

**GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT & FORESTS
PARYAVARAN BHAWAN, CGO COMPLEX
LODHI ROAD, NEW DELHI-110510
EXPRESSION OF INTEREST (EOI)**

**Notice Inviting Expression of Interest (EOI) for hiring the services of consultants
for assisting the Project Management Unit for the implementation of project
"Capacity Development for Forest Management and Personnel Training"**

The Ministry of Environment and Forest (MOEF) is implementing a JICA assisted project in the country with the aim of capacity development of the frontline forest staff. The Project is of approximately five-year duration and targets improvement in the training infrastructure and training methodologies. MOEF intends to hire a reputed consulting firm/organization/institute/consortium having team of professionally competent and experienced experts for assisting the Project Management Unit for the implementation of Capacity Development for Forest Management and Personnel Training Project (the Project). The expertise expected from the consultants will be in the field of Forestry; including Joint Forest Management (JFM), Participatory Planning and Assessment including Participatory Rural Appraisal (PRA); Communications Skills and Training Methods; Rehabilitations/Construction of Buildings; Project Data Base Management and Accounting.

MOEF invites Expression of Interest (EOI) from consulting firms/organizations/institutes/consortiums which have required expertise and experience in the relevant fields.

The detailed EOI notice is posted on the website of MOEF: <http://envfor.nic.in/http://ifs.nic.in/rt> and hard copy of the same is available from the office in the address given here under below.

Mere submission of EOI will not confer to applicants any right for receiving or carrying out the tendered job. MOEF reserves the right to accept/reject one or all EOIs or stop the process of approval at any stage, at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

The EOI shall be submitted in a sealed envelope through Speed Post, Registered Post or delivered by hand superscribing 'Capacity Development for Forest Management and Personnel Training' on top of the envelope to the following address. The submission shall be within 30 days of the publication of this advertisement.

Address:

**Office of Deputy Inspector General of Forests (Research & Training)
Ministry of Environment and Forest
Room No. 116, Paryavaran Bhawan
CGO Complex, Lodhi Road, New Delhi - 110510
Phone: 011-24364791**

davp 13101/11/0009/1011

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Room No. 116, Paryavaran Bhawan
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Phone: 011-24364791**

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Ref. No.: 14-41/2003-RT

Dated: 20/07/2010

Subject: Notice Inviting Expression of Interest (EOI) for hiring the services of consultants for assisting the Project Management Unit for the implementation of project “Capacity Development for Forest Management and Personnel Training”

The Ministry of Environment and Forests (MOEF) is implementing a JICA assisted project in the country with the aim of capacity development of the frontline forest staff. The Project is of approximately five-year duration and targets improvement in the training infrastructure and training methodologies. MOEF intends to hire a team of professionally competent and experienced experts of a consulting firm/ organization/ institute/ consortium for assisting the Project Management Unit for the implementation of Capacity Development for Forest Management and Personnel Training Project (the Project). The expertise expected from the consultants will be in the field of Forestry; including Joint Forest Management (JFM); Participatory Planning and Assessment including Participatory Rural Appraisal (PRA); Communications Skills and Training Methods; Rehabilitation/Construction of Buildings; Project DATA Base Management and Accounting.

MOEF invites Expression of Interest (EOI) from consulting firms/ organizations/ institutes/ consortiums which have required expertise and experience in the relevant fields.

Mere submission of EOI will not confer to applicants any right for receiving or carrying out the tendered job. MOEF reserves the right to accept/reject one or all EOIs or stop the process of approval at any stage, at its sole discretion without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision. Details indicating the assignment, eligibility, selection criteria and mode of submission of documents are as given below:

1 Background:

In consideration of the roles and responsibilities of MOEF as an executing agency of the Project, MOEF intends to employ a professionally competent team of experts to assist the Project.

2 Objective of the Consulting Services:

The objective of the consulting services for the PMU will be to provide the PMU with managerial and technical assistance related to overall implementation of the Project.

