

# REQUEST FOR PROPOSAL (RFP)

## FOR

### MID TERM EVALUATION

Tender no- **PLN/MBDA/18722/2026/NF**

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Additional Project Director, Project for Community Based Forest Management and Livelihoods improvement in Meghalaya (MegLIFE) invites Proposals from Institutions / NGOs/ firms etc, to undertake Mid Term Evaluation of MegLIFE Project.

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

## 1. General Terms and Conditions

- 1.1. The bidder is invited to submit an offer for the above-mentioned services latest by **05-02-2026**. Bids received or submitted after prescribed time and date will not be accepted.
- 1.2. The assignment is for a period of 3 months from the date of signing of the contract
- 1.3. A description of the requested services is detailed in Terms of Reference, provided in Appendix A.
- 1.4. In case of the bidder awarded with the contract, the bidder is to deposit a "Bank Guarantee" of equivalent amount of 4% (four percent) of the total value of contract accepted from any nationalized Bank having branch at Shillong in the format to be prescribed by the MegLIFE Project and the amount is to be deposited within 15 (fifteen) days from the date of letter communicating to deposit the amount by the bidder in favour of the concerned Authority. On receipt of "Bank Guarantee" from the selected Bidder, the MegLIFE Project shall scrutinise its authenticity, validity and amount as per bid document/contract. Any amount owing to default or loss caused by the bidder to the MegLIFE Project will be recovered from "Bank Guarantee" of the bidder. Otherwise, the amount of Bank Guarantee without any interest accrued therein will be released to the bidder by the MegLIFE Project on its satisfaction and on successful execution of the contract/task/work by the bidder after period of contract.
- 1.5. **Bid Validity:** The Proposal submitted must be valid for a period of at least 180 days from the date of opening of the Financial Proposal.
- 1.6. In submitting the proposal, the bidders are supposed to have considered all aspects relevant to the performance of the proposed contract and to have obtained all necessary information and data as to risks, contingencies and other circumstances which may influence or affect the proposal;
- 1.7. It is understood that all documents, research designs, methodologies, calculations, etc., which may form part of the proposal will become the property of MegLIFE Project, who will not be required to return the same to the bidders;
- 1.8. All costs incurred to prepare the offer will be borne by the bidders; MegLIFE will not be liable to reimburse any or all of such cost;
- 1.9. 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.meglifegmail.com](mailto:procurement.meglifegmail.com) before the deadline mentioned in section 6.
- 1.10. Proposal received with incomplete/ partial information and/or without supporting documents shall be rejected.
- 1.11. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non-responsive.

- 1.12. If during course of verification or later at any point of time during engagement of the enlisted firm, anything claimed by the Agency or any information /document submitted by the Agency, is found false, the contract with the firm will be terminated, the firm shall be blacklisted and debarred from future transactions with MegLIFE Project, and will also be liable for payment /compensate any loss arising due to false undertaking. MegLIFE Project is strictly looking for an organization having experience of evaluations of similar projects specifically mid-term Evaluations.
- 1.13. Organizations, not having required experience, as mentioned in para 1.14 above, need not apply. Such proposals will be summarily rejected.
- 1.14. The bidders are suggested to meticulously go through the Terms of Reference carefully and understand the functional requirements while preparing their technical proposals.
- 1.15. 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.
- 1.16. Proposals should be page numbered with different parts/sections clearly separated, so that it facilitates the evaluation process. The evaluation committee should be able to access the required information with ease and clarity. Good quality proposals (including page numbers, sequencing etc.) will be viewed positively.
- 1.17. Each numbered page should be duly signed by the authorized signatory.
- 1.18. 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.
- 1.19. Supporting documents should be attached and numbered separately with each project experience in detail.
- 1.20. Quality and Cost Based Selection methodology shall be adopted and weightage shall be assigned to Technical as well as Financial Proposals in the following manner:

Technical Proposal: (80)

