

**COMMUNITY-BASED FOREST
MANAGEMENT AND LIVELIHOOD
IMPROVEMENT IN MEGHALAYA**

**REQUEST FOR EXPRESSION OF
INTEREST**

FOR

**HIRING OF PROJECT MANAGEMENT
CONSULTANTS**

**January 2021,
Project Director
Meghalaya Basin Development Authority (MBDA),
Meghalaya, India**

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**GOVERNMENT OF MEGHALAYA
MEGHALAYA BASIN DEVELOPMENT AUTHORITY**

No.MBDA/JICA/22/2020/140

Shillong, the 19th January, 2021

TENDER NOTICE FOR INTERNATIONAL COMPETITIVE BIDDING (ICB)

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FROM
INTERNATIONAL AND LOCAL CONSULTANTS FOR SHORTLISTING OF
CONSULTANTS TOWARDS PROVIDING PROJECT MANAGEMENT AND
SUPERVISION CONSULTING SERVICES IN RESPECT OF THE JAPAN
INTERNATIONAL COOPERATION AGENCY (JICA) FUNDED PROJECT
“COMMUNITY-BASED FOREST MANAGEMENT AND LIVELIHOOD
IMPROVEMENT IN MEGHALAYA”**

The Government of Meghalaya has received a loan from the Japan International Cooperation Agency (JICA) towards the cost of “Community-based Forest Management and Livelihood Improvement in Meghalaya” and intends to enter into the contract for **Hiring of Project Management Consultants** for which this prequalification is conducted.

Meghalaya Basin Development Authority (MBDA) (hereinafter referred to as Project Executing Agency), under Planning Department, Government of Meghalaya invites Expression of Interest (EOI) from reputed firms of National/international Consultants (Association/Joint Venture) for short-listing of **Project Management Consultants** for the captioned project.

The shortlist of consultants will be prepared by the MBDA in accordance with the Guidelines for the Employment of Consultants under Japanese ODA Loans dated April, 2012 for the said project. Further information regarding Request for Expression of Interest will be available from the Office of the Project Director, Community-based Forest Management and Livelihood Improvement in Meghalaya, Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing Cooperative Society Ltd., Nongrim Hills, Shillong-793003, Tel. no. 0364-2522921/2522992 from 10:00 am to 05:00 pm (office hours) on **20.01.2021** onwards or may be downloaded from the official website <https://mbda.gov.in>. The sealed envelopes containing applications for EOI shall be opened at **16:00 hrs (IST) on 19.02.2021**.

Applicants will be advised, in due course, of the results of their applications. Only firms and joint ventures short-listed under this procedure will be invited to participate in tender.

The Meghalaya Basin Development Authority, under Planning Department, Government of Meghalaya reserves the right to accept or reject any/all applications in part or in full.


**Project Director (JICA)
MBDA, Meghalaya**

B. INSTRUCTIONS TO APPLICANTS

1. General Information of Project

- 1.1 **Project's Name:** Community-based Forest Management and Livelihood Improvement in Meghalaya
- 1.2 **Line Agency:** Planning Department, Government of Meghalaya
- 1.3 **Project Owner:** Planning Department, Government of Meghalaya
- 1.4 **Executing Agency:** Meghalaya Basin Development Authority (MBDA), under Planning Department, Government of Meghalaya
- 1.5 **Project Objective:** The objective of the project is to “restore and conserve natural resources within selected villages by sustainable forest management, livelihood improvement, and institutional strengthening, thereby contributing to conservation of environment, biodiversity, and uplifting of socio-economic conditions of people in the State of Meghalaya”.
- 1.6 **Project Location:** Meghalaya.
- 1.7 **Project Scale:**
- Forestry model nursery and plantation costing of different categories of forests,
 - Norms for soil and water conservation,
 - Development of forest registration and FMIS system,
 - Intervention planning for private forests/community forests/village reserve forests/barren lands
 - Fire Danger Rating System,
 - Translation of documents in local languages,
 - Micro-planning and Livelihood Planning for 500 selected villages,
 - Formation of 1000 SHG's at 500 villages,
 - Analysis of Log frame, Project orientation for project/FED/ADC staff/Block level
 - Forest based enterprise development
 - Nursery Management and Logistics
 - Innovation Management
 - NTFP Value Chain assessment
 - Environment and Social Management
 - Procurement Plan and Financial Management
 - Website and App development & integration of GIS with MIS