3 Scope of Work:

3.1 Scope of work

In the preparation phase (first and second years):

- (1) To prepare 1) instruction for “Training Improvement Plan”, 2) model syllabus and teaching note for Frontline Staff Training, and 3) syllabus and materials on training methods and communications skills for Master Training;
- (2) To assist PMU in giving concurrence to employment contracts for the target states to employ consultant teams that support state PMUs (state PMU consultant teams);
- (3) To assist PMU in organizing a coordination meeting for concept sharing of the Project with

the target states and state PMU consultant teams;

- (4) To assist PMU and Steering Committee (SC) in appraising 1) state training guidelines, 2) state JFM guidelines, and 3) training improvement plans including rehabilitation/ construction plans of STIS, all to be prepared and submitted to PMU/SC by the target states;
- (5) To assist PMU in establishing and maintaining accounts and keep accounting books/ documents in order (continue till the completion of the Project) ;
- (6) To assist PMU in developing and establishing financial and budgetary management and auditing systems for the Project including procedures for reimbursement to the target states of the eligible expenditures incurred by the target states ;
- (7) To assist PMU in ensuring that all matters pertaining to accounts, financial management and audit, preparation of reimbursement claims to JICA of eligible expenditures incurred by the target states as well as PMU are done as per project agreements (continue till the completion of the Project);
- (8) To assist PMU in the preparation of annual plans of operations and in submitting JICA as per project agreements, project progress reports, audit reports and project completion report (continue till the completion of the Project);
- (9) To prepare a project monitoring and evaluation strategy including review of operation and effect indicators & their target values; and help PMU finalize and start implementing the strategy;
- (10) To prepare a monitoring strategy for rehabilitation/construction of STIS including furnishing them with equipment;
- (11) To develop and establish a project management information system for project management and monitoring and evaluation by setting up operational arrangements for collecting, analyzing and reporting project data, including records on procurement carried out by the target states;
- (12) To assist PMU in improving infrastructure of CASFOS, Dehradun;
- (13) To assist PMU in organizing a study tour for members of PMU and representatives of the target states;
- (14) To undertake any other work as assigned by Project Director, PMU, if necessary.

In the implementation phase (from second year onward):

- (15) To assist PMU, DFE and CASFOS, Dehradun, in organizing and conducting “Master Training,” including a coordination meeting for sharing the concept of Master Training with the target states and state PMU consultant teams;
- (16) To assist, by advising, the target states in 1) preparing state syllabus and teaching materials for training of trainers (TOT) and 2) developing state modified syllabus & teaching note and other materials for the use in training for frontline staff, if requested by the target states and

permitted by PMU;

- (17) To assist PMU in monitoring rehabilitation/construction of STIS;
- (18) To assist PMU in inspecting ex-post 1) rehabilitation/construction of STIS, 2) state syllabus and teaching materials for TOT, and 3) state modified syllabus & teaching note and other materials for the use in training for frontline staff;
- (19) To assist PMU/SC in monitoring TOT to be carried out by the target states and feed backing the monitoring results;
- (20) To assist PMU/SC in monitoring and evaluating training for frontline staff and feed backing the results;
- (21) To assist PMU/SC in carrying out an overall ex-post evaluation of the Project;
- (22) To assist PMU/SC and DFE/CASFOS Dehradun in formulating an exit policy for improving STIS and Master Training system initiated by the Project;
- (23) To undertake any other work as assigned by Project Director, PMU, if necessary.

3.2 Expected outputs

- (1) Instruction for “Training Improvement Plan”
 - within 3 months from inception
- (2) Model syllabus and teaching note for Frontline Staff Training
 - within 11 months from inception
- (3) Syllabus and materials on training methods and communications skills for Master Training
 - within 13 months from inception
- (4) Minutes of meeting for concept sharing of the Project
 - within 5 months from inception
- (5) Final assessment report on the documents submitted by the target states for appraisal
 - within 14 months from inception
- (6) Establishment of accounts, financial and budgetary management and auditing systems
 - within 3 months from inception
- (7) Establishment of project management information system
 - within 3 months from inception
- (8) First annual plan of operation
 - within 3 months from inception
- (9) A project monitoring and evaluation strategy paper
 - within 3 months from inception
- (10) A monitoring strategy paper for rehabilitation/construction of STIS
 - within 10 months from inception
- (11) A completion report on Master Training
 - within 17 months from inception
- (12) Final monitoring report on rehabilitation/construction of STIS
 - within 17 months from inception
- (13) A draft inspection report on 1) rehabilitation/construction of STIS, 2) state syllabus and teaching materials for TOT, and 3) state modified syllabus & teaching note and other materials for frontline staff

