

**Office of the Project Director
Community-based Forest Management and
Livelihoods Improvement in Meghalaya**

Shalom Building, 2nd Floor,
Lower Lachumiere, Shillong—793001

+91 364-3510190  www.mbda.gov.in

 meglife.mbda@gmail.com/jica.mbda@gmail.com



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

Issued on 30th January, 2026

Clarification & Corrigendum

Pre-Bid Queries for Request for Proposal (RFP) for Mid Term Evaluation of MegLIFE (RFP No.: PLN/MBDA/18722/2026/NF)

1. Clarification: #1

Prebid Queries for "Mid Term Evaluation of MegLIFE"

Sl No.	Tender Reference/Section/ Page No	Content of Tender Document	Queries / Clarification requested	MBDA Response
1	1. General Terms and Conditions, Point No - 1.1, Page No - 9	The bidder is invited to submit an offer for the above-mentioned services latest by 05-02-2026 . Bids received or submitted after prescribed time and date will not be accepted	We kindly request an extension of the submission deadline to 9th February 2026. This additional time will help us ensure a more comprehensive and well-aligned submission, allowing us to incorporate the necessary details and deliver the highest-quality output as expected.	Please refer to the corrigendum issued vide Corrigendum No. PLN/MBDA/18722 /2026/NF/2592, Dated 21-01-2026 available at www.mbda.gov.in As per Corrigendum #1 dated 21 st Jan 2026, the bidder is invited to submit an offer latest by 09-02-2026, 15:00 Hrs
2	Corrigendum #1 dated 21 st Jan 2026	The bidder is invited to submit an offer for the abovementioned services latest by 09-02-2026.	Request if the submission deadline can get extended by 7 working days to allow for submission of a quality proposal.	Please refer to the corrigendum issued vide Corrigendum No. PLN/MBDA/18722 /2026/NF/2592, Dated 21-01-2026 available at www.mbda.gov.in As per Corrigendum #1 dated 21 st Jan 2026 The bidder is invited to submit an offer latest by 09-02-2026, 15:00 Hrs

3	1. General Terms and Conditions, Point No - 1.15, Page No - 10	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 Technical proposal (Form T-6) for providing the operationalization support.	We understand here “deploy” means engagement of the resources as per proposal or work requirements, and not full time deployment in the field. Please confirm if the understanding is correct or clarify.	Yes
4	1. General Terms and Conditions, Point No – 1.17, Page No – 10	Each numbered page should be duly signed by the authorized signatory.	We understand scanned signature will be allowed on the proposal considering the volume of the proposal email submission of the proposal. Please confirm or clarify.	Yes, scanned signature is allowed
5	1. General Terms and Conditions, Point No – 1.18, Page No – 10	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 the absence of these documents proposals will not be assessed.	Please accept any one of the documents as proof of the project: work order or contract or completion certificates or final invoice. (As in many cases completion certificate is not provided by the client, and final invoice would be difficult to prove as ‘final’ is commonly not mentioned in the invoice)	Any one of the mentioned documents is allowed

6	1. General Terms and Conditions, Point No - 1.9, Page No - 9	At no point prior to the award of the contract shall bidders contact or request any information pertaining to the tender from MegLIFE Project or its staff and consultants responsible for this tender. The queries on the RFP can be submitted through email to procurement.meglifeproject@gmail.com before the dead line mentioned in section 6.	We understand that all queries are to be submitted through email to procurement.meglifeproject@gmail.com before the deadline; kindly confirm whether responses to bidder queries will be shared with all bidders through a common corrigendum/FAQ document on the website, kindly confirm or clarify.	All the responses to the pre-bid queries will be shared through email and also uploaded on the website.
7	2. Disclaimer, Point No – 2.2 (c), Page No - 11	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 MegLIFE Project and applicant(s).]	We understand the change in scope (if any) will be done before signing the contract in consultation with the agency. Once contract is signed/ financial proposal is submitted based on a specific scope, any change/addition of scope may have financial implication, and that would be taken care of as per mutual consultation. Please confirm if the understanding is correct or clarify.	Any additional item may be included in the Scope of Work at any time during the execution of the Contract, subject to mutual agreement between the Parties (client & Service provider). If such inclusion results in an additional cost, the corresponding amount shall be mutually agreed upon by the Parties.
8	3. Minimum Eligibility Criterion, Point No – 3.3, Technical Criterion, Page No - 11	a) Minimum 15 years of working experience in providing similar services related to the objectives. b) The organisation must have experience in conducting evaluations (specifically midterm evaluations) of large-scale forestry and livelihoods projects in India. c) Organisation must have done at least 2 such projects in last 5 years.	Kindly reduce to minimum 10 years of relevant experience in similar evaluation services, with greater emphasis on relevant assignments completed in last 5 years.	Eligibility Criteria cannot be relaxed
			We kindly request that the requirement be relaxed to 10 years of working experience in similar services. This adjustment will help broaden the pool of qualified and capable professionals, ensuring healthy competition while still maintaining the depth of expertise needed for high-quality delivery.	Eligibility Criteria cannot be relaxed
			We request you to kindly consider the experience of impact. end-line. concurrent, monitoring & evaluation (M&E), and third-party evaluation studies of similar large-scale forestry and livelihood projects, along with mid-term evaluations, for meeting the eligibility and technical evaluation criteria under this RFP.	Any large-scale forestry and Livelihood based Evaluation survey will be considered

