



ORISSA FORESTRY SECTOR DEVELOPMENT PROJECT
SFTRI Campus, Ghatikia,
Bhubaneswar-751 003

No.1139

Dated: 20.04.2010

Invitation for offers for "A Study on JFM implementation models in Orissa"

Offers are invited, for undertaking a study of various JFM implementation models in Orissa, from Government/Semi Government/Autonomous /Private/NGO organizations having experiences of executing minimum of 2 National/State level projects of similar nature.

The detailed Terms of Reference and application form can be downloaded from the website www.ofsdp.org from **22nd April, 2010**

Offers may be submitted in prescribed format along with a non-refundable bank draft of **Rs 1000/-** drawn in favour of Project Director, OFSDP, payable at Bhubaneswar on or before 3:30 PM of **10th May, 2010**.

DEPUTY PROJECT DIRECTOR (FT)
OFSDP, Bhubaneswar

Terms of Reference

1. Title of the Study/research assignment

A study on "performance of Joint Forest Management implementation models in the State"

2. Background

Orissa Forestry Sector Development Project (OFSDP) aims to promote sustainable forest management in the state with a larger goal of supporting rural livelihoods. This is a 7 years project (2006-13) and is executed by an autonomous society under Forest and Environment Department, Government of Orissa, with the assistance from Japan International Cooperation Agency (JICA). In about 2000 selected forest-fringe villages, in 14 Forest Divisions; the project is implemented through active participation of the village community, which is organized in to Vana Samrakshana Samiti (VSS)/ Eco-Development Committee (EDC) The divisions are *Rourkela Circle* : Rourkela, Bonai, Deogarh and Keonjhar; *Angul Circle* : Angul and Satkosia WL; *Berhampur Circle*: Phulbani, Balliguda and Paralakhemundi; *Koraput Circle* : Rayagada, Koraput and Jeypore; Baripada Circle: Balasore WL and Bhadrak WL. Two main components of the project are restoration of degraded forests through Assisted Natural Regeneration and Plantations and community/tribal development through community empowerment, Income Generation Activities (IGA) and Livelihoods Improvement.

Orissa has been a front-runner in participatory forest management, being the one to conceptualize the process in early eighties & launched Orissa Village Forest Rules in 1985 and brought its Reserve Forest areas under JFM in 1988. Since the implementation of community participation in forest management in the state, there have been several models of assistance being provided to village level institutions (Village Forest Committee, Van Samrakshyan Samiti etc.) through different schemes. Schemes like SIDA assisted Social Forestry; National Afforestation Plan (FDA), RLTA (Revised Long Term Action Plan in KBK), WFP (World Food Program), Support to VSS, Universalization of JFM, JICA assisted OFSDP, and very recently CAMPA, have been under implementation with different patterns of funding and institutional arrangements. There are more than 10,000 such Vana Sarankhyan Samities (VSS) in the State with a total assigned forest areas of about 10000 Km².

These schemes/projects have resulted in different degrees and intensities of community participation and have been contributing to differential changes in forest composition and livelihoods of forest-fringe communities. All these models have their own strengths and weaknesses, and they have also responded differently to different ground situations. A

comparative qualitative and quantitative analysis of the performances of these models is necessary to draw critical learning to improve effectiveness of JFM policy.

3. Objective

The objectives of this study are:

- i. To analyze and compare the provisions and institutional arrangements under different joint forest management practices/ implementation models in Orissa
- ii. To compare and contrast the elements of forest governance under these models/ practices, with focus on stakeholder participation.
- iii. To analyze the impact of such projects/schemes on the local ecological, economical, social and livelihoods.
- iv. To document best practices, delineate determinants of success and list out key challenges and road blocks.
- v. To suggest policy and implementation strategies for enhancing efficiency of JFM in terms of participatory forest governance, sustainable forest management and equitable community gains.