- (14) A monitoring report on TOT
 - within 17 months from inception
- (15) Final monitoring/evaluation report on training for frontline staff
 - within 17 months from inception
 - within 46 months from inception
- (16) A draft report on overall ex-post evaluation of the Project
 - within 47 months from inception
- (17) A final draft exit policy paper for improving STIS and Master Training system
 - within 49 months from inception

3.3 Place of execution

PMU Office in New Delhi except the expert for Communications Skills and Training Methods who will be assigned the tasks directly related to Master Training and will be largely stationed at DFE/CASFOS, Dehradun.

3.4 Required areas of expertise

(1) Forestry including JFM and Team Leader.

- At least Masters Degree in Botany/ Zoology/ Agriculture/ Forestry or Associate of IGNFA/SFS Diploma holder in forestry (which is equivalent of Masters in forestry).
- At least 20 years experience in the field of forestry practice.
- Good command of English.
- Experience in training is desirable.

(2) Participatory Planning and Assessment including Participatory Rural Appraisal (PRA)

- At least Masters Degree in any of Social Science fields/ Rural Development/ Associated fields.
- At least 10 years experience in the field of Community Development practice.
- Good command of English.

(3) Communications skills and training methods

- At least Master Degree in Social Science/ Communications or in associated field.
- At least 10 years experience in the field of the training of trainers in communications skills and training methods.
- Expertise in communications skills and training methods (knowledge and experience in forestry and community development shall be an asset).
- Good command of English.

(4) Rehabilitation/ construction of buildings including utilities (mainly Architecture)

- At least Graduate Degree in Civil Engineering/ Architecture
- At least 10 years experience in the field of Civil Engineering/ Architecture
- Good command of English

(5) Project Data Base Management

- Masters/Bachelors Degree/ Diploma in information technologies.

- At least 10 years experience in the field of Project Data Base Management
- Good command of English

(6) Accounting

- Masters/Bachelors Degree in the field of Accounting/ related field
- At least 10 years experience in the field of Accounting
- Good command of English

3.5 Expected period of duration

Four (4) years and one (1) month but it is subject to change. Required duration of services is as follows:

Forestry, Participatory Planning and Assessment, Project Data Base Management and Accounting: up to 49 months on continuous assignment basis

Communications skills and training methods: up to 31 months on continuous assignment basis

Rehabilitation/ construction of building: up to 27 months on continuous basis

4 Submission of EOI

4.1 Place of submission

The EOI shall be submitted in a sealed envelope through Speed Post, Registered Post or delivered by hand super scribing 'Capacity Development for Forest Management and Personnel Training' on top of the envelope to the following address.

Address:

Office of Deputy Inspector General of Forests (Research & Training)

Ministry of Environment and Forests

Room No.116, Paryavaran Bhawan

CGO Complex, Lodhi Road, New Delhi-110 510

Phone: 011-24364791/ 011-2436 3976

4.2 Deadline of submission

The submission shall be within 30 days of the publication of this notice; the last date for submission of EOI is 18th August, 2010.

4.3 EOI processing fees

No fees are required for EOI processing.

4.4 Processing schedule

(1) Issuing Request for Proposal (RFP) to short listed applicants

- about 30 days after the last date for submission of EOI

Applicants will be advised, in due course, of the results of their applications.

- (2) Last date for receiving proposal - 45 days after the issuing date of RFP
- (3) Start of negotiation with the proposer of the first ranked proposal
- About four (4) weeks after the last date for receiving proposal

4.5 Form of EOI

As annexed.