1.8 **Proposed Components:**

Components	Main Activities
Component 1: Sustainable Forest Management	1) Participatory Land Use Planning 2) Restoration of Degraded Forest Areas 3) Forestry Nursery 4) Conservation Existing Forests in Good Conditions 5) Forest Research 6) Soil and Water Conservation for Forest Management
Component 2: Community	1) Community Mobilization and Gender Sensitization 2) Micro-planning

Development and Livelihood Improvement	3) Entry Point Activities (EPAs) 4) Mobilization of SHG for Income Generation Activities (IGAs) 5) Soil and Water Conservation for Livelihood Improvement
Component 3: Institutional Strengthening	1) Capacity Development 2) Monitoring and Evaluation 3) Infrastructure and Mobility 4) Public Relation and Publicity 5) Phase out PMU Establishment

1.9 Implementation Period: From 2021 upto 2029-30.

1. Information on Consulting Services

2.1 Name of Consulting Service: Project Management Consultancy services for project on “Community-based Forest Management and Livelihood Improvement in Meghalaya”

2.2 Scope of Consulting Services: Scope of the Consulting Services will include, but not limited to the followings:

2.2.1 Assistance for Project Management

The Consultant shall:

- (a) Assist SPMU in managing the project in an effective and efficient manner.
- (b) Assist SPMU in periodically monitoring the project activities with the monitoring formats and improving the project design, framework, and systems based on the monitoring data stored in the MIS/GIS-based monitoring system.
- (c) Assist SPMU in preparing annual work and budget plans based on the appropriate estimation of work quantity as well as unit costs of the respective inputs.
- (d) Assist SPMU in enhancing the capacity of stakeholders in sustainable forest, soil and water conservation, and community development and livelihood improvement.
- (e) Assist SPMU in undertaking works and procuring the necessary equipment, goods & services for the project implementation.
- (f) Assist SPMU in proper fund management and smooth communication/coordination with JICA and preparing reports for submission to JICA and other stakeholders.
- (g) Assist SPMU in providing guidance and orientation to DPMUs, BPMUs, NGOs and other specialized agencies for implementation of the projects.
- (h) Assist SPMU in preparing TOR for the project activities to be outsourced to contractors.
- (i) Assist SPMU in monitoring and supervising the works undertaken by specialized agencies to secure the expected outputs.
- (j) Assist SPMU in preparing and reviewing manuals and guidelines for the project activities.
- (k) Assist SPMU in designing and developing information dissemination project materials.
- (l) Assist SPMU in monitoring the progress of the project, assessing the results and effects of the project activities, solving any issues and problems that might hinder the effective and efficient operations of the project, and draw lessons learned from the implementation of the project over the course of the project.
- (m) Assist SPMU in reporting any matters to JICA.

2.2.2 Assistance and Implementation of Capacity Development with Technology Transfer

The Consultant shall:

- (a) Assist SPMU in developing a GIS- and MIS- based monitoring system and operationalize at the SPMU/ DPMU/ BPMU level with a user-friendly database and simplified monitoring formats necessary for regular monitoring.
- (b) Assist SPMU/ DPMU/ BPMU in improving the monitoring system by periodically checking the use of the system.
- (c) Assist SPMU in monitoring the process of microplanning by community organizations.

- (d) Assist DPMU/ BPMU to strengthen their technical, managerial, and administrative capacities for implementation and management of the project.
- (e) Assist SPMU/ DPMU/ BPMU in providing orientation, technical guidance, and advice to community organizations for the effective implementation of the project activities.
- (f) Assist SPMU and DPMU in inter-sectoral convergence with other project related government departments, NGOs, schemes and ADCs that can complement the project.
- (g) Assist SPMU in preparing the phase-out strategy for project interventions and the community organizations.
- (h) Assist SPMU in gender mainstreaming.
- (i) Assist SPMU in undertaking various studies related to community development and livelihood improvement for developing relevant strategies and implementation of plans.
- (j) Assist SPMU in developing guidelines and manuals to be used for capacity development activities in the Project in terms of forest management, soil and water conservation, livelihood, fund management, marketing and community-based enterprise development.
- (k) Assist SPMU in preparing and submitting the plans for the project components to JICA for approval.
- (l) Provide technical assistance with regard to forest management, soil and water conservation and livelihood improvement to SPMU/ DPMU/ BPMU.
- (m) Introduce advanced technologies which can be adopted in the Project.

2.2.3 Facilitation of implementation of Environmental and Social Management System Framework (ESMSF) and Scheduled Tribe and Forest Dependents Plan Framework (STFDPF)

The Consultant shall:

- (a) Assist SPMU in reviewing and updating the ESMSF and STFDPF.
- (b) Assist SPMU in reviewing and supervising contractors' environmental protection/management plans to be prepared by contractors in accordance with the ESMSF and make recommendations to SPMU, if any necessary amendments are essential for its approval.
- (c) Assist SPMU in ensuring that the measures identified in the ESMSF and STFDPF are implemented.
- (d) Assist SPMU in monitoring the effectiveness of ESMSF and negative impacts on environment caused by the project activities and figuring out feasible solutions and measures so that SPMU can improve situation when necessary.
- (e) Assist SPMU in enhancing the capacity of DPMU/ BPMU staff on environmental management through hands-on training on environmental assessment techniques, mitigation measure planning, supervision and monitoring, and reporting.

2.3 Selection Procedures:

- a. The Project Management Consultants Shall be procured in accordance with the guidelines of JICA in "Guidelines for Employment of Consultants under JICA ODA Loans" dated April 2012.
- b. Before inviting Request for Proposals, the Project Owner is planning to invite Expression of Interest with purpose to form up a short-listed of Consultants. The shortlist shall normally consist of not more than five consultants. Therefore, all eligible applicants, who are interested in the project, can submit their applications in accordance with guidelines as listed below.
- c. After receipt of Expression of Interest, Project Owner will prepare a short list, which would be reviewed by JICA.
- d. After approval of shortlist by JICA, the technical and financial proposals will be invited from the shortlisted firms.

3 Requirements to Tender:

3.1 General Requirements:

- (a) It is an independent cost accounting entity.
- (b) It shall be incorporated and registered in an eligible source country. In case of Joint Venture, each Joint Venture Partner shall be incorporated and registered in an eligible source country.
- (c) There is no decision by a competent authority concluding that the firm has an unhealthy financial status; it is not bankrupt or insolvent, and it is not in the process of dissolution.

Furthermore, the firm shall sufficiently provide Joint-Venture Agreement (including task assignment as per member in the Joint-Venture) (if any).

- (d) Each firm shall submit only one (01) Expression of Interest, either as an independent tender or in partnership in case of the Joint-Venture. If a lead firm submits or participates in some other Applications, shall be deemed as ineligible and disqualified. However, a consultant, if acting in the capacity of a sub-consultant or association, which is not liable for the entire performance under the contract, may participate in more than one proposal only in that capacity.
- (e) Any firm from a country other than the eligible source country must not apply for short listing, neither as a single participant nor as a member of a joint venture.

3.2 Specific Requirements:

- (a) The Applicant has satisfactory experience in overseas and in India during the last ten (10) years.
- (b) Experience of Project Management and Procurement in similar geography/areas will be appreciated.
- (c) Experience of having worked in Japanese ODA projects is preferable.

4 Content of Application

Applicants are requested to demonstrate their capabilities, providing following information, but not limited to:

- Firm's General Information; financial and technical capability;
- A list of experiences of similar projects in India;
- Detailed information of the experiences of similar overseas projects which best illustrates capability of the firm;
- A list of experiences of similar project in developing countries;
- Detailed information of experiences of similar projects in developing countries which best illustrates capability of the firm;
- A list of experience of similar projects in similar geography/areas;
- Detailed information of experiences of project in similar geography/ areas which best illustrates capability of the firm;
- A list of experience of similar project with Japanese ODA projects;
- CVs of experts of the firm/Joint Venture firm, who are likely to assume position of key experts for this project.

