



ODISHA BIODIVERSITY BOARD

Forest, Environment & Climate Change Department, Govt. of Odisha
Regional Plant Resource Centre Campus
Nayapalli, Bhubaneswar-15, Odisha
Tel No.0674-2552006
Email: odishabiodiversityboard@gmail.com
www.odishabiodiversityboard.in

F. No. Estt- 235/OBB/2024/ 8291

Date: 19.10.2024

EXPRESSION OF INTEREST FOR EMPANELMENT OF CONSULTANTS FOR PREPARATION OF MANAGEMENT PLANS OF BIODIVERSITY HERITAGE SITES (BHS) AND OTHER ALLIED ACTIVITIES

Notice

Expression of Interest (EoI) is invited in the prescribed format from experienced individuals of national repute with prior experience in implementing projects related to the community participation in Natural Resource Management, Biodiversity Conservation in Forestry/ Agriculture/ Allied sectors being implemented in Odisha, to be empaneled as Consultants at State level to facilitate in the preparation of Management Plans for the Biodiversity Heritage Sites(BHS) along with allied activities as provisioned under the Biological Diversity Act, 2002 and Odisha Biodiversity Rules, 2012.

Interested individuals may download the details of "Terms of Reference (ToR) and the Application Form" from the website www.odishabiodiversityboard.in. EoI along with required documents, as sought for, shall be sent through a sealed envelope superscribed as "Expression of Interest for empanelment as Consultant under OBB" accompanied with a Demand Draft for Rs. 5,000/- as non- refundable processing fees in favour of the Odisha Biodiversity Board, payable at Bhubaneswar and should reach "The Member Secretary, Odisha Biodiversity Board, RPRC Campus, Bhubaneswar, 751015", latest by 11.11.2024 at 5.00 PM.

EoI received after the stipulated date and time shall not be entertained. Canvassing in this regard will invite disqualification of the proposal of the Applicant.


19.10.2024

Member Secretary, Odisha Biodiversity Board

Memo No. 8292 /OBB., Bhubaneswar.

Date: 19.10.24

Copy forwarded to Dr.Shubhransu Nayak, Coordinator for uploading in the website of OBB/ Notice Board, OBB for all concerned.


Member Secretary
Odisha Biodiversity Board

**EXPRESSION OF INTEREST FOR EMPANELMENT OF
CONSULTANTS
FOR PREPARATION OF MANGEMENT PLAN FOR THE
BIODIVERSITY HERITAGE SITES OF ODISHA AND OTHER
ALLIED ACTIVITIES**

Expression of Interest No. 8291/ 2024, Date of Issue: 19.10.2024

Last Date of Submission: 11.11.2024

Odisha Biodiversity Board

Regional Plant Resource Centre Campus
Nayapalli, Bhubaneswar-751015
Forest, Environment & Climate Change Department
Government of Odisha,

Tel No.0674-2552006

Email: odishabiodiversityboard@gmail.com

www.odishabiodiversityboard.in

Sd/-

**MEMBER SECRETARY
ODISHA BIODIVERSITY BOARD
BHUBANESWAR**

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Sd/-

**Member Secretary
Odisha Biodiversity Board**

A. Important Fact Sheet

S. No	Activity	Details
1	Nature of Work	Selection for Empanelment of Consultants for facilitating preparation of Management Plans for Biodiversity Heritage Site and other allied activities as provisioned under the Biological Diversity Act, 2002 and Odisha Biodiversity Rules, 2012.
2	Name of the Issuer of this Expression of Interest Notice	Odisha Biodiversity Board (OBB), Department of Forest, Environment and Climate Change, Government of Odisha.
3	Website for downloading documents regarding the tender	www.odishabiodiversityboard.in
5	Last Date of Receipt of Bids	Date: 11.11.2024 Time: 5:00 PM IST
6	Mode of Receipt of Bids	Only through the Speed Post/ Courier
7	Address for Correspondence	Member Secretary Odisha Biodiversity Board Regional Plant Resource Centre Campus Nayapalli, Bhubaneswar-751015, Odisha Email: odishabiodiversityboard@gmail.com Contact no: 0674-2552006
8	EOI Opening of Technical Proposals in presence of Applicants (Virtual/ Physical Mode to be decided later)	Date: 12.11.24 Time: 11:30 AM – 12:00 hrs
9	Date of Technical Presentation by Applicants shortlisted in Technical Proposals	Date: To be informed
10	Empanelment	Date: Will be informed through website and in writing to all technically qualified NGOs/Organizations.
11	Validity of Proposal	The panel of Technically Qualified Applicants shall be valid for a period of one year from the date of notification in the website. This is extendable as per requirement of the assignment.

The Board reserves the right to change any schedule items/dates. Please refer to the website mentioned in the notice regularly for updates. Proposals must be received not later than the date & time mentioned in the Information Sheet. Proposals that are received after the scheduled date and time shall not be considered and will be summarily rejected without mentioning any reasons thereof. Any Addendum / Corrigendum / Cancellation of tender can also be seen in the website.

EXPRESSION OF INTEREST FOR EMPANELMENT OF CONSULTANTS FOR PREPARATION OF MANAGEMENT PLANS OF BIODIVERSITY HERITAGE SITES (BHS) AND OTHER ALLIED ACTIVITIES

Part I: General Information for the Applicants

This section serves as a guideline for consultants to understand the requirements and expectations of the Odisha Biodiversity Board in preparing effective Management Plans for Biodiversity Heritage Sites in the state of Odisha.

1.0 Background

The Odisha Biodiversity Board (OBB) is committed to the conservation and sustainable management of biodiversity within the state. The Board (OBB) under the administrative control of the Forest, Environment and Climate Change Department, Government of Odisha, is functioning since 2009 to implement the statutes of Biological Diversity Act 2002 and its Amendment of 2023 and Rule 2004 read with Odisha Biodiversity Rules, 2012.