Financial Proposal: (20)
- 1.21. Incomplete and illegible Proposals will be summarily rejected.
- 1.22. An offer should be made in English. Conditional offers will not be considered.
- 1.23. Participating organizations/ Agencies shall carefully examine the tender documents and the technical specification, and fully inform themselves, as to all the conditions and matters, which may in any way, affect the work or the cost thereof.
- 1.24. If any agency submits their bids, it will be assumed that they are agreeing with all the terms and condition of the RFP.
- 1.25. Submitted forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. The total amount should be quoted both in numbers and words. In case of discrepancy between words and figures amount quoted in words shall be considered and the decision of the evaluating authority in this regard will be final and binding. Clerical and arithmetical mistakes may result in rejection of the proposal.
- 1.26. **SETTLEMENT OF DISPUTES:** All disputes or deference in relation to the RFP, the contract or the

interpretation of any of their terms or implementation on there-of or arising out of or concerned directly or indirectly with the contract shall be referred to the arbitration or a single arbitrator to be appointed by the Additional Project Director, MegLIFE Project and in his absence, the highest Executive Officer shall make such appointment. The venue of arbitration shall be at Shillong. The court of law at the Shillong alone will have jurisdiction in the matter of any disputes whatsoever.

## 2. Disclaimer

- 2.1. MegLIFE Project shall not be responsible for any late submission of applications for any reasons whatsoever.
- 2.2. Further, MegLIFE Project reserves the right
  - a. To reject any / all applications without assigning any reasons thereof.
  - b. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Project without assigning any reasons thereof.
  - c. To include any other item in the Scope of work at any time after consultation with applicants or otherwise. [The RFP is not the subject of any process contract or any contractual obligations between MegLIFE Project and applicant(s).]

## 3. Minimum Eligibility Criterion

- 3.1. Only those institutions /NGOs / Firms / Organisations who qualify the following minimum Technical and Financial eligibility Criteria should apply.
- 3.2. Minimum Technical and Financial Eligibility criteria are as follows:
- 3.3. Technical Criterion
  - 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.
- 3.4. Financial Criteria
  - a. At least 10 crores average annual turnovers during last three financial years (2022-23, 2023-24 and 2024 -25).
  - b. The firm should be registered for GST and must not be a defaulter of income tax.

4. Documents to be submitted

4.1. Technical Proposal:

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

Sl. No.	Form	Details	Supporting Documents
1	T-1	Cover letter for technical proposal	
2	T-2	Particulars/General details of the bidding organisation. <b>Minimum eligibility criteria:</b> a. Experience of conducting Mid-term evaluation of large-scale forestry and livelihood projects in India in at least two states in separate two projects b. At least ..... Crore average annual turnover during the last three financial years (2022-23, 2023-24 and 2024 -25).	a. Copy of valid legal registration certificate indicating*Premises/address. Proving that the organization is legally registered entity Documents showing desired work experience  b. Audited financial statements (Balance sheet and P&L/ Income & Expenditure Statements) of last three years
3	T-3	Letter of authorization (for authorized signatory)	
4	T-4	Details of relevant assignments done in last 5 years (only completed 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
5	T-5	Approach and Methodology a. Introduction/ background b. Understanding of the assignment c. Approach and Methodology d. Timeline e. Deliverables	
6	T-6	Structure and composition of Team with details of qualified staff and CVs (limited to 4 pages) of Core Team	CV of core team members proposed for the assignment with their experience in implementing the projects in prescribed

Sl. No.	Form	Details	Supporting Documents
		members proposed for the assignment, including clearly defined roles and responsibilities of different team members (refer Table T-6)	format (Annexure B)
7	T-7	Declaration of not being blacklisted	In the firm's own format, no separate format is provided for this

#### 4.2. Financial Proposal:

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

#### 5. Evaluation of the Proposal

The proposals received will be evaluated in a two-stage process:

- 1) Technical and 2) Financial Evaluations

##### 5.1. Technical Evaluation

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

##### TP Rating

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

Only the bidder with a TP rating of 60 or above (at least 70% marks in Technical parameters) will be considered for the second stage of the evaluation process.

