned JFMC/CCA Committee/ BMC.
- iii. Livelihood activities shall be implemented through SHGs in the selected/target JFMCs.
- iv. Adequate capacity building of various stakeholders shall be taken up before commencement of related activities.
- v. Applied research and publicity related to and assisting the objectives of the Project shall be taken up.

PROJECT TARGETS

No. of Target JFMCs: 185

Target Districts: All 11 districts/ divisions

Sl. No.	Name of Division	Number of Ranges/Beats	Name of the selected Ranges/Beats	No. of Selected Villages	Total
1	Mon	2	Mon Range	10	19
			Naginimora Range	9	
2	Zunheboto	2	Atoizu Beat	10	20
			Pughoboto Range	10	
3	Kiphire	1	Kiphire Range	18	18
4	Peren	2	Tening Range	7	13
			Peren Range	6	
5	Wokha	2	Wokha Range	9	20
			Doyang Beat	11	
6	Dimapur	2	Piphema Beat	3	7
			Medziphema Beat	4	
7	Longleng	2	Longleng Range	5	9
			Sitap Range	4	
8	Phek	2	Pfutsero Range	8	20
			Meluri Range	12	
9	Tuensang	3	Tuensang Range	11	25
			Longkhim Range	7	
			Noklak Range	7	
10	Mokokchung	2	Changtongya Beat	7	18
			Mokokchung Range	11	
11	Kohima	2	Chiephobozou Range	7	16
			Tseminyu Range	9	
Grand Total		22	22	185	185

Forestry and Biodiversity Conservation: Key role in micro planning and community mobilization

Model 1 – JAF

Model 2- JFF

Model 3 – JCF

Model 4 – JCC

Model 5 - PEC

Livelihood Improvements: Key role in micro planning and community mobilization

- i. Entry point activities
- ii. Formation of SHGs
- iii. Taking up various livelihood improvement activities such as micro enterprises, community based tourism, NTFP based income augmentation etc
- iv. Other support and facilitation activities
- v. Capacity building activities
- vi. Applied Research and Publicity
- vii. Help in Monitoring & Evaluation

Project implementation: Institutional framework

Please refer to the executive summary - attached

ELIGIBILITY CRITERIA & SCOPE OF SERVICES

Eligibility Criteria (Technical)

1. NGOs having minimum 3 years' experience in providing services for community based Projects involving JFMCs/community forestry/watershed/livelihood/ NTFP/Non-NTFP enterprise product development and their marketing, community-based participatory micro-planning for the management of forests/ natural resources, community mobilization, SHGs, management of community-based income generation activities such as homestead livestock, horticulture, handicrafts, marketing of local products, establishing village level institutions and their capacity building, development of micro enterprises in clusters etc.
2. At least 3 years of Work experience in community oriented projects with Govt. under similar conditions. Since NGOs would be required to engage with the community directly, therefore, knowledge of local culture, customs and language, would be desirable.

Eligibility Criteria (Financial)

The NGO should have implemented Projects involving JFMCs/community forestry/watershed/ livelihood/ NTFP/ Non-NTFP enterprise product development and their marketing, community-based participatory micro-planning for the management of forests/ natural resources, community mobilization, SHGs, management of community-based income generation activities such as homestead livestock, horticulture, handicrafts, marketing of local products, establishing village level institutions and their capacity building, development of micro enterprises in clusters etc. in which the value of Projects executed by the NGO should not be less than a total of Rs. 10lakh during the, 2016-17, 2017-18 and 2018-19. NGOs with work experience in the field of

literacy, sanitation, natural resources management and community development programs or any other such field with entails active coordination with the community and the government shall also be considered.

Objectives of the Services

As stated above, the Project will interact with 185 villages and 555 SHGs for implementing various interventions in a participatory mode, under the Project. This RFP has been issued for selection of FNGOs to provide services in all 11 DMUs

The Project will engage field level functionaries, having experience of working with the local community for the purposes of micro planning, SHG formations/adoptions, management of Income Generating Activities, Convergence with different Government schemes, organizing various training programs and providing handholding support to the community. These field level functionaries would be engaged through Field NGOs having capacity to provide such personnel. The Scope of work and terms of reference of the NGOs are as below.