In alignment with the Biological Diversity Act of 2002 read with its Amendment of 2023, Biodiversity Rules, 2004 and Odisha Biological Diversity Rules, 2012 read with subsequent Guidelines on Management of BHS, 2016, the OBB seeks to prepare comprehensive management plans for its designated Biodiversity Heritage Sites (BHS). These plans will guide conservation efforts, enhance biodiversity and promote sustainable use of bio- resources while simultaneously preserving the socio-cultural traditional knowledge systems.

1.01 Relevance of Biodiversity Heritage Sites

The declaration of Biodiversity Heritage Sites (BHS) under the Biological Diversity Act of 2002 and the Odisha Biodiversity Rules, 2012 is a significant step towards the conservation and sustainable management of biodiversity in India. The Biological Diversity Act was enacted to fulfil India's commitments to the Convention on Biological Diversity (CBD) and to ensure the protection of biological diversity, sustainable use of its components and fair sharing of benefits arising from genetic resources. Under this framework, BHS are designated areas of unique biological and ecological significance, recognized for their rich biodiversity and cultural heritage.

The relevance of BHS lies in their role as crucial ecosystems that support various species and genetic diversity, providing essential ecosystem services such as water purification, climate regulation and soil fertility. These sites often harbour endemic species and traditional knowledge held by local communities, making them invaluable not just for biodiversity conservation but also for socio-cultural preservation. The declaration of these sites under the Odisha Biodiversity Rules, 2012, further, emphasizes the state's commitment to biodiversity conservation by empowering local governance structures to manage and protect these areas effectively.

By recognizing and declaring BHS, the government also facilitates community participation in conservation efforts, fostering stewardship and sustainable practices among local populations. This engagement not only helps in the protection of biodiversity but also enhances the livelihoods of local communities through eco-tourism and sustainable resource use.

Overall, the declaration of Biodiversity Heritage Sites serves as a pivotal mechanism for integrating conservation, community well-being and sustainable development in Odisha, ensuring that both biodiversity and socio-cultural heritage are preserved for future generations.

1.02 About the Biodiversity Heritage Sites of Odisha

Odisha boasts of having declared four number of Biodiversity Heritage Sites, namely- Mandasaru, Mahendragiri, Gandhamardhan and Gupteswar Biodiversity Heritage sites.

A. Madasaru Biodiversity Heritage Site

Mandasaru in Raikia Block of Phulbani Forest Division in Kandhamal Districts spans 528 hectares and is home to 1563 species of plants, animals, and fungi. Among its diverse flora, there are 41 species of medicinal plants, many of which are categorized as threatened. Noteworthy among these are 23 threatened plant species, including 3 endemic species such as the Lithophytic Orchid (*Cirrhopetalum panigrahianum*) and a gymnosperm called *Cycas orixensis*. Some of the endangered plants found in the gorge include *Lasiococcacomberi*, *Saracaasoca*, *Balanophorapolyandra*, *Polyalthiasimiarum*, *Dimorphocalyx glabellus*, *Stemona tuberosa*, *Pueraria tuberosa*, *Rauvolfia serpentina*, *Embeliaribes*, and *Gnetum ula*. The gorge provides a suitable habitat for Fishing Cats and Small-clawed Otters. It is also home to the Golden Gecko, an endemic species of the Eastern Ghats, which thrives in significant numbers within the gorge. Furthermore, Mandasaru Gorge holds cultural significance as a sacred site for local communities who revere and protect a fern known as Patharagirdhini (*Drynariaquercifolia*) growing atop one of its hills.

B. Mahendragiri Biodiversity Heritage Site

Mahendragiri hill in the district of Gajapati is situated at an elevation between 700-1501m above mean sea level. This area covers 4250ha of two reserve forests. With increase altitude, the hill complex demonstrates several micro climatic conditions like tropical shola, tropical semievergreen, tropical moist-deciduous & tropical dry deciduous. The diversified vegetation with rich floral diversity representing 40% of the reported flora of Odisha. A total of 388 species of animals and 1,348 species of plants occurring in the hill ecosystem. It is an adobe of 2 endemic animals, 5 species of endemic and 60 species of threatened plants out of identified threatened species of Odisha. The ancient temples of Kunti, Shima, Arjuna and Yudhisthir at Mahendragiri have been declared as protected monuments under the Ancient Monument and Archaeological sites and Remains Act 1958 by the State Government. These monuments provide a sacred and holy background for receiving about one lakh devotees annually every year to worship the deities of the hill.