5 Selection procedure and criteria:

Applicants will be selected in two stages. Stage One is to check whether applicants are basically fit for the assignment while the Stage Two is to select most promising candidates among those who pass the Stage One test. The applicants should have core competent skilled manpower as well as sufficient experience in providing consulting services for activities related to the Project. In addition, the applicants should also have financial capability to carry out this assignment.

5.1 Stage One: Pass or Fail Test

1) Pass-or-Fail Test with respect to

- ✓ Relevant past experience;
- ✓ Key relevant staff employed by the applicant; and
- ✓ Financial capability (annual turnover & profit).

2) Criteria

- ✓ Experience of actually being engaged as prime contractor or a partner of a joint venture that acted as prime contractor in the last five years to provide consulting services in the Related Field Projects*. The type of venture may be study, project preparation, implementation management/supervision, or monitoring and evaluation; yes or no;
- ✓ Experts who have been on the applicant's pay roll for the last one year: at least one who meets¹ the qualification requirements described in clause "2.4 Qualifications Required for areas of expertise" in Section 2 above; yes or no;
- ✓ Annual turnover of consultancy services of Rs. 10 million or larger either in the last accounting year or on average over the last three accounting years, and positive net-of-tax profit either in the last accounting year or on average over the last three accounting years with the exception of those organizations that are not operated for profits; yes or no.

5.2 Stage Two: ranking for short-listing

Ranking of the applicants which have passed the Stage One test is to be made for short-

¹ In case of forestry expert, the required length of experience may be 10 years for the purpose of Stage One test.

listing purpose by counting the total number of weighted person/months that were provided by the applicant in the last five years for the Related Field Projects in any area of expertise described in clause “2.4 Qualifications Required for areas of expertise” in Section 2 above. Weights will also be given according to the level of qualifications of experts assigned to the projects. Weight 1.0 will be accorded to those experts who are in the required area of expertise and meet the qualifications, and weight 0.5 to those who are in the required area of expertise but their qualifications are not up to the described requirements². A cap of 2/3 is applicable for the sum of weighted person/month of any single area of expertise in the total weighted person/month of an applicant³. An applicant with the highest count is ranked first and the other applicants are ranked in the decreasing order of the respective counts. Three to five highest ranked applicants will be selected and short listed at the discretion of MOEF for inviting for the submission of proposal.

As regards the formation of consortium, to exclude such consortiums as formed with slack partners just to increase the count of person months, each and every partner of a consortium is required, unless otherwise instructed in the Request for Proposal that should be issued to the short-listed applicants, to provide at least one expert, for the contract period, in any of the areas of expertise stipulated in clause “2.4 Qualifications for Required areas of expertise” in Section 2 above. A consortium shall be post-disqualified should it breach in this regard while submitting the proposal. That requirement does not, however, prohibit the consortium to associate with other firms or reform the consortium when it submits the proposal as long as the partners presented in the Expression of Interest remain in the consortium and the condition of provision of experts by such partners is observed.

**Related Field Projects are defined as:*

- (a) *Either forestry training projects or projects related to the participatory management of publicly used natural resources;*
- (b) *Infrastructure improvement/ development projects that are implemented by several local implementing agencies in different localities in the country with the supervision of the Executing Agency at the central level or state level;*

6 Others

6.1 Standard of ethics

JICA requires that consultants, bidders and contractors, as well as the PMU/ State PMUs, under contracts funded with JICA ODA Loans and other Japanese ODA, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, JICA;

- (1) will recognize a consultant as ineligible to be awarded a contract funded with JICA ODA Loans if it determines that the consultant has engaged in corrupt or fraudulent practices in competing for the contract in question;

² With the exception of “Forestry” to which weight 1.5 is given if all the requirements are met, and weight 1.0 is given if work experience of 10 years are met together with academic qualifications and weight 0.5 for those in forestry area including JFM but do not meet 10 year experience or academic qualifications or the both.

³ In other words, in order to clear this cap, an applicant shall have provided consulting services in at least two areas of expertise stipulated in the Notice Inviting Expression of Interest and the total weighted person month of any single area of expertise shall not exceed the double of the sum of total weighted person months of all the other areas of expertise. In case an applicant provided consulting services in only one area of expertise, the final count of person month of the applicant will be 2/3 of the total weighted person month.