			We kindly request you to consider agencies that have experience in conducting evaluations— including baseline, midline, and endline studies— in forestry and livelihood projects within India. This will allow participation from organizations with proven thematic expertise and robust field experience in similar developmental contexts, ensuring high-quality and contextually relevant evaluation outputs.	Any large-scale forestry and Livelihood based Evaluation survey will be considered
9	3. Minimum Eligibility Criterion, Point No – 3.4, Financial Criteria, Page No - 11	a) At least 10 crores average annual turnovers during last three financial years (2022-23, 2023-24 and 2024 -25).	Kindly reduce to ₹2 Crores average annual turnover.	This cannot be relaxed
10	4. Documents to be submitted, Point No- 4.1 Technical Proposal, Page No- 12	2. 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	We kindly request that agencies with proven experience in conducting evaluations—including baseline, midline, and endline studies—in forestry and livelihood projects across India be considered.	Any large-scale forestry and Livelihood based Evaluation survey will be considered
			Request you to please consider evaluation (baseline, mid-term and/or end-line) of large-scale livelihood projects as part of the minimum eligibility criteria	Any large-scale forestry and Livelihood based Evaluation survey will be considered
11	4. Documents to be submitted, Point No- 4.1 Technical Proposal, Page No- 12	4. Details of relevant assignments done in last 5 years (only completed assignment's) (Refer Table T4) Workorder/agreement and completion certificate/final invoice, enumerating scope, value of work, deliverables etc. of relevant assignments of a similar nature	Final invoices may not enumerate scope, value, deliverables. Would submission of work order/agreement alone suffice?	Work order/agreement will suffice in case the work is not completed yet

			We kindly request you to consider assignments that were completed or are currently ongoing within the last five years. We would like to highlight that we have an ongoing multi-year evaluation project, which demonstrates our continued engagement and relevance in this domain.	Ongoing assignments will also be considered
12	5. Evaluation of the Proposal, Point No – 5.3, Technical Evaluation Criteria, Page No - 14	<p>a) Expertise of firm/ organization 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. 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>	We request to consider “evaluation of forestry, agriculture and livelihoods project”. These are extremely relevant sectors and similar expertise is required. Only forestry projects are restrictive and do may not provide a level field for the firms. Please define “large-scale project” for common understating of all bidders.	Any large-scale forestry and Livelihood based Evaluation survey will be considered
			As mentioned above, we once again request you to kindly consider technical and professional experience from similar projects that are either ongoing or completed within the forestry and livelihood sectors in India. Recognizing ongoing assignments alongside completed ones will ensure that organizations with relevant, up-to-date field experience and demonstrated thematic expertise are duly considered. This will also allow agencies actively engaged in multi-year evaluation projects to participate meaningfully and contribute high-quality outcomes.	Any large-scale forestry and Livelihood based Evaluation survey will be considered
			<ul style="list-style-type: none"> • Request you to please confirm if baseline, mid-line and end-line evaluation projects can be submitted as relevant credentials • Request you to please confirm if agriculture and livelihood related assignments can be submitted as relevant credentials • Request you to please consider ongoing assignments as relevant credentials as well. 	Any large-scale forestry and Livelihood based Evaluation survey will be considered Ongoing will be considered
			If we share 4 similar assignments, will this fetch full marks? May we include additional relevant studies beyond the minimum?	Out of the 4 assignments, 2 must be completed in last 5 years