C. Gandhamardan Biodiversity Heritage Site

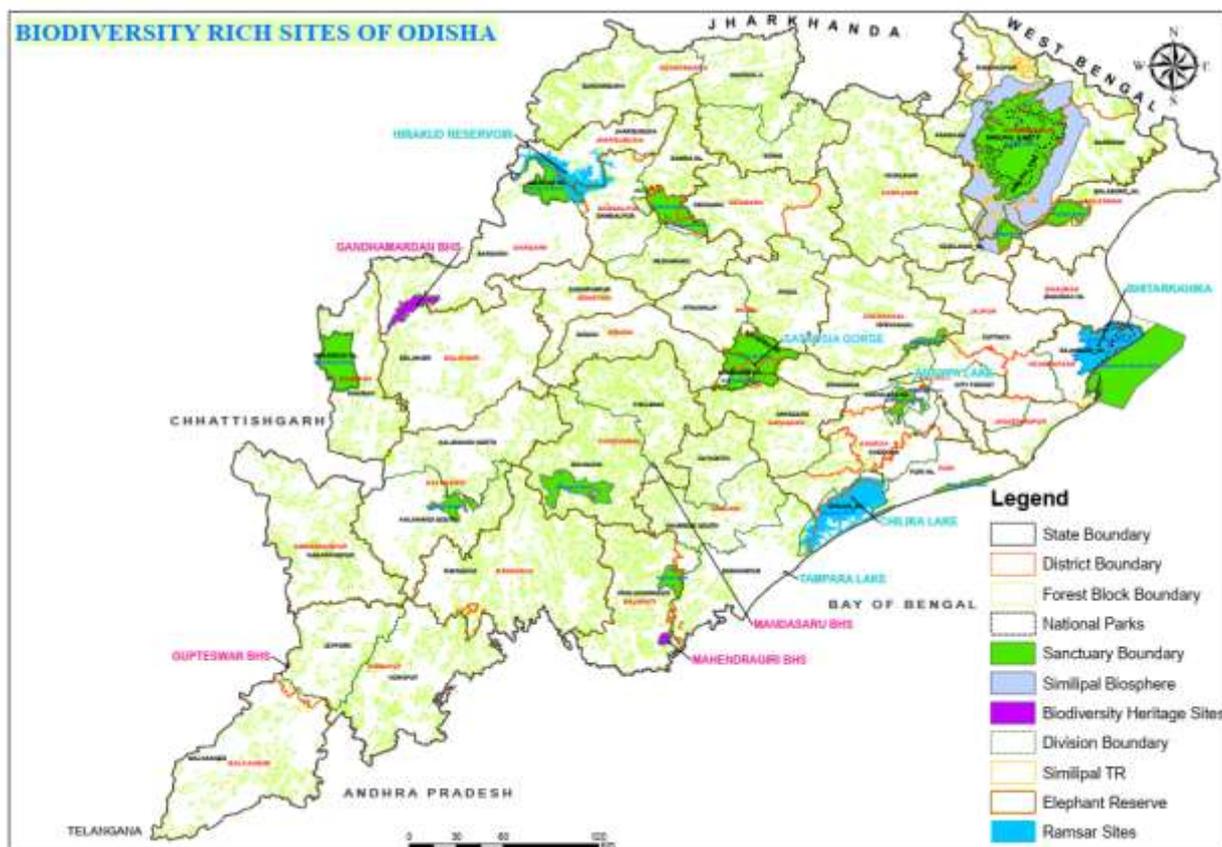
Gandhamardan Hills coming under Balangir-Bargarh districts covering an area of an area of 18,963.898 ha. It is treasure trove of medicinal plants comprising 1055 floral species including 849 angiosperms, 56 pteridophytes, 40 bryophytes, 45 lichens, 2 angiosperms and 63 macrofungi. The Faunal diversity of 500 species includes 43 mammals, 161 birds, 16 amphibians, 118 butterflies, 27 dragonflies 7 damselflies and 83 spiders. Two endemic species, a plant, *Ficus conccinavar. dasycarpa* and a spider, *Peucetiaharishankarensis* are endemic to this hill. Two historical monuments, Nrusinghanath and Harishankar temples located in the Northern and Southern slopes respectively in the foothills have immense cultural significance. These are two major pilgrimage sites of Odisha. Moreover, famous traveler, Hiusen Tsang described this hill shrine as a Buddhist Heritage Site, "Parimalagiri". The site has its socio-economic, ecological and biological significance and long history of human association.

D. Gupteswar Biodiversity Heritage Site

The divine, "Gupteswar Forest" in Jeypore Forest Division of Koraput District situated in the southernmost region of Odisha and a part of Eastern Ghats, is a great assemblage of significant species of flora and fauna. This sacred place always drags the attention of naturalists, environmentalists, researchers, and tourists for its rich biodiversity and the gigantic Shiva Linga which has rich mythological significance and mesmerizing beauty of the surrounding domain. The 350 hectares of demarcated area that intersects Gupteswar PRF and Dondrakhol RF comprises at least 608 faunal species and 615 floral species. Faunal richness includes 28 species of mammals, 188 species of birds, 18 species of amphibia, 48 species of reptiles, 45 species of Pisces, 141 species of butterflies, 43 species of moths, 41 species of odonates, 30 species of spiders, six species of scorpion and 20 species of lower invertebrates. Gupteswar is also bestowed with sub terrain vegetation with a rich diversity of threatened and medicinal plants which include 182 species of tree, 76 species of shrubs, 177 species of herbs, 69 species of climbers, and 14 species of orchids. Other than that, 17 species of ferns, 20 species of bryophytes, 15 species of lichens, 44 species of macro fungi and one species of gymnosperm have also been documented in this area.

1.03 The Coverage of the Biodiversity Heritage Sites

The Map of Biodiversity Rich Sites of Odisha is given below which depicts the location of Biodiversity Heritage Sites of Odisha:



The District wise spread of the Biodiversity Heritage Sites is given in the table below:

The location of Biodiversity Heritage Sites of Odisha

S. No.	Name of BHS	Name of Circle	Name of District	Name of Division	Name of RF/ PRF	Area (in Ha.)
1.	Mandasaru BHS	Berhampur	Kandhamal	Phulbani	Lendrikiya RF Karada RF Sikabadi PRF	528 ha.
2.	Mahendragiri BHS	Berhampur	Gajapati	Parlakhe mudi	Idongiri RF Mahendra RF	4250 ha.
3.	Gandhamardan Hill BHS	Sambalpur	Bargarh	Bargarh	Gandhamardan RF	18963.898 ha.
		Bhawanipatna	Bolangir	Bolangir		
4.	Gupteswar Forest BHS	Koraput	Koraput	Jeypore	Gupteswar PRF	350 ha.