- (2) will recognize a consultant as ineligible, for a period determined by JICA, to be awarded a contract funded with JICA ODA Loans if it at any times determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, another contract funded with JICA ODA Loans or other Japanese ODA.

6.2 Conflict of interest

- (1) A firm hired to provide consulting services for this assignment, and each of its affiliates, shall be disqualified from subsequently providing for the Project goods, works or any other service related to this assignment other than a continuation of the “Services” under the ongoing contract.
- (2) Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants.
- (3) Consultants (including their personnel and sub-consultants) that have a business or family relationship with such member(s) of MOEF who are directly or indirectly involved in any part of; (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of MOEF, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of consultant’s work.

Expression of Interest Forms: Contents

EXPRESSION OF INTEREST

A. GENERAL INFORMATION

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B. PARTICULAR EXPERIENCE RECORD

Details of Consulting Services Contracts for Related Field Projects

Personnel Capabilities

Summary: Core Skilled Manpower

Financial Capability

Expression of Interest

[letterhead paper of the Applicant or partner responsible for a consortium, including full postal address, telephone no., and fax no.]

Date:.....

To: Ministry of Environment and Forests
Room No. 116, Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi 110 510

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the Notice Inviting Expression of Interest, the undersigned hereby expresses its interest in and applies to be prequalified and short-listed by yourselves as a submitter of proposal for the consulting services for the Capacity Development for Forest Management and Personnel Training Project:
2. Attached to this Expression of Interest are copies of original documents defining⁴:
 - (a) the Applicant's legal status; and
 - (b) the place of incorporation/ organization/ institution (for applicants who are

¹ For applications by consortiums, all the information requested in the Notice Inviting Expression of Interest, is to be provided for the consortium, if it already exists and for each party to the consortium separately. The lead partner should be clearly identified. Each partner in the consortium shall sign this Expression of Interest.

corporations/ organizations/ institutes), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

3. The Ministry of Environment and Forests (the Ministry) and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by the Ministry to verify statements and information provided in this Expression of Interest, such as the human resources, experience, and competence of the Applicant.

4. The Ministry and its authorized representatives may contact the following persons for further information:

Experience inquiries	
Contact	Telephone
Personnel inquiries	
Contact	Telephone
Financial inquiries	
Contact	Telephone

5. This Expression of Interest is made with the full understanding that:
 - (a) all information submitted in this Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;
 - (b) the Ministry reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage, and reject all applications;
 - (c) the Ministry shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

Applicants who are not joint ventures should delete para. 6 and initial the deletion.

6. We confirm that if we submit a proposal, that proposal, as well as any resulting contract, will be:
- (a) signed so as to legally bind all partners, jointly and severally; and

 - (b) submitted with a consortium agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
7. The undersigned declare that the statements made and the information provided in this Expression of Interest are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

EXPRESSION OF INTEREST FORM (1)

A. General Information

All individual firms and each partner of a consortium applying for pre-qualification and selection for short-listing are requested to complete the information in this form. Nationality information should be provided for all owners or applicants who are partnerships or individually-owned firms.

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	
5.	Place of incorporation / registration	Year of incorporation / registration

<i>Nationality of owners²</i>		
	<i>Name</i>	<i>Nationality</i>
1.		
2.		
3.		
4.		
5.		

²To be completed by all owners of partnership or individually-owned firms.

General Experience Record

Name of Applicant or partner of a Consortium

All individual firms and all partners of a consortium are requested to complete the information in this form. The information supplied should be the annual profits after taxes, and they should be converted to Indian Rupees if they were not in Indian Rupees at the rate of exchange at the end of the period reported. Information in this Form shall be the same as the information on the corresponding items of "Financial Capability" (Form (5)).

Use Form (2a) and attach Form (2b) in case the Applicant is a consortium.

Applicants should not be required to enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.

Financial Data (related to activities of consulting services only)

(Unit: INR)

Year	Annual turnover	Profit after taxes
1.		
2.		
3.		