##### 5.2. Financial Evaluation

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

##### FP Rating

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

### 5.3. Technical Evaluation Criteria

Technical Criteria	Maximum Marks
<p>a) Expertise of firm/ organization</p> <p>Technical and professional experience of not less than 5 years in undertaking similar assignments and projects related to evaluations of large-scale forestry and livelihood projects in India.</p> <p>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>	40
<p>b) Overall Approach and Methodology</p> <p>i. Effectiveness of the proposed approach and methodology; is it sufficiently detailed/ elaborated to meet the objectives of the terms of reference; is the assessment process detailed out, innovative framework techniques/ tools for better efficiency and effectiveness suggested by the agency</p> <p>ii. Quality of the proposed implementation plan, i.e. how the bidder will undertake each task, how are the person(s) assigned for each task and is the team composition balanced with appropriate skill mix and appropriate number of input days, quality assurance mechanisms for the assignment and time schedules for implementation</p> <p>iii. Risk assessment and mitigation measures — recognition of the risks/ peripheral problems and methods to prevent and manage risks/ peripheral problems.</p>	15
<p>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 — 10 or more years of experience of dealing with similar projects and assignments (at least one) related to evaluations of large-scale forestry and livelihoods projects. At least a master's degree in forestry/ forest management, rural development or related field, with qualifications and/ or experience in evaluations. (7 marks)</p>	20

Technical Criteria	Maximum Marks
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)	
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.	25
Total Technical Score (A)	100

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

#### 5.4. Financial Criteria

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

The financial proposal will be assessed as per the procedure detailed in paragraph 5.2 above.

#### 6. Documents Enclosed

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

6.1 Appendix A provides the “Terms of Reference” of the tender;

6.2 Appendix B provides the “Formats of Technical Proposal”;

6.3 Appendix C provides the “**Financial** Proposal Format”

## 7. Submission and Closing Date

Sl. No.	Description	Important Information
1	Date of publication	17-01-2026
2	Deadline for submitting queries on RFP	21-01-2026, 15:00 Hours
3	Pre-Bid meeting	22-01-2026, 11.30 Hours
4	Last date for submission of the bid	05-02-2026, 15:00 Hours
5	Date of opening of Technical Bid	05-02-2026, 15:30 Hours
6	Personal Interview of Proposed Team and Presentation from the Bidders	06-02-2025, 11.00 Hours
7	Evaluation of the technical proposal	06-02-2025, 11.00 Hours
9	Date of opening of the Financial bid	To be informed to the technically qualified agencies
10	Final result announcement	To be uploaded in the official website where the tender document has been uploaded. Also, shall be shared with the agencies through email.
11	Award and signing of the contract	February 2026

## 8. Submission Details

- Eligible bidders shall participate through either physical or postal submission to the following address within deadline of submission- **Procurement Unit, O/o MegARISE, RDL Building, Springside Lumsophoh, Nongthymmai, Shillong- 793014, Meghalaya.**
- Proposals received after the scheduled date and time will be returned unopened.
- RFPs received in formats other than the Prescribed Formats will not be entertained, and summarily rejected.
- MegLIFE Project reserves the right to accept or reject any one or all tenders without assigning any reason thereof.
- Any corrigendum including extension of date or change of date for submission of the tender shall be published only on the website of the MegLIFE project/MBDA <https://www.meglifeproject.in> / <https://www.mbdaindia.gov.in> and shall be deemed to have been seen by the bidders.

## 9. Completeness of Proposal

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

## 10. Currency of the Proposal and of Contract

The proposal should be expressed in Indian Rupees (INR)

## 11. Payment Terms

The Accepted Contract price would be fixed and no other ancillary/extra estimates would be acceptable after the signing of the contract. The Payment terms would be decided at the time of contract negotiation.

## **Appendix – A**

### **Terms of reference (ToR)**

#### **Project title:**

#### **Mid-Term Evaluation of**

#### **Project for Community Based Forest Management and Livelihoods Improvement in Meghalaya (MegLIFE)**

## 1. Background

Meghalaya State is rich in forest with a forest cover ratio of 75.65%. However, various causes of deforestation, some of them typical to the state, have been operating since time immemorial in the region. Some of them are age-old practices that are a part of the culture, such as shifting cultivation. Others are of recent origin, like mining and arecanut monoculture.

According to the India State Forest Report 2023, Meghalaya experienced a loss of 32.81 square kilometres of forest cover in 2023 compared to 2022.

Forest degradation causes social and environmental problems because it impairs functions of forest such as soil erosion prevention and water source recharge<sup>2</sup>. In Meghalaya State 80% of the population live in rural areas and rely their livelihoods on forest resources and agriculture, and the forest degradation or deforestation affect adversely their livelihoods through loss of access to NTFPs, shortage of water for domestic and agricultural uses, and soil erosion on farm lands<sup>3</sup>. This increases vulnerability of community people, especially the poor, to social and environmental changes.