Scope of Work

The Field NGOs (FNGOs) will be responsible for strengthening the capacity of JFMCs and SHGs for sustainable forest management and improved livelihood. It involves community mobilisation, facilitation of micro planning processes, convergence with other schemes and projects, providing guidance in income generating activities, management of revolving funds to be provided to SHGs and carry out technical trainings for JFMCs and SHGs to build their capacity in implementing the Project activities. FNGOs will also assist the Project in organizing exposure visits for JFMCs and SHGs. FNGOs would also assist in capacity building of animators, who would act as community level resource person. In executing the above tasks, FNGOs will provide qualified personnel to be placed in the field and work in close coordination with PMU/DMU/FMU to achieve the desired Project objectives.

Team Composition

The field NGOs will engage professional staff having adequate experience and expertise in the areas of project management, community mobilization, livelihood & IGA promotion, MIS and reporting etc. at the DMU and FMU level initially for the duration of 2 years. Based on successful completion of the initial contract duration and performance of the FNGOs, the contract will be subsequently renewed on yearly basis till the completion of the project or as the PMU decides based on the requirement of the support of Field NGO in the project. However, the PMU reserves the rights to remove/ disqualify any of the FNGO team members positioned at DMU and FMU level in case of any unlawful, fraudulent or misconduct is reported during the course of delivery of their duties. The respective NGO shall also be liable for disqualification in case of such

incidents reported.

One NGO shall submit one proposal for one district/ division only. NGOs willing to apply for multiple districts/ divisions shall submit separate proposals for the respective districts/ divisions. However, the team proposed for one division/ district shall not be repeated in the proposal submitted by the NGO for another division/ district. In such an instance the proposal submitted by the NGO shall be disqualified.

The FNGO team at the district/ division level shall comprise of one team leader, one field coordinator (livelihoods & IGA) and one computer operator. Similarly, at the FMU level the FNGO team shall consist of one Supervisor and group of Community Mobiliser. Each community mobiliser shall be allotted 3 to 4 villages/ JFMC along with 12 to 15 SHGs to manage. The FNGO Team shall constitute atleast 50% of women staff. The district/ division wise allocation of FNGO team is given in the following table.

Sl. No.	Division/ District	Team Leader	Field Coordinator - Livelihood & IGA	Computer Operator	Supervisor	Community Mobiliser
1	Mon	1	1	1	2	6
2	Zunheboto	1	1	1	2	6
3	Kiphire	1	1	1	1	6
4	Peren	1	1	1	2	4
5	Wokha	1	1	1	2	6
6	Dimapur	1	1	1	2	2
7	Longleng	1	1	1	2	3
8	Phek	1	1	1	2	7
9	Tuensang	1	1	1	3	7
10	Mokokchung	1	1	1	2	5
11	Kohima	1	1	1	2	5

Based on the project implementation experience, the PMU take a decision in modifying or altering the proposed positions and number of positions above without mentioning any reasons thereof.

Terms of Reference of the professional staff to be deployed by the NGO

Position, placement and remuneration	Role & Responsibilities	Qualification & Experience
<p>Team Leader (1 at the DMU Level)</p> <p>Remuneration: Rs. 40000/- per month</p>	<ol style="list-style-type: none"> 1. To prepare monthly work plan of Community Mobilizers for assigned tasks for the purposes of JFMC, SHG formations/ adoption, capacity building and IGAs in close coordination with DMU/ FMU. 2. To participate in capacity building programs organized by PMU/ DMU and resource organizations for orientation skill up-gradation and expertise. 3. Assistance in preparation of micro plan at village level along with calendar of activities. 4. Assistance in convergence with other ongoing development programs at village level. 5. To identify the training needs of the SHGs and organize training programs and exposure visits. 6. To guide SHGs in all the activities from identification of potential activities, development of business models and micro financing. 7. To mobilize subject matter specialists as per requirement of SHGs. 8. To facilitate linkages between SHGs and market, financial institutions and other schemes/programs to mobilize resources based on convergence. 9. To facilitate development of enterprises and setting up of cluster level. 10. To prepare monthly and quarterly reports to DMU and attend annual review meetings. 	<p>Qualification: Post Graduate in social science/ management or any other relevant subject.</p> <p>Experience: 6 years' of professional experience in working in community development projects focused on forestry, livelihood, institutional development etc. preferably in any NGO, government or externally aided projects.</p>
<p>Field Coordinator – Livelihood & IGA (1 at the DMU Level)</p>	<ol style="list-style-type: none"> 1. Assist Assistant DMU Chief/DMU Chief in annual plan and implementation. 2. Guide and implement livelihood and NTFP interventions, small 	<p>Qualification: Post Graduate in social science/ management/ MSW or any other relevant subject.</p>