EXPRESSION OF INTEREST FORM (2a)

Consortium Summary

<i>Names of all partners of a Consortium</i>
1. Lead partner
2. Partner
3. Partner

Total value of annual consulting services profits after taxes in the last three accounting years of each partner as well as the Consortium, i.e., sum of all the partners, in Indian Rupees, converted at the rate of exchange at the end of the period reported:

<i>Annual turnover data (consulting services only; Indian Rupees equivalent)</i>			
<i>Partner</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
1. <i>Lead partner</i>			
2. <i>Partner</i>			
3. <i>Partner</i>			
<i>Total of the Consortium</i>			

<i>Annual profit data (after taxes; Indian Rupees equivalent)</i>			
<i>Partner</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
1. <i>Lead partner</i>			
2. <i>Partner</i>			
3. <i>Partner</i>			
<i>Total of the Consortium</i>			

Consortium Agreement

To: DIGF (RT),
Ministry of Environment and Forests
Room No.116, Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi 110 510

The undersigned of this declaration of cooperation are authorized to act with regard to the Expression of Interest in the consulting services for the Capacity Development for Forest Management and Personnel Training Project and on behalf of their organizations.

They hereby declare:

1. that they will legalize a consortium Agreement in case that a consulting services Contract indicated in the Notice Inviting Expression of Interest for the Capacity Development for Forest Management and Personnel Training Project (the Contract) is awarded to their group;
2. that they have nominated _____ [*name of the lead partner*] as the Sponsor Firm of the group for the purpose of this Expression of Interest;
3. that they authorized Mr./Ms. _____ [*name of the person who is authorized to act as the Representative on behalf of the Consortium*] to act as the Representative in the name and on behalf of their group for the purpose of this Expression of Interest.
4. that all partners of the Consortium shall be liable jointly and severally for the execution of the Contract;
5. that this Consortium is an association constituted for the purpose of providing consulting services for the Capacity Development for Forest Management and Personnel Training Project under the Contract;
6. that each and every partner to this Consortium shall provide at least one expert for the contract period in any one of the Required areas of expertise that are stipulated in Clause 2.4, Section 2 of the Notice Inviting Expression of Interest ;
7. that this Consortium should be post-disqualified in case the Consortium should breach the agreement in respect of item 6 above when submitting a Proposal;

8. that if the Employer accepts the Proposal of this Consortium, it shall not modify the composition or constitution of the consortium formed and proposed in the Proposal until the completion of Contract without the prior consent of the Employer;

Give names and positions of the proposed Consortium Representatives, as well as organization's names and addresses:

1.	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

2	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

3	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

B. Particular Experience Record

To qualify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the "Notice Inviting Expression of Interest". In addition, the information provided on the particular experience is used for ranking and selection of qualified applicants for short-listing.

On a separate page, using the format of Form (3a), the Applicant is requested to list all contracts in which consulting services were or being provided by the Applicant for "Related Field Projects" as defined in the "Notice Inviting Expression of Interest" during the last five (5) years. The information is to be summarized, using Form (3a), for each contract completed or under execution, by the Applicant or by each partner in case of Consortium. The value should be based on the currencies of the contracts converted into Indian Rupees, at the date of substantial completion, or for current contracts at the time of award.

EXPRESSION OF INTEREST FORM (3a)

Details of Consulting Services Contracts for Related Field Projects

Name of Applicant or partner of the Consortium

All individual firms and all partners of a consortium are requested to provide the information in the following form. Use a separate sheet for each contract.