4. Scope of Work/ Key Tasks

- i. *Inception Meeting*: A meeting between the study team and project officials at Bhubaneswar, after signing of the contract.
- ii. *Inception Report*: The study team will submit an 'Inception Report' comprising the following-
 - o A comprehensive background paper on JFM in Orissa developed through comprehensive review of papers, reports, statistics and other publications/documents, and peer consultations
 - o Based on the review and as per the approach suggested (Section 5 below), it will refine the proposed study methodology.
- iii. *Field study and Data collection*: The study team will visit sample sites and collect qualitative and quantitative primary data on implementation, interaction and impact of JFM models. Apart from visiting villages and forest areas, they will also interact with other stakeholders including staff of forest and other departments, PRIs, VSSs, local NGOs, Community leaders.
- iv. *Suggestive Sample Size for Field Study*:
 - o JFM Projects/Models/Practices (4 types)
 - o OFSDP, FDA, RLTAP, Universalization of JFM
 - o Stage of Implementation (2 types)

- Ongoing(late implementation stage) & completed (FDA and RLTA will have both stages available; OFSDP will have only ongoing stage while Universalization of JFM will have only completed stage)

There will be, therefore 6 treatments (2 X 2 + 1 X 2)

- Village Sampling will be based on Stratified Purposive Sampling (based on discussion with local stakeholders)
 - Four Divisions will be taken up for this study : Koraput and Rayagada will be chosen for study of RLTA, FDA & OFSDP; Angul and Deogarh will be studied for FDA, OFSDP and Universalization of JFM
 - Under each treatment, 2 VSS (preferably the best treated as per model prescription) will be selected in each Division

Table1 : Number of Villages to be selected for study

Division	FDA-Completed	FDA-ongoing	RLTA-completed	RLTA-ongoing	OFSDP-ongoing	Universalization of JFM - completed	TOTAL
Koraput	2	2	2	2	2		10
Rayagada	2	2	2	2	2		10
Angul	2	2			2	2	8
Deogarh	2	2			2	2	8
Total	8	8	4	4	8	4	36

In each village, the study team shall spend at least 2 days to take up the following activities

- Interaction with VSS members and seeing the records/documents
- Interaction with village elders, and women from forest dependent communities, poor and tribal
- Forest transact and quadrat studies
- Carrying out PRA exercises

They are also expected to spend 1 day in each Division for discussion with department officials at Division and range level.

v. *Submission of Draft Report :*

Based on the above, the organization will prepare and submit a draft report as per the contents finalized in consultation with the PMU. The report may have the following prescriptive list of chapters

i. *Introduction*

- ii. Review of the JFM implementation models including the background paper*
- iii. Methodology*
- iv. Results of the field work*
- v. Analysis and Discussion*
- vi. Recommendations*
- vi. Peer Review Workshop:*

This draft report will be shared in a one-day Peer Review Workshop (PRW) to be organized at Bhubaneswar to get critical feedback from policy makers, senior researchers/academicians, NGO representatives, and senior officials from Forest Department/projects. The total participants will be around 25 to be decided in consultation with the Project. Major focus will be to contextualize and rationalize the recommendations in Orissa perspectives. The workshop proceedings will be recorded and submitted to PMU within 1 week.
- vii. Submission of Final Report:*

Based on the feedbacks from the PRW and comments of draft report by the project, draft report will be revised and final report with illustrative colour photographs, and including the minutes of PRW as annexure, submitted to the Project.

5. Approaches/Methodology

The study requires developing a detailed methodology to carry out primary data collection, consultations, analysis and writing, based on the following:

- i. Process of delineation of various schemes/projects in Orissa and identification of the key study variables (viz. objectives/goal, coverage, constituencies; Institutional arrangements and strengthening systems, forest management approaches and technologies, communication systems, project management techniques, participatory and community empowerment processes, impacts on ecosystem and livelihoods, etc.)
- ii. Specific questions and interdisciplinary investigations into forest-community interface and determinants of success
- iii. Refining sampling strategy for stakeholders and villages/sites taking into consideration programmatic, ecological, socio-economic and other variables, and study methodology. (a suggestive sampling methodology is provided in Section 4 iv)
- iv. Specific tools for socio-economic (e.g. Focus Group Discussion, PRA, questionnaire survey etc.), ecological survey (quadrat etc.) and institutional analysis etc. to be used for primary data collection
- v. Processes/tools to be used for identification of innovations, best practices

- vi. Report writing

6. Schedule and Outputs

The tentative schedule for the study is given in figure-1 below:

Figure 1: Time frame

Months →	1	2	3	4	5
Inception meeting	▼				
Inception Report (3 copies)					
Field Work					
Draft Report (3 hard copies and 3 CDs)					
Peer Review Workshop					
Final Report (5 hard copies and 3 CDs)					

Outputs

- i. Inception Report as per the contents described on Section 4(ii) Draft Report as per section 4(v) (3 hard copies and 3 CDs)
- ii. Organization of Peer Review Workshop as per Section 4(vi)
- iii. Final Report as per section 4(vii) (5 hard copies and 3 CDs)