					Dhondrak hol RF	
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1.04 Objectives

The objectives of empanelling consultants are to:

- Develop the format for preparation of the management plans suitable for all Biodiversity Heritage Sites.
- Assess the current status of biodiversity, threats and opportunities within each site.
- Propose effective strategies for conservation, community engagement and sustainable development through convergence of livelihood schemes including promoting income generating activities for the forest fringe dwellers.
- Assist the Board in conducting Stakeholder consultations necessary for preparation of the said management plans
- Thus develop the detailed management plan for the designated Biodiversity Heritage Site in Odisha.
- Assist the Odisha Biodiversity Board in matters related to its effective and efficient functioning.

1.05 Scope of Work

The consultants will be required to prepare the Management Plan of one Biodiversity Heritage Site at a time starting with Mandasaru Biodiversity Heritage Site:

A. Site Assessment:

- Conduct baseline biodiversity assessments of the designated sites, including flora, fauna and ecosystem services. (The existing inventory reports for each BHS may be referred to for this purpose).
- Identify key threats to biodiversity (e.g., invasive species, habitat destruction, pollution).
- Identify the opportunities available for sustainable management of the respective sites.

B. Stakeholder Engagement:

- Identify and engage with relevant stakeholders, including local communities, government agencies, NGOs, and academic institutions.
- Facilitate workshops and discussions to gather input and foster collaboration.
- Collate and compile the suggestions of the stakeholder consultations.

C. Management Plan Development:

- Develop a comprehensive management plan for each BHS, which includes:
 - Vision and goals for the site.
 - Conservation strategies and action plans.
 - Sustainable use and management practices.
 - Convergence of Livelihood Schemes of the line departments
 - Monitoring and Evaluation frameworks.
 - Funding and resource mobilization strategies.

D. Capacity Building:

- Propose training and capacity-building initiatives for local stakeholders to ensure effective implementation of the management plans.

E. Reporting:

- Prepare detailed reports outlining findings, recommendations and the management plans for each site.
- Present the reports to the OBB and other stakeholders.

1.06 Application Process

Each applicant has to apply individually for being empanelled with OBB for the purpose of preparation of Management Plans for the Biodiversity Heritage Sites of Odisha and other allied activities. A panel of four consultants will be prepared in the order of merit. However, being empanelled in the panel does not entail assignment of work. Besides, one or more empanelled consultants may be assigned for preparation of one management plan at the discretion of the Chairperson to facilitate the completion of the assignment. The preparation of Management plans will be initiated from the Mandasaru BHS. Further, BHS sites will be assigned on successful completion of the previously assigned task.

The decision for allocation of work after empanelment will be made by the Member Secretary, OBB in consultation with the empanelled Consultants and finally approved by the Chairperson. The disputes in this regard, if any, will be brought to the notice of the Chairperson OBB for resolution and his/ her decision in the matter shall be final.

Applications are invited in the prescribed formats from individuals with prior experience in biodiversity survey/micro-plan or management plan preparation and other allied activities at the level of local bodies (Urban/Rural). The selection does not necessarily entitle the applicant for empanelment. The panel will be valid for a period of one year from the date of the signing of contract with the OBB. It may be extended to a further period of one year if the situation so entails. The decision of the Member Secretary in this regard will be final and binding to all concerned

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Part II: Evaluation Process

2.0 The Selection Process

The evaluation of the applications shall be done from a maximum of 125 marks. The applicants fulfilling the eligibility criteria of Educational Qualifications and Experience will be Technically Evaluated out of 100 marks. Those applicants scoring 70 marks or more in the eligibility criteria will be shortlisted for making a presentation before the Selection Committee on a date and venue which will be intimated separately by OBB. Applicants scoring more than 90 marks in the Technical Proposal and Presentation will finally be empanelled for the proposed assignment. It may be noted that the applicants will be required to score in the evaluation of both sections of Technical Proposal and Presentation separately for being considered for empanelment.

2.01 Eligibility Criteria for being empanelled as Consultants under OBB

Applicants are required to exhibit strong analytical skills, excellent communication abilities and a passion for biodiversity conservation and sustainable development. The eligibility criteria for being empanelled as a Consultant in OBB for the assignment are given below:

Eligibility Criteria

- **Essential Criteria**
 - **Educational Criteria-** Postgraduation in Science/ Forestry / Allied Fields
 - **Age:** 55 to 70 years as on the date of Application
 - **Engagement:** Not engaged in any other full time or part time assignment at the time of application
- **Professional Experience in**
 - Natural Resource Management/ Biodiversity Conservation/ Wildlife Management
 - Livelihood Promotion and Convergence of Schemes
 - Conducting Sampling/ Enumeration/ Survey/ Inventory
 - Use of Statistical Tools for Data Analysis
 - Expertise in use of PRA Tools for rapid data collation
 - Preparation of Management Plans/ Microplans/ Working Plans
 - Engaging with vulnerable sections like women/ tribals/ SC/ ST
 - Design, preparation and conduct of capacity and skill building training Modules
 - Project Management- Experience in leading or participating in multidisciplinary teams for projects related to natural resources/ biodiversity and wildlife management
 - Stakeholder engagement

- Ability to engage effectively with various stakeholders, including local communities, government bodies and NGOs.
- Experience in facilitating workshops, training sessions and community consultations.
- Monitoring and Evaluation
 - Experience in conducting data collation and analysis
 - Experience to produce high-quality reports and technical documents, with experience in scientific writing
- Regional Knowledge
 - Resident of Odisha
 - Familiarity with the biodiversity, ecology and socio-economic context of Odisha, including indigenous practices and conservation challenges
 - Proficiency in Odia Language.