.	Serial Number of contract	Number ___ of total ___ contracts presented in Form (3a) by the Applicant		
1.	Name of contract			
	Country where contract is executed			
	Name of employer			
3.	Employer's address and telephone number			
4.	Special features of the project for which consulting services were provided under this contract			
	Type* of Related Field Project (check one)	Features		
	Type (a) projects Type (b) projects			
5.	Contract role (check one) Sole contractor Subcontractor Partner in a consortium			
6.	Value in specified currencies at completion, or at date of award for current contracts, <ul style="list-style-type: none"> Total Contract Amount: _____ (amount & name of currency) Sub-Contract Amount (if the role was sub contractor): _____ (amount & name of currency) Responsible Contract Amount (if the role was partner in a consortium): _____ (amount & name of currency) _____ (percentage of share)% 			
7.	Date of award	Date of completion		
8.	Total man months of service provided by the Applicant (or each party) and Contract/subcontract duration (years and months) _____ Man/months ___ years ___ months			
9.	Person Months provided by the Applicant (or each partner) under this contract (Add rows for additional experts (and delete unnecessary rows) if more than one experts were provided in the same area of expertise)			
	Area of Expertise	Experts engaged in the area in the left		Total man/months provided by the expert in the left for this contract and duration
		Name & years of experience in the profession as of the time of assignment	Degrees/diploma and area of specialty as of the time of assignment	
	1) Forestry including JFM			_____ Man/Month From _____ to _____
	2) Participatory Planning and Assessment including PRA			_____ Man/Month From _____ to _____
	3) Communication skills / training methods			_____ Man/Month From _____ to _____
	4) Rehabilitation of buildings			_____ Man/Month From _____ to _____
	5) Project Data Base Management			_____ Man/Month From _____ to _____
6) Accounting			_____ Man/Month From _____ to _____	

*FOR THE DEFINITION OF THE TYPE, PLEASE REFER TO CLAUSE 4.2 OF EOI DOCUMENT.

Personnel Capabilities

Name of Applicant

In-house core competent skilled manpower is essential to contract execution. For specific areas of expertise essential to contract execution, the Applicants should provide the name of at least one employee (employed by the Applicant or partner of the Consortium, i.e., on the payroll in the past one year) in any one of the specified areas of expertise. He/she shall meet the qualification requirements for his/her designated area of expertise that are stipulated in the Notice Inviting Expression of Interest. The data on their experience should be supplied in separate sheets using one Form (4a) for each.

1.	Area of Expertise:
	Name of the Employee
	Name of the Employer
2.	Area of Expertise
	Name of the Employee
	Name of the Employer

EXPRESSION OF INTEREST FORM (4a)

Summary: Core Skilled Manpower

Name of Applicant

Area of Expertise		
<i>Employee information</i>	1. Name	2. Date of birth
	3. Professional qualifications (Education-University and/or diploma, year of graduation or completion, degree or diploma earned; Publications; Association with professional societies, Professional certifications if any)	
<i>Present employment</i>	4. Name of employer	
	Address of employer	
	Employed since : _____ (Month Year)	
	Telephone	Contact (manager / personnel officer)
	Fax	
	Job title of candidate	Years with present employer

Summarize professional experience over the last 10 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

<i>From</i>	<i>To</i>	<i>Company / Project / Position / Relevant professional experience</i>

Financial Capability

Name of Applicant or partner of a consortium

Applicants, including each partner of a consortium, should provide financial information to demonstrate that they meet the requirements stipulated in the Notice Inviting Expression of Interest. Each applicant or partner of a consortium must fill in this form. If necessary, use separate sheets to provide complete banker information. A copy of the balance sheets and statement of profit and losses should be attached.

<i>Banker</i>	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	

Summarize actual assets and liabilities in Indian Rupees equivalent (at the rates of exchange current at the end of each year) for the previous three years.

<i>Financial information in Indian Rupees equivalent</i>	<i>Actual: previous three years (use the accounting year of the applicant or partner)</i>		
	<i>Accounting Year; 1.</i>	<i>Accounting Year 2.</i>	<i>Accounting Year 3.</i>
<i>1. Total assets</i>			
<i>2. Current assets</i>			
<i>3. Total liabilities</i>			
<i>4. Current liabilities</i>			
<i>5. Sales</i>			
<i>Of which consulting services only</i>			
<i>6. Ordinary Profits</i>			
<i>Of which consulting services only</i>			
<i>7. Profits after taxes</i>			
<i>Of which consulting services only</i>			

Attach audited financial statements for the last three accounting years (for the individual applicant or each partner of a consortium) or financial statements certified by a registered accountant and supported by copies of tax returns, if audits are not required by the laws of their countries of origin.

Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin.