



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY
 SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029
 Ph: 0674-2386016, mail:webmail@ofsdp.org



Request for Proposal

Odisha Forestry Sector Development Project, Phase-II (OFSDP-II) invites "**Request for Proposal**" from interested academic institutes of national repute having experience of consulting services in projects related to participatory forest management /farm forestry / bio-diversity conservation / livelihoods enhancement/institutional capacity building etc., to take up Training Need Analysis and to formulate Comprehensive Capacity Development Plan for OFSDP-II. The proposal is invited from reputed academic institutions with minimum 10 years of experience of research, education and formulating trainings plans in related field.

Interested academic institutes are requested to download the details of "Terms of Reference" (ToR) from the website www.ofsds.in All required documents, as sought for, shall be submitted in a closed envelope super scribed as Proposal for Training Need Analysis for OFSDP-II, accompanied with a Demand Draft for Rs. 500/- as application fees drawn in favour of PROJECT DIRECTOR, PHASE-II, Payable at Bhubaneswar and should reach in the above office address latest by 22nd December, 2017 at 5.00 PM. Please note that RFPs received after the stipulated date & time will not be entertained.

Deputy Project Director(A&F)

Draft Terms of Reference for undertaking Training Need Analysis and formulation of Comprehensive Capacity Development Plan for OFSDP- II

Rationale: Odisha Forestry Sector Development Project, Phase - II, with the financial assistance from Japan International Cooperation Agency (JICA) will be implemented in 12 Forest Divisions (notified as Divisional Management Units – DMUs) targeting 1,200 Van Samrakshan Samitis (VSSs) and Eco Development Committees (EDCs) spread over in 50 Forest Ranges (notified as Field Management Units – FMUs). The Project Interventions will include forestry sector development through participatory forest management, farm forestry, biodiversity conservation, livelihood enhancement, disaster risk management, institutional capacity building etc. The Project envisages livelihood improvement of the forest fringe villagers, especially the tribal by way of working with 3,600 Self Help Groups of women for Income Generation Activities at the VSS/EDC level and also with the producer groups formed by these SHGs at the Cluster level for higher level livelihood enterprises.

To ensure effective implementation of project through the stakeholders at different levels, it has been envisaged to formulate a comprehensive Capacity Development Plan in the time scale for five years. Project Components and Activity based “Training Need Analysis” of different stakeholders associated in implementation of OFSDP-II shall be basis for formulating Comprehensive Capacity Development Plan for OFSDP-II. Similar documents of OFSDP-I and AJY are to be referred while formulating the Capacity Development Plan for OFSDP, **Phase-II**.

2. Scope of Work:

The institute will undertake the following tasks using consultative and participatory approach and methods.

- Undertake a stakeholders analysis (as per institutional arrangement) to identify all stakeholders and actors in the project at PMU, DMU, FMU, P-NGO and VSS / EDC level.
- Interact with different stakeholders at different levels of project implementation to assess the knowledge / skill gaps and identify the capacity building need for each stakeholder to formulate the Comprehensive Capacity Development Plan for OFSDP-II.
- Reviewing the OFSDP-II Documents as regards different components, stakeholders, areas of operation etc. to have a broader understanding of the project and its Capacity Development Need.
- To oversee the Capacity Development related document of OFSDS (OFSDP-I, AJY, CATP etc.) to have an understanding on approach and contents followed earlier.

- To present the draft Training Need Assessment (TNA) findings at Stakeholders Workshop at PMU for discussion and improvisation, if any.
- Formulation of Comprehensive Capacity Building Master Plan in time scale of five years with annual break up as per the activity schedules of OFSDP-II.
- Formulation of staff nomination policy and criteria to nominate the stakeholders for different training / exposure programme.

Deliverables:

1. Stakeholder wise Training Need Assessment Report for all stakeholders of OFSDP-II.
2. Comprehensive Capacity Development Plan for all stakeholders in all relevant thematic areas of the Project in time scale of five years with annual break up as per the activity schedules of OFSDP-II.
3. Staff nomination policy and criteria to nominate the stakeholders for different training / exposure programme.
4. Indication of content (heads / sub heads) for each training proposed in the Comprehensive Training Plan for OFSDP-II.
5. Indicative list of agencies / institutes for thematic trainings, exposures etc. for different stakeholders under OFSDP-II.