2.02 Cost of remuneration for the empaneled Consultants:

The empaneled Consultant(s), who has/ have been assigned to prepare a Management Plan of the BHS by the OBB will be required to execute an agreement with the OBB for a period of 1 (one) year for which a monthly remuneration as entitled will be payable to them by OBB as per the Government of India, Ministry of Environment, Forest and Climate Change Circular No. Annexure to OM No.2/ 209/ 2020/ ADMN/ 1147 Dated 20.07.2020.

2.03 Evaluation Procedure

The Evaluation Procedure for Empanelment of Consultants will involve two stages of Technical Evaluation as mentioned below:

- The Technical Proposal
- The Presentation of the Proposal through Power-point Presentation

The method to be followed during the overall selection process will be based on the evaluation of the eligibility criteria and the presentation of the proposal carrying a maximum of 125 marks. The details of marking system of the Technical Proposal and Presentation are as under:

Evaluation Scheme for the Applicant

S. No.	Eligibility criteria	Max Marks
I	Evaluation of Technical Proposal	
1	Experience in Natural Resource Management/ Biodiversity Conservation/ Wildlife Management	10
2	Livelihood Promotion and Convergence	5
3	Experience in Conducting Sampling/ Enumeration/ Survey/ Inventory	5
4	Use of Statistical Tools for Data Analysis	5

5	Expertise in use of PRA Tools for rapid data collation	5
6	Number of Years in Preparation Planning and Implementation of Management Plan/ Microplans	10
7	Engaging with vulnerable sections like women/ tribals/ SC/ ST	6
8	Design, preparation and conduct of capacity and skill building training Modules	18
9	Project Management- Experience in leading or participating in multidisciplinary teams for projects related to natural resources/ biodiversity and wildlife management	10
10	Stakeholder engagement	10
11	Monitoring and Evaluation	10
12	Regional Knowledge	6
Total of Technical Proposal		100
II	Presentation of the Concept Note for preparation of Management Plan of BHS	25
Total Marks (= I + II)		125

The details of markings for individual items in the Evaluation Procedure are mentioned below:

Evaluation Scheme for the Applicant

S. No.	Eligibility criteria	Max Marks
I	Evaluation of Technical Proposal	
1	Experience in Natural Resource Management/ Biodiversity Conservation/ Wildlife Management	10
A	Number of Years of Experience	10
A1	25 to 30 years of experience	8
A2	Above 30 years of experience	10
2	Livelihood Promotion and Convergence	5
A1	25 to 30 years of experience	2
A2	Above 30 years of experience	5
3	Experience in Conducting Sampling/ Enumeration/ Survey/ Inventory	5
A	Number of Years of Experience	5
A1	3 to 5 years of experience	2
A2	Above 5 years of experience	5
4	Use of Statistical Tools for Data Analysis	5
A1	3 to 5 years of experience	2
A2	Above 5 years of experience	5
5	Expertise in use of PRA Tools for rapid data collation	5

A	Number of Years in Use of PRA Tools	5
A1	3 to 5 years of experience	2
A2	Above 5 years of experience	5
6	Number of Years in Preparation Planning and Implementation of Management Plan/ Microplans	10
A1	5 to 10 years	3
A2	10 to 15 years	5
A3	Above 15 years	10
7	Engaging with vulnerable sections like women/ tribals/ SC/ ST	6
A1	5 to 10 years	3
A2	10 to 15 years	6
8	Design, preparation and conduct of capacity and skill building training Modules	18
A	Number of Years of Experience	6
A1	3 to 5 years of experience	3
A2	Above 5 years of experience	6
B	Number of Capacity Building Trainings Designed and Executed	5
B1	3 to 5 Numbers	2
B2	above 5 numbers	5
C	Numbers of Participants trained	7
C1	Below 100 numbers	2
C2	Above 100 to 200 numbers	5
C3	Above 200 numbers	7
9	Project Management- Experience in leading or participating in multidisciplinary teams for projects related to natural resources/ biodiversity and wildlife management	10
A1	5 to 10 years of experience	5
A2	Above 10 years of experience	10
10	Stakeholder engagement	10
A	Ability to engage effectively with various stakeholders, including local communities, government bodies and NGOs.	5
A1	25 to 30 years of experience	2
A2	Above 30 years of experience	5
B	Experience in facilitating workshops, training sessions and community consultations.	5
B1	25 to 30 years of experience	2
B2	Above 30 years of experience	5
11	Monitoring and Evaluation	10
A	Experience in conducting data collation and analysis	5
A1	25 to 30 years of experience	2
A2	Above 30 years of experience	5

B	Experience to produce high-quality reports and technical documents, with experience in scientific writing	5
B1	25 to 30 years of experience	2
B2	Above 30 years of experience	5
12	Regional Knowledge	6
A	Resident of Odisha	1
A1	Yes	1
A2	No	0
B	Familiarity with the biodiversity, ecology and socio-economic context of Odisha, including indigenous practices and conservation challenges	2
B1	Yes	2
B2	No	0
C	Proficiency in Odia Language.	3
C1	Reading	1
C2	Writing	1
C3	Speaking	1
Total of Technical Proposal		100
II	Presentation of the Concept Note for preparation of Management Plan of BHS	25
Total Marks (= I + II)		125

2.04 Empanelment Procedure:

- Primary selection of Applicant will be done basing on criteria defined in the Evaluation Section.
- Applicants scoring **70** marks and above out of 100 marks in the Technical Proposal will be short listed for a presentation before the Selection Committee.
- Date, time and venue of the presentation will be intimated to the shortlisted applicants well in advance by the OBB.
- Applicants scoring more than total 90 marks in the Technical Proposal and Presentation together will finally be empaneled for the proposed assignment. It may be noted that the applicants will be required to score in the evaluation of both sections of Technical Proposal and Presentation separately for being considered for empanelment.
- Based on marks scored in the Technical Proposals submitted and presentations made, technically qualified applicants will be selected. This will amount to qualification for empanelment.
- Empanelment of the Applicant for the assignment will be on the basis of merit list thus prepared on the marks secured by each applicant and does not guarantee the actual deployment. The actual deployment will depend upon the availability of funds and the prioritization of the project sites.