Such information shall cover items indicated in the SAMPLE FORMS attached to this document; however, the use of these forms is optional.

5 Evaluation Procedure

5.1 Eligibility Criteria (Pass/Fail)

Sl No	Eligibility Criteria	Requirement	Compliance	Remarks
1	Corporate Registration	Mandatory	Yes/No	Pass/Fail
2	Tax Clearance/ Tax return submission receipt for the last fiscal year	Tax return submission receipt for the last fiscal year. Mandatory.	Yes/No	Pass/Fail
3	Minimum year of standing	The applicant or the lead partner of JV must have minimum 20	Yes/No	Pass/Fail

		years of standing.		
4	Joint Venture agreement between the JV partners and a Power of Attorney	Mandatory in case of joint venture.	Yes/No	Pass/Fail
5	Whether debarred by JICA, World Bank, IFAD, ADB etc?	Mandatory along with Declaration	Yes/No	Pass/Fail

5.2 Ranking Criteria

i. Capability of the firm - 30 Marks

Under the criteria of capability of the firm; financial capability based on turn over and technical capability based on number of permanent key experts will be evaluated with following marking:

Financial Capability - 15 Marks

Technical Capability - 15 Marks

ii. Experience of the firm in last 10 years - 40 Marks

Under the criteria of experience of the firm in last 10 years, following experience will be considered:

Experience of projects in Overseas/India	20 Marks
Experience of Projects in similar geography/area	10 Marks
Experiences in Japanese ODA projects	10 Marks

iii. Qualification and experience of key personnel in the field of Project (Minimum 10 years of experience)- 30 Marks

While evaluating the EOI document based on evaluation criteria mentioned above, following facts will be considered:

In case of joint venture, the evaluation of the firm's capacity will be done collectively, for this purpose the relevant figures/numbers of each members of joint venture shall be added together to arrive at the joint venture's figures/numbers.

Marks will be given only to the Strength of Permanent Technical Personnel/ Staff having 50 personnel on regular payroll and other shall be awarded marks on percentile basis (minimum strength of full-time technical staff remained during Jan 2019 to Dec 2020).

In case of joint venture, the evaluation of the firm's experience and qualification & experience of the key personnel will be done collectively. For this purpose, the relevant experience and key experts available of each members of joint venture shall be added together to arrive at the joint venture's figures/numbers.

The consultant should submit experience certificate or work completion certificate as evidence of experience. The experience of the firm without the experience certificate or work completion certificate will not be considered for evaluation.

Maximum five top ranked firms obtaining at least 60% marks in the evaluation process will be listed in shortlist.

6 Preparation and Application of Expression of Interest

6.1 Numbers and language of Expression of Interest:

The Tenderer shall prepare one (01) original set and one (1) copy (duplicate) of the Expression of Interest Application in English language in sealed envelope.

All pages of Application for expression of interest shall include all annexures and references must be numbered progressively and have to be signed by the person who judicially has authority to sign.

The following information shall be filled on the outside of the envelope:

- Name and address as mentioned at para 6.6 below;
- Name of Consulting service;

- c) Name and address of firm.

6.2 Clarification on Request for Expressions of interest:

Any clarification shall be addressed to the Project Director, Community-based Forest Management and Livelihood Improvement in Meghalaya, Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing Cooperative Society Ltd. Nongrim Hills, Shillong-793003 either by post/fax or e-mail (**cflip-mbda@gov.in/jicaprocurement.mbda@gmail.com**) up to 7 days before the deadline of Expression of Interest application submission.

Project Owner will respond in writing to the clarifications to the applicant who received the Request for Expression of interest. The letter of clarification of expression of interest shall form integral part of such request for expressions of interest.

6.3 Amendment of Requests for Expression of Interest

The Project Owner reserves the right to modify the Requests for Expression of Interest. Requests for Expression of Interest amendment(s) shall be sent by mail or fax to all applicants who registered and received Requests for expression of interest, and other related parties at least 10(ten) days prior to the deadline for submission of application. Applicant(s) must confirm in writing of his receiving the said amendment(s).