Forest degradation also damages biodiversity and cause man-animal conflicts in Meghalaya State, especially in western part of the state that is recognized as a core habitat of wild elephants. Though the state is rich in biodiversity with 47 threatened fauna including Western Hoolock Gibbon and Asiatic Elephant and 1,237 endemic plant species, most of the endemic and threatened species are now confined to protected forest and sacred groves due to the ongoing forest degradation.

Under these circumstances, in order to prevent the aforementioned social and environmental problems resulted from the forest degradation and mitigate their negative impacts on livelihoods of community people, restoration and conservation of forests are urgently required in the state, as a response to this, the Government of India (GoI) requested a Japanese ODA Loan project on community-based forest management and livelihood improvement from the Government of Japan. Based on this, a project named the “Project for Community-Based Forest Management and Livelihoods Improvement in Meghalaya” was designed and approved by the Govt. of India and JICA.

The Project is under implementation in all 12 districts of Meghalaya through in 460 Villages through Village Project Implementation Committees (VPICs).

The project is being implemented under three components

### **(1) Sustainable Forest Management**

To restore and conserve natural resources within villages aiming at conserving the environment and biodiversity and improving socioeconomic conditions of community members through afforestation and soil and water conservation methods.

### **(2) Community Development and Livelihoods Improvement**

The Project aims at promoting inclusive community development and improving the livelihoods of people in selected villages by actively involving women and youths, who have often been excluded from the decision-making processes of existing traditional community institutions, as well as introducing alternative income sources to people in selected villages and providing them with skill development, marketing, and financial supports.

### **(3) Institutional Strengthening**

This includes infrastructure required for project implementation, building capacity of personnel who implement and monitor the Project, system of monitoring and evaluation, and publicity for the Project.

## 2. Objectives of the Assignment

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

The agency will be expected to assess the effectiveness of project strategies, processes and interventions,

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

- a) To assess the progress in each of the components and constituent activities within these components (see Annexure1), challenges and recommendations to overcome the challenges.
- b) To measure the overall outcomes of the Project on key outcome and outputs related to bio-physical and socio-economic aspects. Emphasis will be placed on measuring the outcomes and outputs mentioned in Annexure 2. It is suggested that the agency share key questions, indicators to measure within the given time for the assignment.

The consultants shall undertake a physical review of activities (such as plantations, Soil and Water conservation Structures, assets created under Entry Point Activities such as community hall etc.; community development activities such as Self Help Group and Cooperative based Income Generation Activities).

An exhaustive list of activities is provided in Annexure 1. The purpose of the mid-term review is to reflect on the progress made, assessing the processes for their effectiveness, making course corrections and taking cues for the future implementation.

As it is a mid-term, the evaluation IS NOT AN IMPACT/ OUTCOME ASSESSMENT BUT will mainly focus on the process and systems, quality of the physical assets (such as plantations and other assets) created under the project and efficacy of livelihood interventions etc. This will be done to make recommendations for bringing further effectiveness and efficiency in the operations and ensuring that the outcomes and impact envisaged at the end-line is achieved.

### 3. Scope of Work-

The consultants will conduct a mid-term evaluation of interventions carried out in the three components of the project. 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. The firm should articulate key areas for exploration activity wise as per annexure 1 and annexure 2.

- **Review of project documents:** The consultants should review all relevant project documents, including the project proposal, work plans, progress reports, and financial reports, to understand the project's goals, activities, JICA Back to Office Reports and achievements to date.
- **Development of an evaluation framework:** The consultants should develop an evaluation framework that outlines the checklist/ key questions to be answered during the evaluation and the indicators and methods that will be used to answer those questions (see annexure 1 and 2). The consultant will start the mission only after vetting of the evaluation framework and key questions by SPMU.
- **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 & 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.
- **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.