2.05 Language of Proposals:

The proposal and all related correspondence exchanged between the applicant and the OBB shall be written in the English language.

2.06 Validity of Expression of Interest (EoI) Advertisement

The Advertisement of EoI will be valid for a period of 3 months within which the List of Empanelled Consultants will be displayed at the website of OBB.

The Panel of Consultants will be valid for a period of two years beyond which the validity may be extended at the discretion of the Chairman, OBB depending upon the requirement of work and availability of funds. Based on the expertise, the empanelled Consultants will be invited by the Member Secretary, OBB with the approval of the Chairman for signing of the agreement with OBB.

2.07 Contract Negotiation:

The finally empanelled Consultants (a maximum of 4 in numbers) will be invited for the Contract Negotiations. The Contract Negotiations will be held at a date, time and address as intimated to the empanelled applicant so invited. The invited empanelled applicant will, as a pre-requisite for attendance at the negotiations, confirm his or her availability for the assignment. No other person than the empanelled applicant shall be allowed to attend the Contract Negotiation. Negotiation will be performed covering Technical and Financial aspects, if any, and the timeline etc.

2.08 Dispute Resolution

The OBB and the empanelled Consultant shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved shall be placed before the Chairperson and Principal Chief Conservator of Forests, Odisha Biodiversity Board and the decision of the Chairperson, OBB shall be final and binding on all parties.

2.09 Governing Law and Penalty Clause

The schedule for delivery of assignment as mutually agreed upon is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Applicant to be liable for damages and thereafter the OBB holds the option for cancellation of the contract for pending activities and complete the same by any other agency. The rights and obligations of the OBB and the Applicant under this contract will be governed by the prevailing laws of Government of India and Government of Odisha.

2.10 Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the applicants who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use of confidential information

related to the process by any applicant may result in rejection of his/ her proposal and may be subject to the provisions of the OBB's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the OBB, the applicant shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

2.11 Copyright, Patents and Other Proprietary Rights

Odisha Biodiversity Board (OBB) shall be retaining all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the OBB's request, the Applicant shall take all necessary steps to submit them to the OBB in compliance with the requirements of the contract.

2.12 Disclaimer

The Odisha Biodiversity Board (OBB) shall not be responsible for any late receipt of offers for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

This Expression of Interest (EOI) is not an agreement or an offer by OBB to the prospective applicants or any other person. The purpose of this EOI is to provide interested applicants with information that may be useful to them in the formulation of their proposals pursuant to this EOI. Thus, OBB reserves the rights;

- To reject any / all applications without assigning any reasons, thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the OBB without assigning any reasons thereof.
- To include any other item in the Scope of Work at any time after consultation with the empaneled applicants or otherwise.
- To determine the number of BHSs to be taken up taking into account the existing / anticipated work load.
- Information provided in this EOI to the applicants may be on a wide range of matters, some of which may depend upon interpretation of law.
- The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
- OBB, its employees, consultants and advisers make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which

may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any empanelment of an Consultant for OBB.

- OBB accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any applicant upon the statements contained in this EOI.
- OBB may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI.
- The issue of this EOI does not imply that OBB is bound to select an Applicant or to appoint the selected applicant, as the case may be, for providing the services and it reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.
- The applicant shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by OBB or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the applicant and OBB shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation or submission of the proposal, regardless of the conduct or outcome of the selection process.

2.13 Review Process:

The BHS Management Plan Monitoring Committee of OBB will review monthly the progress of preparation of the Management Plans of BHS. The empaneled Consultant assigned with the work will be required to attend the review meeting and present their activities.

2.14 Deliverables

The following deliverables are expected from the consultants:

- Inception report outlining the methodology and work plan.
- Comprehensive assessment reports for each BHS.
- Draft management plans for review.
- Final management plans incorporating feedback.
- Training materials and workshop reports.

2.15 Duration of the Agreement

The Agreement shall be for a period of one year starting from the date of contract signing. The tenure of the Agreement may be extended based on the satisfactory performance of the Consultant and mutually agreed by the consultant and the Chairperson, OBB.

2.16 Submission of Proposals

Interested individual applicants should submit their proposals, including:

- A detailed Concept Note outlining the approach, methodology and timeline.
- Profiles of applicant with relevant qualifications and experience. **Care may be taken to elaborate on the experience relevant to the present proposal so as to enable objective consideration during the evaluation process.**
- Detailed outline on the support required from Odisha Biodiversity Board.

2.17 Contact Information of OBB

Website: www.odishabiodiversityboard.in

Phone Number: 0674-2552006

Contact Person: Dr. Nihar Ranjan Nayan, Member Secretary, OBB

Mobile: +91-83277 87252; +91-87633 10800

Email: odishabiodiversityboard@gmail.com

**EXPRESSION OF INTEREST FOR EMPANELMENT OF CONSULTANTS
FOR PREPARATION OF MANAGEMENT PLANS OF
BIODIVERSITY HERITAGE SITES (BHS) AND OTHER ALLIED ACTIVITIES**

Part III: The Technical Proposal Forms

TECH A-1 : [Technical Proposal] Covering Letter (On Applicant's Letter Head)

[Location, Date]

To,

**The Member Secretary,
Odisha Biodiversity Board,
Bhubaneswar- 751015**

Sub: Expression of Interest for Empanelment of Consultants for Preparation of Management Plans of Biodiversity Heritage Sites (BHS) And Other Allied Activities under Odisha Biodiversity Board.