			Request you to please confirm if baseline, mid-line and end-line evaluation projects can be submitted as relevant credentials	Any large-scale forestry and Livelihood based Evaluation survey will be considered
			Request you to please consider ongoing assignments as relevant credentials as well	Ongoing will be considered
			We request you to kindly consider evaluation studies in agriculture, forestry, water resources (irrigation related), rural development and livelihood sector for awarding the score.	Any large-scale forestry and Livelihood based Evaluation survey will be considered
			We request you to kindly consider the experience of impact, end-line, concurrent, monitoring & evaluation (M&E), and third-party evaluation studies of similar large-scale forestry and livelihood projects, along with mid term evaluations.	Any large-scale forestry and Livelihood based Evaluation survey will be considered
13	5. Evaluation of the Proposal, Point No – 5.3, Technical Evaluation Criteria, Page No - 14	<p>c) Composition of the core team</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 (8 Marks)</p> <p>ii. Project Coordinator</p> <p>1. — 10 or more years of experience of dealing with similar projects and <i>assignments</i> (at least <i>one</i>) 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. (7 marks)</p>	<p>We request you to reduce the experience to 15 years as 20 years is an extremely high experience. A comparatively young resource will be more dynamic to deliver the task. Also please allow masters in agri management, Social work, rural management as well to provide quality resources.</p> <p>Request to broaden eligibility to include social science disciplines, provided candidate has relevant evaluation experience in forestry/livelihoods projects.</p>	This cannot be relaxed
			Request to broaden eligibility to include social science disciplines, provided candidate has relevant evaluation experience.	This cannot be considered

14	5. Evaluation of the Proposal, Point No – 5.3, Technical Evaluation Criteria, Page No - 15	c) Composition of the core team iii. Researchers (2) — 5 or more years of experience. at least a master's degree in economical rarest management/ statistics or relevant discipline/ experience of conducting evaluations in similar projects (5 marks)	We request the client to clarify this clause and the interpretation of term 'economical rarest management'	That is a typo error, please read this as Forest Management
			We request you to consider economics/statistics/Management and any social sciences or relevant discipline/ experience of conducting evaluations in similar projects	This cannot be relaxed
			Request to broaden eligibility to include social sciences or MBA in relevant discipline, provided candidate has relevant evaluation experience.	This cannot be relaxed
15	5. Evaluation of the Proposal, Point No – 5.3, Technical Evaluation Criteria, Page No – 15	d) Personal interview and Presentation of the Technical Proposal The team of experts proposed need to appear before a personal interview (online mode) to verify the qualifications and experience of proposed team members and the applicants also will be asked to make a detailed presentation before the Evaluation Committee (to be appointed by the MegLIFE Project) in which the bidder shall highlight their past experience, proposed work plan and approach. The presentation and personal interview 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.	Kindly clarify whether all proposed core team members must mandatorily attend, or only Team Leader / Project Coordinator.	Yes, all core team members must be mandatorily present

16	Term of Reference (TOR), 1. Scope of Work, Page No – 19	The evaluation will be done at different levels i.e. SPMU, DPMU, BPMU, VPIC, SHG and IVCS level. The evaluation should follow a mixed-method approach (quantitative and qualitative) laying emphasis on qualitative/ process aspects and expertise of the evaluator.	We understand that the evaluation will be conducted at SPMU, DPMU, BPMU, VPIC, SHG and IVCS levels using mixed methods with emphasis on qualitative/process aspects; kindly confirm whether the Project will provide a complete list of VPICs/SHGs/IVCSs with contact details and location mapping for sample planning and field scheduling, kindly confirm or clarify.	Yes
			We understand that the evaluation will cover interventions across three components and multiple institutional levels (SPMU/DPMU/BPMU/VPIC/SHG/IVCS); kindly confirm whether the evaluation team is expected to visit all 12 districts or whether district selection can be based on an approved sampling plan, kindly confirm or clarify.	All 12 Districts has to be visited
17	Term of Reference (TOR), 2. Scope of Work, Page No – 19	<ul style="list-style-type: none"> • Development of an evaluation framework: The consultant will start the mission only after vetting of the evaluation framework and key questions by SPMU. 	We understand that the evaluation framework and key questions must be vetted by SPMU before the mission starts; kindly confirm the expected review/approval turnaround time from SPMU to avoid delays in field deployment, kindly confirm or clarify.	3 days
18	Term of Reference (TOR), 3. Scope of Work, Page No – 19	<ul style="list-style-type: none"> • Data Collection: The consultants should collect and use data (project documents, MIS, interviews, field data) using a combination of field and secondary information (including survival rate assessed by the SPMU/ DPMU and quality of plantations), observations and expert assessment of quality of assets created, interviews and/ or focus group discussions with VPICs and IVCSs/SHGs to assess the system & 	We understand that the evaluation will use a combination of secondary data (project documents, MIS) and primary data (interviews/FGDs/observations); kindly confirm whether the Project has any preferred digital data collection platform (ODK/KoBo/SurveyCTO) to be used for the household survey, kindly confirm or clarify.	Platform may be proposed by the agency, however the data collected should be integrated into our MIS