## 8. Output/Deliverables

- a) Inception Report
- b) Draft Final Report including Photos with proper captions, compiled and cleaned dataset (SPSS format)
- c) Final Report

## 9. Key Competencies and Eligibility Criteria

- Agency must possess a proven track record in undertaking similar assignments. It must have a multi-disciplinary team that has experience in, and familiarity with, physical targets, biological impact and social-economic evaluations with in-house senior experts on Forest Management, Soil and Water Conservation and Natural Resource Based Livelihoods. The Agency also should have an understanding of Forestry plantations, Agroforestry, soil & water conservation, Biodiversity etc.
- The Agency shall have experience of working with community institutions
- Attributes such as good documentation skills, analytical and communication skills in Khasi, Garo and English for team members operating at the field level are desirable.
- Agency should provide documentary proof in the form of Work Orders, Completion certificates of completed assignments and any other documents in order to validate the experience claimed.
- Agency should have minimum annual turnover of INR 10 crores in the last three years viz. 2022-23, 2023-24 and 2025-25. Audited reports for the last three years, giving details including income and expenditure statement, needs to be submitted along with the bids,
- Shortlisted Agencies shall be requested to make the PowerPoint presentation on the proposed study and appear for a personal interview of the proposed team before a committee constituted by the Project.

## 10. Staffing Pattern

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

- a) **Team Leader** with experience of at least 20 years in undertaking and leading on similar assignments and projects (at least 2) related to evaluations of large-scale forestry and livelihoods projects. At least a master's degree in forestry/ forest management or related field with qualification and/ or experience in evaluations (12 Marks). (CV should be enclosed) — Expected effort 20 days (Home — 5, Field — 15)
- b) **Project Coordinator** - 10 or more years of experience of dealing with similar projects and assignments (at least one) related to evaluations of large-scale forestry and livelihoods projects. At least a master's degree in forestry/ forest management, rural development or related field, with qualifications and/ or experience in evaluations. Expected effort - 30 days (Home 10, Field-20)
- c) **Researchers (2)** - 5 or more years of experience, at least a master's degree in economics/ forest management/ statistics or relevant discipline, experience of conducting evaluations in similar projects. Expected effort - 60 days for each researcher (Home — 20, Field — 40 for each researcher) In addition to the above, the team will need to include survey staff (supervisors. enumerators) as necessary to complete the deliverables in time.

## 11. Terms of Payment

The terms of payment should be as follows:

Sl. No.	Output	Time Frame	Payment Percentage
1	Submission of Inception Report	Within 10 days of signing the contract	20

2	Submission of Draft Report	Within 60 days of signing the contract	50
3	Submission of Final Report	Within 70 days of signing the contract	30

## 12. Information to Bidders

- The agency **shall** work diligently and sincerely to complete the tasks with highest ethical standards.
- No sub-contracting of any part of **the** work indicated in the Scope of Work will be allowed except hiring of team for conducting a quantitative household survey of VPIC members.
- Continuity of the persons engaged in the project work must be ensured by the Agency. No replacement will be allowed. Any replacement **will** invite financial penalty of 20% of the budget in addition to any other action as the Project deems suitable and appropriate

**Annexure -1- List of Activities for Evaluation-**

<b>Components</b>		<b>Units</b>	<b>Quantity</b>
<b>Component-1</b>			
<b>Sustainable Forest Management</b>			
1	Printing maps for land use planning	No.	460
2	Facilitation of participatory land use planning at communities	No.	460
3	Restoration of timber resources (ANR with enrichment planting)	Ha	2,844
4	Restoration of natural vegetation (ANR)	Ha	6,987
5	Afforestation on barren land (AR)	Ha	3,698
6	Restoration of shifting cultivation area (ANR)	Ha	4,158
7	Restoration of degraded lands due to quarrying (Mixed Plantation)	Ha	85
8	Creation of new permanent nurseries	No.	8
9	Improvement of existing permanent nurseries	No.	3
10	Creation of new community nurseries	No.	22
11	Creating constitution of CR and preparation for CR management plan	No.	
12	Forest research on Elephant Corridor	No.	2
13	Half Moon Terracing	Ha	5000
14	SALT Model Farming	No.	22
15	Construction of Check Dam	No.	16
16	Construction of Minor Irrigation Check Dam	No.	226
17	Construction of Conservation Pond (which can also be used for fishery)	No.	287
18	Construction of Conservation Pond/Dug out pond	No.	392
19	Construction of RCC Water Storage Tank for Drinking Water	No.	165
20	Construction of Spring Tapped Chamber	No.	202
21	Springshed Management Plan Implementation	No.	84
<b>2. Community Development &amp; Livelihood Improvement</b>			
1	Community mobilization workshops (mobilized by NGO)	No.	550
2	Preparation of Microplans	No.	460
3	Workshops to prioritize/determine EPA and decide village's contribution (unskilled labor, materials	No.	442