6.4 Date of Issuance of request for expressions of interest

Request for expressions of interest shall be provided from 10:00 hrs (IST) on 20th January, 2021 to 15:00 hrs (IST) on 19th February, 2021.

6.5 Submission of Expression of interest:

- a. Request for Expression of Interest shall be delivered to:

The Project Director,

Community-based Forest Management and Livelihood Improvement in Meghalaya,

Meghalaya Basin Development Authority,

C/o Meghalaya State Housing Financing Cooperative Society Ltd.

Nongrim Hills, Shillong-793003

Tel. No: 0364-2522921/2522992

E-mail ID: jicaprocurement.mbda@gmail.com

- b. Last Date and Time for submission of application is **upto 15:00 hrs (IST) on 19th February, 2021.**
- c. Any request of Expression of interest received after the due time and last date of submission will not be considered and shall be returned to the applicant in sealed and un-opened conditions.

6.6 Opening of Expression of Interest (EOI)

The Request for Expression of Interest of participating firms shall be opened **at 16:00 hrs (IST) on 19th February, 2021** in the office of Project Director (JICA Project), MBDA, Shillong at the address mentioned at para 6.5 in the presence of authorized representatives of the applicant firms, who choose to remain present during opening of applications.

C. SAMPLE FORMS FOR EXPRESSION OF INTEREST

Letter of "Expression of Interest"

[Letterhead of Applicant including postal address, telephone no., fax no. and e-mail address]

Date:

To:

Project Director

**Community-based Forest Management and Livelihood Improvement in
Meghalaya,**

Meghalaya Basin Development Authority,

**C/o Meghalaya State Housing Financing Cooperative Society Ltd., Nongrim
Hills, Shillong-793003, Tel. No. 0364-2522921/2522992**

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 Invitation for Expression of Interest, the undersigned hereby expresses its interest in and applies to be short-listed by yourselves for Selection of Project Management Consultancy services on Community-based Forest Management and Livelihood Improvement in Meghalaya, India.
2. Attached to this Expression of Interest are copies of original documents defining:
 - (a) the Applicant's legal status; and
 - (b) the place of incorporation/organization/institution (for applicants who are 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 Project Director, Meghalaya Basin Development Authority (MBDA) 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 MBDA to verify statements and information provided in this Expression of Interest, such as the human resources, experience, and competence of the Applicant.
4. MBDA 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:
- 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;
 - MBDA 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 at its sole discretion without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision.;
 - MBD 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 Venture 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:
- Signed so as to legally bind all partners, jointly and severally; and
 - Submitted with a Joint Venture agreement providing the joint and several liabilities of all Joint Venture members in the event the contract is awarded to us.
- [Note: By declaration of the para 6 above, the lead partner and the other partner(s) will be jointly evaluated for experiences and available Experts. Financial capacity will be evaluated for each Joint Venture member. The sub-contracted firm is not subject of evaluation.]
7. The declaration on the statements made and the information provided in this Expression of Interest are complete, true, and correct in every detail.

Signed	Signed	Signed
Name	Name	Name
For and on behalf of (name of Applicant or lead of a Joint Venture)	For and on behalf of (name of partner)	For and on behalf of (name of partner)

FORM (2)

GENERAL INFORMATION

Name of Applicant or Partner of a Joint venture:

All individual Applicants or a Joint venture applying for pre-qualification are requested to complete the information in this form:

1.	Name of Company			
2.	Head Office Address			
3.	Telephone Number			
4.	Facsimile Number			
5.	E-mail Address			
6.	Scope of Participation	Lead / Partner / Sole		
7.	Year of Incorporation			
8.	Professional Certificate	<i>(Attach any professional certificate or license relating to firm's activities issued by competent authorities)</i>		
9.	Describe Main Field of Activities			
10.	Paid-up Capital			
11.	List of Principal Shareholders & their Nationality			
	Name			
	Share (%)			
	Nationality			
12.	Permanent Key Experts			
	Name	Nationality	Years with firm	Qualification
13.	Business Permit or the Equivalent			
	Permit Type :			
	Issuing Authority :			
	Number :			
	Dated :			
	Expiry Date :			

(Remark: Attach relevant copies of the documents as evidence to verify the Form 2 above.)