		processes and effect of the plantations and assets created, livelihoods generated etc. and extensive document reviews. The data collected should be used to assess the overall 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.	We understand that field data will include interviews and/or focus group discussions with VPICs and IVCSs/SHGs; kindly confirm whether the Project has any minimum expectation on number of FGDs/KIIs to be conducted per district/block/village, kindly confirm or clarify.	The firm shall come with numbers based on their own experience.
19	Term of Reference (TOR), 11. Scope of Work, Page No – 19	<ul style="list-style-type: none"> • Stakeholder Consultations: The Consultant 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. 	Will MBDA facilitate stakeholder consultations (e.g., identifying stakeholders, issuing authorization letters)?	Yes
			We understand that evaluation will be done at BPMU and VPIC level among others; kindly confirm whether the Project will facilitate introduction letters/field permissions for visits to community institutions and assets, kindly confirm or clarify.	Yes
20	Term of Reference (TOR), 11. Sample, Page No – 20	For quantitative household survey for socio-economic outcomes and outputs and for sustainable forest management related indicators, the agency shall suggest the sample size and sampling strategy, which will be subjected to the approval of MegLIFE, MBDA.	We understand that for quantitative household survey for socio economic outcomes/outputs and sustainable forest management indicators, the agency shall propose sample size and sampling strategy subject to MegLIFE/MBDA approval; kindly confirm whether there is any minimum sample size expectation or district-wise representation requirement to be adhered to, kindly confirm or clarify.	The firm shall come with numbers based on their own experience.
			Is there any indicative minimum sample size expected at household / village level for approval?	The firm shall come with numbers based on their own experience.

21	Term of Reference (TOR), 11. Terms of Payment, Page No – 21-22	-Submission of Inception Report- Within 10 days of signing the contract – 20% - Submission of Draft Report- Within 60 days of signing the contract – 50% - Submission of Final Report – Within 70 days of signing the contract -30%	Since the field related activities are cost intensive, it is requested to modify the payments terms as following: - Submission of Inception Report- Within 10 days of signing the contract – 40% - Submission of Draft Report- Within 60 days of signing the contract – 30% - Submission of Final Report – Within 70 days of signing the contract - 30%	-Submission of Inception Report- Within 10 days of signing the contract – 25% - Submission of Draft Report- Within 60 days of signing the contract – 45% - Submission of Final Report – Within 70 days of signing the contract -30%
22	Term of Reference (TOR), Annexure 2 – Qualitative and Quantitative Indicators, Page No – 25	Table of Original & Target (2031) *two years after completion of the Project	The data provided in both columns are same with asterisk*. Please share the details of Target 2031 and explain the asterisk*.	The asterisk symbolizes that the final impact of the Project will be evaluated only after two years of Project Completion
23	7. Submission and Closing Date, Point No – 4, Page No – 16	Last date for submission of the bid: 05-02-2026, 15:00 Hours	We request the client to provide an extension of 5-7 working days. This will help us deliver a quality proposal to you.	Please refer to the corrigendum issued vide Corrigendum No. PLN/MBDA/18722 /2026/NF/2592, Dated 21-01-2026 available at www.mbda.gov.in As per Corrigendum #1 dated 21 st Jan 2026 The bidder is invited to submit an offer latest by 09-02-2026, 15:00 Hrs
24	General		Please allow scanned signature of authorized personnel for this assignment.	Allowed
			Is JV, consortium, or subcontracting allowed under this RFP?	JV/Subcontracting/Consortium is not allowed
			Could you please share the budget ceiling for this study?	The method of Selection is QCBS. Hence, the Bidder has to assess the Scope of Work carefully and quote its price accordingly.

2. Corrigendum: #2

Sl.No	Clause No./Reference No.	Original Clause	Revised Clause
1	Term of Reference (TOR), 11. Terms of Payment, Page No – 21-22	-Submission of Inception Report- Within 10 days of signing the contract – 20% - Submission of Draft Report- Within 60 days of signing the contract – 50% - Submission of Final Report – Within 70 days of signing the contract -30%	-Submission of Inception Report- Within 10 days of signing the contract – 25% - Submission of Draft Report- Within 60 days of signing the contract – 45% - Submission of Final Report – Within 70 days of signing the contract - 30%



**Additional Project Director, MegLIFE,
Meghalaya Basin Development Authority**