Components		Units	Quantity
4	Conducting EPA	No.	442
5	Providing a revolving fund per village	No.	658
6	Training/workshop on how to do micro-credit activity and manage the account of SHG	No.	50
7	Market Research	No.	1
8	Providing training and exposure visits	No.	160
9	Providing seed money for each SHG	No.	800
10	Constructing necessary facility /infrastructure for IGAs	No.	75
11	Construction of rainwater harvesting structure	No.	
12	Construction of drinking water tank	No.	485
<b>3. Institutional Strengthening</b>			
1	Training Need Analysis	Completed	
2	Training for SPMU	No.	
3	Training for DPMU	No.	
4	Training for BPMU	No.	
5	Exposure visit	No.	
6	Training of GIS/MIS	No.	1
7	JICA Forestry Sector Annual Workshop	No.	1
8	Contract with NGO Resource organization	No.	1
9	Baseline survey	No.	100
10	Annual planning and review meetings	No.	2
11	Annual statutory audit (SPMU, DPMU, BPMU)	No.	3
12	VEC subcommittee audit	No.	3
	M&E	Ongoing	
	Social Audit	1 <sup>st</sup> Phase ongoing	
13	Office rent for BPMU(22*12months*10years)	Rented	
14	Extending of accommodation facilities (1 facilities per Block)	Office Building at Tura	
15	Car for SPMU(4WD)	No.	1
16	Cars for SPMU (2WD)	No.	2
17	Cars for DPMU(2WD)	No.	11
18	Cars for BPMU(2WD)	No.	22
19	Equipment of GIS/MIS Facilities for SPMU/DPMU/BPMU	Procured	
20	Map for land use, forest density, vegetation, etc.	Prepared	
21	Satellite images	Procured from NESAC	
22	Development of Project website	Developed	

Components		Units	Quantity
23	Brochures/leaflets		Printed
24	Annual report (9years, 100 reports)		Prepared
25	PC and software for SPMU	No.	20
26	PC and software for DPMU	No.	11
27	PC and software for BPMU	No.	85
28	Computerized account system for SPMU, DPMU, BPMU	No.	12
29	Project Management Consultancy	MM	242.76

#### Annexure-2: Qualitative and Quantitative Indicators

Indicators	Original (2019/2020)	Target (2031) *two years after completion of the Project
Area under forest management (ha)	22,500 ha	22,500 ha
Number of Community Reserve/Village Reserve Forest/Community Forest/JFMC	295	295
Area of demarcated community/private owned forests (ha)	22,500 ha	22,500 ha
Decrease of soil runoff (%)	50%	50%
Increase of accessibility to water (%) *3	40%	40%
Number of Enterprise developed	22	22
Increase of household income (%)	30%	30%
Representation of women in VPICs (%)	50%	50%
Ratio of female participation in the project objectives (%)	50%	50%
Use of GIS for planning and monitoring (%)	100%	100%

**Appendix B – Technical Proposals Forms**  
**FORM No. T-1- Cover letter for Technical Proposal**

**Date:**

**To,**  
**The Additional Project Director**  
**MegLIFE Project, MBDA SPMU,**  
**Block-3, Shalom Building, 2<sup>nd</sup> Floor**  
**Lower Lachumiere, Shillong-793001**

Sub: RFP- "Mid Term Evaluation of MegLIFE Project".