Remuneration: Rs.35000/- per month	<p>business/ enterprise plan, promote SHGs for small business/ enterprise, cluster promotion and inter sectoral convergence.</p> <ol style="list-style-type: none"> 3. Assist Assistant DMU Chief/ DMU Chief in value chain and market analysis, rural financing support, cluster development and extend support to leverage funds for the SHG business plan. 4. Assist Assistant DMU Chief/ DMU Chief in progress monitoring & reporting, capacity building of personnel 5. in FMUs, SMSs and other stakeholders including members of VSS and SHGs 	<p>Experience: 5 years' of professional experience in working in community development projects. Previous experience of working with women SHGs, Livelihood promotion, promoting income generating activities, micro credit, and market linkage will be preferred.</p>
<p>Computer Operator (1 at the DMU Level)</p> <p>Remuneration: Rs.15000/- per month</p>	<ol style="list-style-type: none"> 1. Assist Assistant Team Leader and Field Coordinators in compiling the annual plan. 2. Facilitate timely collection and compilation of the MIS/ GIS Data from the JFMCs and FMUs for progress monitoring. 3. Assist the collection of data for baseline, midline and endline evaluation and complication of the data. 4. Facilitate the survey and demarcation of assigned treatment area through the FMU staff responsible for respective JFMC. 5. Ensure proper documentation and communication at FMU and DMU level. 6. Coordinate with FMUs and DMU level staff and other stakeholders and their capacity building. 	<p>Education: 10 + 2 with diploma in computer application. Higher qualification will be given preference.</p> <p>Experience: 2 years' experience in managing data, MS Office application software like word, excel, power point, exposure in using web/ mobile based application.</p>
<p>Supervisor (1 at the FMU level)</p> <p>Remuneration: Rs.25000/- per month</p>	<ol style="list-style-type: none"> 1. Supervision of the activities and duties assigned to the Community Mobilizers eg Ground level mobilization of community to ensure participation under the project, facilitation of interaction between the villagers and project officials etc. 2. Conducting Participatory rural appraisal, short listing of income generating activities for self help groups such as horticulture, 	<p>Education: Graduate in Social Sciences/ Economics/ Anthropology or any other relevant subject.</p> <p>Experience: 5 years' experience in</p>

	<p>handicrafts and such other activities as per SHG requirements. -</p> <ol style="list-style-type: none"> 3. Conduct regular training programs for JFMCs, SHGs and other IGA groups. 4. Coordinate with JFMC and SHGs in devising their training needs. 5. Coordinate with Field Coordinator (Livelihood & IGA) at DMU level to provide technical support in developing market strategies for different products. 6. Ensure effective project implementation at village level. 7. Carry out any other instructions as directed by the FMU/ DMU head related to the project implementation. 	<p>working at community/ village level and exposure to community development projects. Should have good working knowledge in computers (MS Office)</p>
<p>Community Mobilizers (1 for 3 to 4 villages/ JFMC at FMU Level)</p> <p>Remuneration: Rs.18000/- per month</p>	<ol style="list-style-type: none"> 1. Mobilize JFMCs for Project implementation, to achieve Project objectives. 2. Guide JFMCs in selection of EPAs and preparation of micro-plans. 3. Capacity building of animators as per requirements of the Project. 4. Formation of new SHGs or adoption of existing SHGs. 5. Support SHGs in identification of potential IGAs and developing business models with support from market specialists placed at DMU level. 6. To assist in JFMCs/ SHGs in record keeping and organise meetings. 7. Convergence with other Government Schemes in augmenting livelihood options for the community. 8. Record the progress of the field level Project activities as per requirements of the Project. 9. Organise various training programs and exposure visits at JFMC/ SHG level. 10. To prepare various monthly reports for submission to DMUs. 11. To report to FMU and attend review meetings. 	<p>Education: 10+2. Higher qualification will be given preference.</p> <p>Experience: 2 years' of experience at the community/ village level in implementing community managed projects.</p>

Note: Previous working experience in similar projects in Nagaland/ NE Region will be preferred and would be given an additional score.