3. Eligibility Criteria for the Institute:

3.1 Registration and other legal requirements

- The proposal is invited from reputed academic institutions with minimum 10 years of experience of research, education and formulating trainings plans in related field.
- The institutions should be registered under the Indian Societies Registration Act / Indian Trust Act /Company Act or as the case may be for a minimum of five years and shall be able to present annual reports and audit reports, when required.
- Prior experience of working with OFSDP / OFSDS in related assignment will be an added advantage.
- Institutes blacklisted or placed under funding restriction by any Ministry or Government Department, Government Undertaking, shall not be eligible.

4. Time Line of the Assignment: (Jan- Mar, 2018)

Activity	January		February		March	
	First Fortnight	Second Fortnight	First Fortnight	Second Fortnight	First Fortnight	Second Fortnight
Award of Assignment						
Interaction with PMU						
Review of Document/ Guideline/						

Manual etc.						
Stakeholders Analysis at all level						
Submission of Draft TNA Report						
Stakeholders workshop to present the findings of TNA						
Submission of Draft Capacity Plan Document						
Consultation with PMU on finalisation of Capacity Plan Document						
Finalisation and submission of final Documents						

NB: PMU will facilitate the stakeholders workshop as and when required

5. Payment Schedule:

Milestones	Amount to be released.
Award of Work	20% of the agreed value
Submission of Draft TNA Report	40% of the agreed value
Submission of Draft Capacity Plan Document	30% of the agreed value
Approval of Documents by OFSDP	10% of agreed value

6. Submission of Application Form:

Institutions interested for the above assignment are required to submit a detailed Proposal indicating the approaches, methodologies, time line etc. The details of experts to be associated are also to be indicated. The tentative cost for undertaking the assignment with detailed break up, if any is to be indicated. The cost to be indicated for the assignment shall be inclusive of all taxes.

Documents to be submitted by the firm:

- Registration Certificate of the Institute
- FCRA Certificate if any.
- Last Three years Audited statement of the Institute (2014-15, 2015-16 & 2016-17)
- Experience Certificates / testimonials received for similar work from other agencies (Govt./ National or International Agencies)
- Format for Proposal along with Tentative Work Plan with time line.
- Financial Proposal

NB: Request for proposal received incomplete or after the stipulated date and time won't be entertained.

Declaration: The Firms shortlisted for the above work are to submit a declaration stating that the documents prepared or referred during assignment won't be published or to be used for any purpose, other-wise legal action as deemed fit would be initiated by OFSDP against the firm/ agency concerned.

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Format of Proposal to undertake TNA and to prepare Comprehensive Capacity Plan for OFSDP-II

1. Name of the Institute :
2. Name & Designation of the Contact Person:
3. Communication Address:
4. Phone/Fax, e-mail
5. Registration Details including PAN/TAN/VAT nos:
6. FCRA Regd. No:
7. Bank Account Particulars:
8. If the Agency / Firm was ever black listed and reasons thereof.
9. If any criminal Proceedings initiated / pending against the NGO, If yes submit in details.
10. Financial turnover (last 3 years) :

Financial Year	Total Turnover as per Audited Statement
FY 2016-17	
FY 2015-16	
FY 2014-15	

11. Experience in similar work in last 10 years.

Title of the Project	Name of the Client	Duration of the assignment	Total value of the assignment

12. Experience in similar work, funded by Govt / International Agencies in last 5 years.

Title of the Project	Name of the Client	Duration of the assignment	Total value of the assignment

13. **Experience of working with OFSDP : Yes/No (If yes provide details)**

14. **Technical Proposal (Please attach the detailed proposal):**

15. **Financial Proposal in INR. (Inclusive of charges & taxes): (With Break Up, if any)**

Enclosures:

- (a) Copies of last three years' audited statements (2014-15, 2015-16 & 2016-17)
- (b) Copies of relevant registration certificates.
- (c) Copy of FCRA Registration Certificate, if any.
- (d) Testimonials on past experience of similar work.

Declaration: Information furnished above are true to the best of my knowledge and suitable legal action can be initiated against the firm / agency, if any discrepancy observed in future.

Date: _____ Name of the Signatory

Place: _____ Designation