Dear Sir,

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

1. We confirm that the information contained in this response or any part thereof, **including** its exhibits **and** other supporting documents & instruments delivered or to be delivered to MegLIFE Project is true, accurate, verifiable and complete. This response includes all the information necessary to ensure that the statements **therein do not in whole** or in part mislead Project in its evaluation process.
2. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading, we are liable to be dismissed from the selection process or termination of the contract during the Project, if awarded to do so, for providing the said Services to the Project. We agree to unconditional acceptance of all the terms & conditions set out in **the** RFP document.
3. It is hereby confirmed that I/We are entitled to act on behalf of our firm and are authorized to sign this document as well as such other documents, which may be required in this connection. We further **affirm** that:
  - i. Our Proposal shall be valid and remain binding, upon us for the period of 180 days from the date of **opening** of Financial Proposal.
  - ii. We confirm our understanding of our obligation to abide by JICA's policy with regard to corrupt and fraudulent practices.
  - iii. We undertake to negotiate a Contract on the basis of the proposed Experts. We accept that the substitution of Key Experts for reasons other than those stated in the Technical Proposal may lead to termination of Contract negotiations.
  - iv. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

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

Yours Sincerely,

Authorised Signature [in full and initials]  
Name and Title of Signatory:

(FORM No. T-2)

**Particular/Details of the Bidding Organization**

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

(FORM No. T-2A)

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

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

**(FORM No. T-3)**

**FINANCIAL DETAILS OF THE FIRM**

**Name of the Firm:**

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

Figures in Rupees

S. No.	Particulars	Financial Years		
		2022-23	2023-24	2024-25
1	Gross Receipts (Turn over)			
2	Profit before tax			

**Mandatory Supporting Documents**

- Auditor Certified financial statements for the financial years ending March 2023, 2024 and 2025, submitted to income Tax
- Certification by the firm auditors supporting the income break-up for similar projects.

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

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

Signature:

Name of the Authorised Signatory:

Name of the Applicant:

Designation:

Address:

Place:

Date;

Seal of the Applicant:

(FORM No. T-4)

**Letter of Authorisation**

(To be submitted on the organisation's letter head)

Date:

To \_\_\_\_\_

The Additional Project Director  
MegLIFE Project, MBDA SPMU,  
Block-3, Shalom Building, 2<sup>nd</sup> Floor  
Lower Lachumiere, Shillong-793001

Sub: **RFP for - 'Mid Term Evaluation of MegLIFE Project'**

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

Dear Sir,

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

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

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

Sincerely,

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

Name:

(Designation/ Head of the Organisation)

**FORM No. T-5**

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

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

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

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

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

<b>Assignment Number — As per Table T-5</b>	
Assignment Name:	Country:
Project location within Country:	Professional staff provided by your firm/ entity (profiles):
Name of client:	No. of key staff
Address:	No. of Total staff months: Duration of assignment:
Start date (month/ year): Completion date (month/ year):	Approximate value of services (in Z):
Name of associated consultants, if any:	No. of professional person-months provided by associated consultants:
Name of Team Leader and functions performed:	

Narrative description of the project:
Description of actual services provided by your staff within the assignment

**(FORM No. T-6)**

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

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

**(FORM No. T-7)**

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

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

**2. CURRICULUM VITAE (CV)**

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

**3. Education:**

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

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

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

**5. Adequacy for the Assignment:**

Details of tasks assigned to the Consultant's team of Experts	Reference to prior work/ assignments that best illustrates capability to handle the assigned tasks

**Appendix C - Financial Proposal Format**

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

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

To \_\_\_\_\_

The Additional Project Director  
MegLIFE Project, MBDA SPMU,  
Block-3, Shalom Building, 2<sup>nd</sup> Floor  
Lower Lachumiere, Shillong-793001

**Sub: RFP to "Mid Term Evaluation of MegLIFE Project"**

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

Dear Sir,

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

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

Yours Sincerely

Authorised Signature (in full and initials)

Name and Title of signatory:

Name of the Consultant (Company Name):

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

Address \_\_\_\_\_

Financial Proposal

**Summary of Proposed Cost**

S. No.	Particulars	Qty	Unit	Rate including GST (18%)	Price including GST (18%)
1.	Remuneration	1	LS		
2.	Direct Cost	1	LS		
Total Cost including GST (18%)					

**A. Remuneration**

SN	Name of the Staff	Position	Person Days /month	Unit Rate including GST (18%)	Total Amount including GST (18%)
1	<i>Key Professionals</i>				
2					
3					
4					
5					
	<b>Total</b>				

**C. Direct Expenses**

S. No.	Description	Unit	Quantity	Unit Price including GST (18%)	Total Amount including GST (18%)
	Air Travel				
	Train Travel				
	Local Travel				
	Boarding and Lodging				
	<b>Total</b>				

Date

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

Place:-