Dear Sir / Madam,

I, the undersigned, offer to participate in the selection process to provide services for ___ in accordance with your Expression of Interest No.: __, Dated. I am hereby submitting my proposal, which includes Technical Proposal in sealed envelope.

I have examined all the information as provided in your Expression of Interest (EOI) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf. I understand you are not bound to accept any proposal you receive.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of this proposal. My proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by me. Our proposal is binding upon me and subject to the modifications resulting from contract negotiations.

I, hereby, unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this EOI is found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours Sincerely,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Applicant: _____

TECH A -2: General Details about the Applicant

S. No.	Description	Full Details
1a.	Name of the Applicant	
1b.	Mobile No.	
1c.	Permanent Address: Tel: Fax: Email id:	
1d..	Address for Communication: Tel: Fax: Email id:	
1e.	EOI Processing Fee Details: Amount: BC/DD No.: Date: Name of the Bank:	
2a.	Date of Birth:	
2b.	Age as on Date of Application:	
3.	Educational Qualification Name of Degree: Name of Institution:	
4.	Whether engaged in any other part time of full- time assignment?	Yes/ No
5.	PAN Number	
6.	Bank Account details: Name of the Bank: Branch: Account No. IFSC Code:	
7.	Experience (in No. of years)	
7a.	Natural Resource Management/ Biodiversity Conservation/ Wildlife Management	
7b.	Livelihood Promotion and Convergence of Schemes	
7c.	Conducting Sampling/ Enumeration/ Survey/ Inventory	
7d.	Use of Statistical Tools for Data Analysis	
7e.	Expertise in use of PRA Tools for rapid data collation	
7f.	Preparation of Management Plans/ Microplans/ Working Plans	
7g.	Engaging with vulnerable sections like women/ tribals/ SC/ ST	
7h.	Design, preparation and conduct of capacity and skill building training Modules	
7i.	Project Management- Experience in	

	leading or participating in multidisciplinary teams for projects related to natural resources/ biodiversity and wildlife management	
7j.	Stakeholder engagement	
7ji.	Ability to engage effectively with various stakeholders, including local communities, government bodies and NGOs.	
7jii.	Experience in facilitating workshops, training sessions and community consultations.	
7k.	Monitoring and Evaluation	
7ki.	Experience in conducting data collation and analysis	
7kii.	Experience to produce high-quality reports and technical documents, with experience in scientific writing	
7l.	Regional Knowledge	
7li.	Resident of Odisha	
7lii.	Familiarity with the biodiversity, ecology and socio-economic context of Odisha, including indigenous practices and conservation challenges	
7liii.	Proficiency in Odia Language.	
8.	Willing to carry out assignments as per the scope of work of the EOI	Yes
9.	Willing to accept all the terms and conditions as specified in the EOI	Yes

Signature of the Applicant [In full and initials]: _____

Full Name of the Applicant with Date: _____

TECH A- 3: Details of Applicant’s Past Experience

Table-1 (List of completed or ongoing assignments detailed in the Section 2.01 on Eligibility Criteria)

S. No.	Period	Name of the Assignment with Details thereof	Related to which eligibility criteria	* Duration in Years and Months	Date of Award / Commencement of assignment	Date of Completion of Assignment	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Signature of the Applicant [In full and initials]: _____

Full Name of the Applicant with Date: _____

Note: *Applicants are requested to furnish the list of the assignments undertaken/completed as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive.

** Applicants are requested to refer to the Eligibility Criteria for empanelment process available at Section: 2.01 of Part-II (Evaluation Process).

General Advisory: Applicants are requested to mention the work assignments completed highlighting their contributions related to the eligibility criteria.

**TECH A- 4: Information Regarding any Conflicting Activities and Declaration
Thereof**

Are there any activities carried out by you which are of conflicting nature as mentioned in the Eligibility Criteria for participating in the bidding available at Section: 2.01 of Part-II (Evaluation Process). If yes, please furnish details of any such activities.

If no, please certify,

I, hereby declare that I have not indulged in any such activities which can be termed as the conflicting activities as mentioned in the document.

I, also acknowledge that in case of misrepresentation of any of the information, my proposal/ contract shall be rejected / terminated by the OBB which shall be binding on me.

Signature of the Applicant [In full and initials]: _____

Full Name of the Applicant with Date: _____

TECH A- 5: Self Declaration for Not Banned/Black Listed/Debarred/Suspended

To

**The Member Secretary,
Odisha Biodiversity Board,
Bhubaneswar**

Sub: Expression of Interest for Empanelment of Consultants for Preparation of Management Plans of Biodiversity Heritage Sites (BHS) And Other Allied Activities under Odisha Biodiversity Board.

Ref.: EOINo._____,Dated:_____

Sir / Madam,

I hereby declare that I have not been banned/ blacklisted/debarred/suspended by the World Bank/ Central Government/ any State Government/ Government Organization/Financial Institution/Court/Public Sector Unit in India as mentioned in the document.

I, also acknowledge that in case of misrepresentation of any of the information, my proposal/ contract shall be rejected / terminated by the OBB which shall be binding on me.

Signature of the Applicant [In fulland initials]: _____

Full Name of the Applicant with Date: _____

TECH A6: Applicant's Experience

[Using the format below, provide information on each assignment for which you were engaged for carrying out the services similar to the ones requested under this assignment].