Signed

Name: _____

For and on behalf of (name of Applicant or Leading Partner)

FORM (3)

FINANCIAL STATUS

Total asset	
Total liabilities	
Current liabilities	
Current asset	
Current credit resources	

Description	2017-18	2018-19	2019-20
Turn Over (USD)			
Expenditures			

Remark: Supporting documents have to be submitted.

Signed

Name: _____

For and on behalf of (name of Applicant or Leading Partner)

FORM (4)

EXPERIENCES OF SIMILAR OVERSEAS PROJECTS

Name of Applicant

Provide experiences of similar overseas projects which the Applicant has completed within the last ten (10) years.

Project	Location (Country)	Name of Project Owner, consultancy period, mode of funding	Project cost (INR/US\$)
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			

Signed

Name: _____

For and on behalf of (name of Applicant or Leading Partner)

FORM (4.1)**DETAILS OF SIMILAR OVERSEAS PROJECT EXPERIENCE**

Relevant Services Carried Out in the Last 10 Years
That Best Illustrate Qualifications

Provide detailed information on assignments in FORM (4) which best illustrate relevant experiences of similar projects:

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project (including the project cost):		
Description of Actual Services Provided by Your Staff:		

Signed

Name: _____

For and on behalf of (name of Applicant or Leading Partner)

FORM (5)

EXPERIENCES OF SIMILAR PROJECTS IN DEVELOPING COUNTRIES

Name of Applicant

Provide experiences of similar projects in developing countries:

Project	Location (Country)	Name of Project Owner, consultancy period, mode of funding	Project Cost (INR/US\$)
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			

Signed

Name: _____

For and on behalf of (name of Applicant or Leading Partner)

FORM (5.1)**DETAILS OF EXPERIENCE OF SIMILAR PROJECTS IN
DEVELOPING COUNTRIES****Services Carried Out
That Best Illustrate Qualifications**

Provide detailed information on assignments in FORM (5) which best illustrate relevant experiences of similar projects in developing countries:

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project (including the project cost):		
Description of Actual Services Provided by Your Staff:		

Signed

Name: _____

For and on behalf of (name of Applicant or Leading Partner)

FORM (6)

EXPERIENCES OF PROJECTS IN SIMILAR GEOGRAPHY/ AREA

Name of Applicant

Provide experiences of projects in similar geography/ area:			
Project	Location (Country)	Name of Project Owner, consultancy period, mode of funding	Project Cost (INR/US\$)
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			

Signed

Name: _____

For and on behalf of (name of Applicant or Leading Partner)

FORM (6.1)**DETAILS OF EXPERIENCE OF PROJECTS IN SIMILAR
GEOGRAPHY/ AREA**

Services Carried Out
That Best Illustrate Qualifications

Provide detailed information on assignments in FORM (6) which best illustrate relevant experiences of project in similar geography/ area:

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff: Months: Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project (including the project cost):		
Description of Actual Services Provided by Your Staff:		

Signed

Name: _____

For and on behalf of (name of Applicant or Leading Partner)

FORM (7)

EXPERIENCES OF JICA ODA LOAN PROJECTS

Name of Applicant

Provide experiences of JICA ODA Loan projects:

Project	Location (Country)	Name of Project Owner, consultancy period,	Project Cost (INR/US\$)
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			

Signed

Name: _____

For and on behalf of (name of Applicant or Leading Partner)

FORM (7.1)**DETAILS OF JICA/ODA LOAN PROJECTS****Services Carried Out
That Best Illustrate Qualifications**

Provide detailed information on assignments in FORM (7) which best illustrate relevant experiences of project in similar geography/ area:

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff: Months: Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project (including the project cost):		
Description of Actual Services Provided by Your Staff:		

Signed

Name: _____

For and on behalf of (name of Applicant or Leading Partner)

FORM (8)**KEY PERSONNEL (PERMANENT PAYROLL)**

Name of Applicant

Provide experiences and qualification of Key Personnel:			
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Area of Expertise	Name	Qualification	Year of experience in the field of consultancy for

Signed

Name: _____

For and on behalf of (name of Applicant or Leading Partner)