Reporting Obligations

1. The FNGO's staff as described above will carry out their duties in close cooperation with the DMU/ FMU on a day-to-day basis. Team Leader at DMU level will work closely with the DMU Head and with the project staff at the DMU level in regular manner. She/ he will apprise him/her about various developments and provide timely reports to the DMU. He/ She while leaving (H/Q of the DMU) will get his tour programme approved from DMU Head in advance.
2. While working on the Project assignment, FNGO will take technical guidance from the DMU, and Project Management Consultants (PMC) in respect of any required elaboration/ clarification of the ToR as well as the approach to be followed for Project implementation. The outputs will be discussed with the DMU/ FMU officers and also the PMC and will be considered final after obtaining approval from DMU/ PMC.
3. It is the duty and responsibility of the FNGOs to assist the DMU/ FMU in making all such reports and recommendations as mentioned in ToR or as may be reasonably required by the DMU/ FMU within the overall scope of the Project. Should any of the outputs are rejected by the Project; the situation will be first discussed between DMU/ FMU, PMC and the FNGO. In such an eventuality, the FNGO shall contribute whatever additional time is necessary to produce the outputs as required by the Project. Additional remuneration for reworking of deliverables will not be payable.
4. All reports compiled or prepared by the FNGO, while performing the duties shall be the property of the PMU/ DMU, NFMP. The FNGO shall not use the same for purposes unrelated to the Project or for the benefit of any third parties without prior written approval of PMU, NFMP.
5. The FNGO head shall visit field/ project villages atleast two days in a month and submit a visit report to DMU Head.

The following reports would be mandatory for different positions at the FNGO level. However, this will be regularly reviewed and any additional reporting requirements if arises will be communicated time to time.

- Team Leader: Monthly Work Plan and Monthly Report, Quarterly Report and Annual Report.
- Supervisors: Monthly Work Plan and Monthly Reports.
- Community Mobilizers: Daily Work Log and Assignment Report.
- FNGO: Compiled Monthly Report and Expenditure Report with proof, Quarterly Report and Annual Report.

Payment to NGO:

The DMU shall release the payment to the FNGOs under following heads:

- a. Remuneration to the staff positioned at DMU and FMU level.

- b. Travel Cost of the staff positioned at the DMU and FMU level @ 15% of the total remuneration.
- c. Admin and Management Cost to NGO @ 10% of the total cost of remuneration and travel. This includes the cost of office rent, stationary and other contingency expenditures to be incurred by the FNGO.

The FNGOs shall raise monthly invoice to the DMU along with their monthly progress report and time sheet of the staff deployment in the project. On approval of the DMU head the payment will be remitted to the bank account of the FNGO.

Summary Document For Nagaland Forest Management Project

1. Project Objectives and Project Components

➤ **Strengthening Conservation regime through Community Participation**

This is the main objective of the project which envisages to expand area under tree cover, increase tree density in selected areas and to conserve (and augment) the biodiversity of the state through community participation.

➤ **Livelihood Opportunities for Enhanced Household Incomes through Convergence**

The project shall also strive to promote and strengthen livelihood opportunities for enhancing household incomes, while seeking active synergy and complementarity with other governmental and non-governmental programs. This will also aid food security and vulnerability to climate change while reducing pressure on natural resources.

➤ **Institutional Strengthening**

The project would support extension and strengthening of infrastructure at various levels. The project shall develop, build and strengthen existing community and institutional capacities to plan, implement, monitor and report.

Component 1: Forest Interventions and Biodiversity Conservation through Community Participation¹

1.1 Forestry interventions

Three types of forestry interventions will be taken up in Jhum areas:

Model 1 JAF (Jhum Agroforestry) Model: Agroforestry during cultivation period	Model 2 JFF (Jhum Fallow Forestry) Model: Agroforestry during Fallow Period- Fallow Forestry	Model 3 JCF (Jhum Converted to Forest) Model: Conversion to Forest Block
<ul style="list-style-type: none"> • Applicable to Active Jhum land • A minimum tree density and age gradation will be maintained in jhum land, providing growth-advantage during fallow period. • A minimum of about 800 trees/live tree stumps to be maintained per ha with different age gradations. and Retaining and managing existing trees during cropping phase (Minimum tree density: 400 trees/stumps/poles per ha), augmenting through plantation: 400 plants/ha • Species that can be promoted are Alder (<i>Alnus nepalensis</i>), <i>Macaranga denticulata</i>, <i>Schima wallichii</i>, <i>Grewia</i>, <i>Quercus</i>, <i>Trema orientalis</i>, <i>Sapium baccatum</i> etc. 	<ul style="list-style-type: none"> • Applicable to Active Recent Fallow/Open fallow • Tree density and diversity will be augmented during fallow period • Regeneration and augmentation of non-trees (shrubs, climbers, herbs, tubers etc.) • Provide income opportunities to community/farmers • A minimum 2000 number of trees to be maintained per hectare with different age gradations, with at least half, having ability to respond positively to coppicing/lopping/pollarding 	<ul style="list-style-type: none"> • Jhum Fallows, which have been already discontinued (or abandoned) or can be (or proposed to be) discontinued by the community decision, will be put under permanent forestry to meet the livelihoods and income need of the community and also to enhance ecosystem services. • Depending on the location, these forests can also provide watershed services and help slope stabilization to prevent landslides. • In case any particular jhumia family or a group of household, has to bear any immediate cost of conversion of jhum block, they should be adequately and appropriately targeted for compensation.

- For model 1, funds will come as partial grant, with individual farmers expected to contribute minimum 25% in terms of labour. Rights of all products harvested from trees will be with the concerned Jhum farmer.
- For model 2, fund will come as full grant, except for farm forestry. There will be provision of collection of nominal user fees. For farm forestry, depending upon type of land ownership, cost and return will be shared between the individual, group and JFMC. User fees shall be deposited in the Village Forest Development Fund (VFDF).
- For model 3, funds will come as full grant. There will be provision of collection of nominal user fees/cess from the JFMC members for the products harvested and of revenue collection from sale of timber, which will accrue to (VFDF).

1.2 Biodiversity Interventions in Shifting Cultivation area and existing CCA

Areas under discontinued shifting cultivation (jhum) as well as areas where community has already established conservation areas on its own (or through external facilitation), will be supported under this component, to expand and enhance community-based biodiversity conservation initiatives.

Two kinds of models will be taken up as illustrated below:

Model 4 JCC (Jhum Conversion to Conservation Area)	Model 5: PEC (Protection or Expansion of existing Community Conservation Areas) Model 5
<ul style="list-style-type: none"> •Undertaken on Discontinued Fallow-Degraded/Open forest •This model will be same as JCF, except for the fact that the removal of economic return will be completely avoided. Only extraction of food and cultural consumption items bonafide needs will be allowed to very poor households and/or highly dependent communities/households. •The objective here will be both conservation of flora and fauna and conservation of catchment for enhanced and sustained watershed services. •Species choice for AR will be limited to wild fruits and other such trees whose products are preferred by wildlife. 	<ul style="list-style-type: none"> •This model will be applicable to area where communities have already initiated community conservation, to recognize and incentivize sustainable and equitable conservation. •Objectives and approaches will be same as JCC model, with an additional focus on expanding, clustering and connecting CCAs.

- Fund for model 4 will come as full grant. There will be provision of collection of nominal user fees/cess from the identified women of dependent households for the products removed and fines from others, which will accrue to Village Forest Development Fund (VFDF).
- Fund for model 5 will come as full grant. There will be provision of collection of nominal user fees.