FORM-I:

(Assignment on the community participation in Natural Resource Management, Biodiversity Conservation in Forestry/ Agriculture/ Allied sectors being implemented in Odisha)

S.No.	Item of Work	Mention in Brief
1.	Assignment Name:	
2.	Location:	
3.	Name of Client/ Organisation:	
4.	Address:	
5.	Start Date (Month/Year):	
6.	Completion Date (Month/Year):	
7.	Value of the Contract (in Rs.):	
8.	Duration of Assignment (months):	
9.	Narrative Description of Project:	
10.	Description of actual services provided by you within the Assignment (If different for 9. Above).	
13.	Any other Details	

Signature of the Applicant [In full and initials]: _____

Full Name of the Applicant with Date: _____

[NB: Please add more pages for each Assignment. The write up on each Assignments as per the eligibility criteria is to be restricted to 1 page only]

**TECH A7: Comments and Suggestions of the Applicant on the Terms of Reference /
Scope of Work and Counterpart Staff and Facilities to be provided by Odisha
Biodiversity Board (OBB)**

A: On the Terms of Reference / Scope of Work:

[The Applicant needs to present and justify in this section, if any modifications to the Terms of Reference he/she is proposing to improve performance in carrying out the assignment)

B: On Role clarity, Input and Facilities to be provided by theOBB:

[Comment here on inputs and facilities to be provided by the OBB with respect to the Scope of Work and Study Implementation]

Signature of the Applicant [In full and initials]: _____

Full Name of the Applicant with Date: _____

TECH A8: Description of Approach, Methodology and Work Plan to Undertake the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, Applicant should explain his/her understanding of the objectives and scope of the assignment, approach to the services, methodology and work plan for carrying out the activities and obtaining the expected outputs. It is suggested to present the required information divided into following four sections.]

A. Understanding of the Objectives, Scope and Completeness of response

Please explain your understanding of the objectives and scope of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s). **Please do not repeat/copy the ToR here.**

B. Description of Approach and Methodology:

- a. Key strategies and guiding principles for Task
- b. Proposed Framework
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes the community participation in Natural Resource Management, Biodiversity Conservation in Forestry/ Agriculture/ Allied sectors being implemented in Odisha and any other issues.

D. Staffing and Study Management Plan:

The Applicant should propose and justify the function of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities and deliverable indicators (week wise). (Graphical representation)

Signature of the Applicant [In full and initials]: _____

Full Name of the Applicant with Date: _____

NB: Applicants are requested to furnish the above information limiting it up to 5-7 pages only with Bookman Old Style Font Size-12.

TECH A9: Format of Curriculum Vitae (CV) for the Applicant

1. Proposed Position:CONSULTANT EMPANELLED FOR PREPARATION OF MANAGEMENT PLANS OF BIODIVERSITY HERITAGE SITES (BHS) AND OTHER ALLIED ACTIVITIES

2. Name of the Applicant:

3. Date of Birth:

4. Nationality:

5. Education Starting from Class 10th or Equivalent [Include other specialised education]:

Education	Name of Institution	Name of Board/University	Year of Completion	Percentage of Marks

6. Membership in Professional Associations:

7. Other Trainings:

8. Countries of Work Experience:

9. Languages:

Language	Speaking			Reading			Writing		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
English									
Odia									
Hindi									

NB: For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing.

10. Proficiency in Computers

S. No.	Name of Software	Proficiency Level		
		Excellent	Good	Fair
1.	MS Word			
2.	MS Excel			
3.	MS Powerpoint Presentation			
4.	MS Access			
5.	Any Other (Please Specify)			

11. Employment Record:

[Starting with present position, list in reverse order every employment held by you since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in also give types of activities performed and Client references, where appropriate as per the prescribed format given below]

From [Year]	To [Year]
Employer Name:	
Position Held:	
Details of the Task Assigned: <i>[List all tasks to be performed under this Assignment/job]</i>	

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which you have been involved, indicate the following information for those Assignment/jobs that best illustrate your capability to handle the tasks listed under point 12.]

Name of the Assignment/Job/Project	
Year:	
Location:	
Name of the Client:	
Project Features:	
Position Held:	
Activities Performed:	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full assignment duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any willful misstatement herein leads to disqualification of CV.

Signature of the Applicant [In full and initials]: _____

Full Name of the Applicant with Date: _____

NB: CV write-up restricted to 3 pages only with quality information relevant to the professional requirements of the current proposal.

TECH A10: Work Schedule for the Proposed Assignment

Proposed Work Plan for the Assignment (preferably on Logical Framework)

Month →	1	2	3	4	5	6	7	8	9	10	11	12
Sequence of Study Activities / Sub Activities ↓												

Indicate all main activities / sub activities of the proposed assignment including delivery of reports and other associated sub-activities

Signature of the Applicant [In full and initials]: _____

Full Name of the Applicant with Date: _____

EOI Submission Check List

S. No	Description	Submitted Yes/No	Page No.
Technical Proposal (Part – A) (Original)			
1	Filled in EOI Submission Check List (Annexure-I)		
2	Covering Letter (TECH A-1)		
3	EOI Processing Fee of Rs. 5,000/- in form of Demand Draft/Banker's Cheque		
4	Copy of PAN		
5	General Details of the Applicant (TECH A-2)		
6	List of completed or ongoing assignments (Past Experience Details)(TECHA-3)		
7	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit inIndia (TECH A4).		
8	Self-Declaration on Potential Conflict of Interest (TECH A-5)		
9	Applicant's Experience (TECH A6)		
10	Comments and Suggestions (TECH A7)		
11	Description of Approach, Methodology & Work Plan (TECH A8)		
12	CV of the Applicant(TECH A9)		
13	Work Schedule(TECH A10)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with IndexPage.
- All pages of the proposal have been sealed and signed by the authorized representative.

Signature of the Applicant [In full and initials]: _____

Full Name of the Applicant with Date: _____