Component 2: Livelihood Improvement and Community Development

2.1 Execution Agency

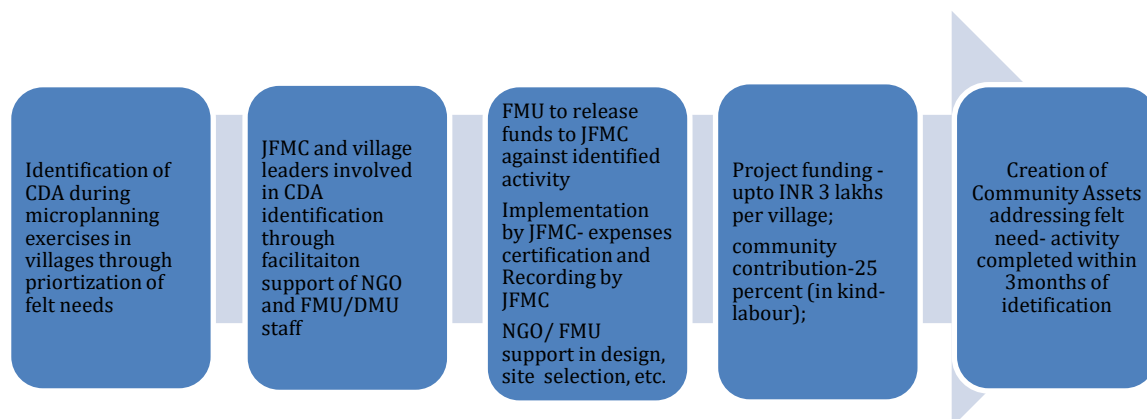
Planning, execution, monitoring, capacity building and knowledge sharing would be undertaken by designated groups and officials (Joint Forest Management Committee (JFMC) and Field Management Unit (FMU) and facilitated by Project Management Consultants (PMC) and NGOs under the supervision of PMU and HPC.

2.2 Micro plan preparation and revisiting- microplan manual

A Micro-plan Manual will be developed by the PMU in consultation with and support of the PMC. One micro plan per target village will be prepared. PMU will execute the activity in consultation with and support of the PMC. Micro Plans will be revisited in each village at the end of five years of the implementation of the Micro Plans.

2.3 Community development Activities (CDAs) or Entry Point Activities (EPA)

The entry point activities, as identified in the micro-planning stage, would be among the first activities which will be implemented in all 185 village. An amount of INR 3 Lakh will be provided for each village by the project for CDA activities. JFMC will be responsible for recording and certifying all expenses included in the cash book. For all CDA, 25 percent of the labour cost will be contributed by the community through JFMC/VC facilitation. The following diagram shows the steps proposed for CDA:



2.4 Income Generating Activities (IGAs) and microenterprise development

Suitable IGA activities would be identified in the Microplan and implemented through SHGs/UGs, supported by the project. Efforts will be made to prioritise socially vulnerable groups (like BPL households, People with Disabilities as heads, women headed households, widows, etc.) in new or existing SHGs. Based on the IGA plan, each SHGs will be supported with a revolving fund to a maximum of INR 50,000 per SHG in the village, after six month of formation, management and grading of SHG. The revolving fund would be routed through the village level JFMCs. A cluster level institution covering 10 SHGs and 3-4 villages, would be promoted for taking up activities on micro-enterprises/Value Chain improvements/marketing, branding, insurance, trainings, etc. that are feasible on scale.

The IGA activities will cover all project villages and cover on an average 3 SHGs per JFMCs. Around 60 clusters will be promoted. A provision of fund of INR 9 lakhs per cluster is made as revolving fund support for taking up group based activities.

2.5 Community Based Ecotourism

Under this sub-component, project will try to develop infrastructure and tourism sites around community conservation areas. It will enable the communities to have options of livelihoods with protection, growth and conservation of forest. Community-based

Ecotourism will be tested as a mechanism of ‘compensatory conservation’ around CCA under REDD+ mechanism in Nagaland context, where community plays a vital role in owning and governing the natural resources. Fund for ecotourism initiative will come as full grant for development of ecotourism infrastructure, required capacity building and advertising. Running expenses will be provided as Revolving Fund.

Component 3: Institutional Strengthening

The following activities are proposed for institutional strengthening:

- Repair, maintenance and construction of buildings wherever necessary
- Procurement of office equipment, furniture and fixtures, computers, laptops, vehicles, etc. for PMU, DMU and FMU, will be made as per the JICA procurement guidelines and manuals prepared during the preparatory phase.
- Four wheel drive vehicles as per project requirement.
- Procurement of survey tools like GPS, smart phones or tablets, and accurate compasses
- The existing GIS facilities of the Nagaland Forest Department would be augmented with the procurement of additional workstations, upgraded software and other equipment like plotters, printers, etc. GIS database would be upgraded for project planning and monitoring.
- Building capacities of the personnel involved in the project at different levels
- Study tours with a mix of classroom session and field exposure would be planned for select staff posted at the DMU/FMU level to pertinent projects/ institutions/ organisations within the state, to other locations in the north eastern region and to other locations in the country.

2. Target Area

This project will be inclusive in reaching out to all the major communities in the state. The project will work across different types of forests managed by the community under varied institutional arrangements.

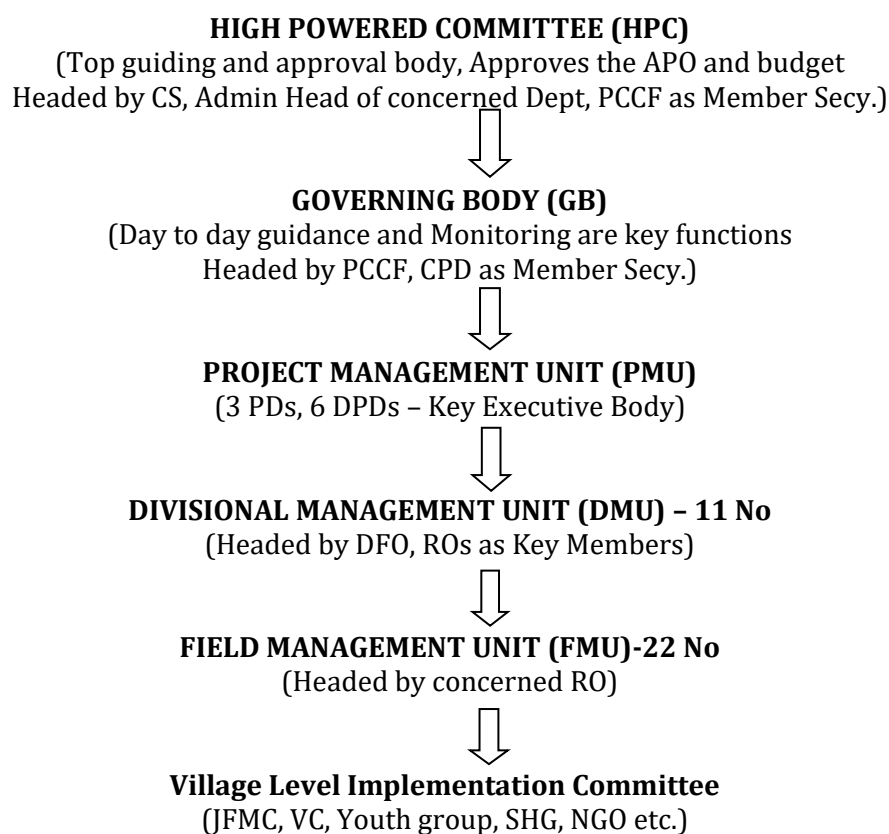
16 major tribes are geographically clustered in different districts. The project will cover all the eleven forest divisions, and eleven districts of the state. About 185 villages will be covered under the project in 22 ranges.

Sl. No.	Name of Division	Number of Ranges/Beats	Name of the selected Ranges/Beats	No. of Selected Villages	Total
1	Mon	2	Mon Range	10	19
			Naganimora Range	9	
2	Zunheboto	2	Atoizu Beat	10	20
			Pughoboto Range	10	
3	Kiphire	1	Kiphire Range	18	18
4	Peren	2	Tening Range	7	13
			Peren Range	6	
5	Wokha	2	Wokha Range	9	20
			Doyang Beat	11	
6	Dimapur	2	Piphema Beat	3	7
			Medziphema Beat	4	
7	Longleng	2	Longleng Range	5	9

			Sitap Range	4	
8	Phek	2	Pfutsero Range	8	20
			Meluri Range	12	
9	Tuensang	3	Tuensang Range	11	25
			Longkhim Range	7	
			Noklak Range	7	
10	Mokokchung	2	Changtongya Beat	7	18
			Mokokchung Range	11	
11	Kohima	2	Chiephobozou Range	7	16
			Tseminyu Range	9	
Grand Total		22	22	185	185

3. Institutional Setup

The Institutional Setup is as under:



Of the above – HPC, GB and PMU have already been notified by the Government. The units will receive assistance and technical support from the Project Management Unit (PMC) while facilitation will be done through NGO participation. Convergence with other line department shall be accomplished through the HPC and Advisory Committees at the Dist and Sub Division level which shall respectively be headed by DC and ADC/SDOs.

A diagram showing interface amongst the various committees /institutional entities is given below.

OVERALL INSTITUTIONAL ARRANGEMENT FOR PROJECT IMPLEMENTATION