7. General Roles and Responsibilities

In addition to the above mentioned scope of work, the general roles & responsibilities of the organization will include the followings:

- i. The involvement of the organization will start from the time of signing the contract with PMU and continue till final reports have been finalized and accepted by the Project.
- ii. The organization will make sure that all Client Information used or held by the persons engaged by it during the period of the Agreement shall be and remain at all times the property of OFSDP. Upon the termination or expiry of the Agreement, the organization shall promptly deliver to OFSDP all such tangible items related to this agreement, which is in its possession or control and which either belong to OFSDP or contain information related to this agreement.
- iii. The organization will ensure that the persons engaged by it, shall not disclose or use or cause to be disclosed or used, at any time during or subsequent to the Agreement, any confidential information of OFSDP and keep all the information collected during the study, strictly confidential.
- iv. The organization is required to extend the necessary cooperation to the monitoring personnel from OFSDP and other collaborating agencies.

- v. The organization shall provide information on the progress of the work to PMU on monthly basis that will include the details about the work completed, work in progress, future plan etc. with respect to the scheduled work plan.
- vi. OFSDP has engaged teams from partner NGOs at FMU level & VSS animators at village level, to assist field level project implementation. The organization shall request NGO Team members with consent from the concerned DMU Chief, for arranging group discussions/personal interviews for data collection with villagers and also to have interactions with them.
- vii. The persons engaged by the organization will keep record of places visited, stakeholders consulted, along with minutes of those discussions and findings.

8. Qualification of Experts

Considering the requirement for the expertise for the study, the organization should provide the detailed Curriculum Vitae (CV) of the persons to be engaged in the study. Apart from experience of carrying out similar assignments in recent past, the organization will have the following skills within its team

(1) Team Leader/Coordinator cum Forestry/Ecology Expert:

- i. Qualification: Minimum Masters in Forestry/Botany/ Life Science with experience of coordinating and managing policy/action research/inter-disciplinary study. Exposure and knowledge in understanding the complexities of forest/tribal policies in relation to ecosystem and livelihoods sustainability, institutional issues in natural resource management/governance etc. will be preferable.
- ii. Minimum 5 years of relevant experience.
- iii. Knowledge of Odia language/ working experience in Odisha (desirable)

(2) : Ecological Economist cum Institutional Development Expert

- i. Qualification: Minimum Masters in Economics/ Agriculture Economics/ Forest Economics/ Natural Resource Economics/ MSW/ Masters in Social Sciences etc. with knowledge and experience of livelihood analysis/socio-economic studies/evaluation of ecosystem products and services etc. expertise in gender will be an added qualification.
- ii. Minimum 3 years of relevant experience
- iii. Knowledge of Odia language/ working experience in Odisha (desirable)

There can be required research assistants with post-graduate qualification in natural/social sciences for collecting data from the field.

9. Pre-Qualification Conditions

- i. The invitation is open to Government/Semi Government/Autonomous /Private/NGO organizations.

- ii. The organization, lead organization in the case of consortium, must have executed minimum of 2 National/State level projects of similar nature funded by international donor agencies, Government of India or State Government.
- iii. The annual turnover of the organisation/each partner organisation (in the case of consortium) must be more than Rs 10 lakh per year in each of the last three years.
- iv. Organisation having experience in Orissa and/or in forestry sector will be given preference

10. Procedures, Terms and Conditions

- i. No sub-contracting of the work will be allowed.
- ii. The total duration of the contract will be five months from the date of signing of the agreement and the selected organization will have to produce the outputs and complete the work as per the time frame given above under section VI.
- iii. In case of consortium, all the agencies in the consortium shall submit a copy of documents mentioned in section 'Enclosure' of 'Format for Technical Offer' (*Annexure-A*) with the joint offer.
- iv. The bidders should submit their Offer in the formats enclosed. For 'Technical Offer' refer *Annexure-A*, and for 'Financial Offer' refer *Annexure- B*. Any deviations in the format shall make the offer liable for rejection.
- v. An authorized representative of the organization must put his/her initials on all pages of the offer. The representative's authorization is confirmed by a written power of attorney accompanying the offer.
- vi. One original and 2 copies of the Offer (Technical and Financial both) is required and this should be marked 'Original' or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the Offer, the original copy will govern.
- vii. A non-refundable Demand Draft worth Rs 1000/- (Rupees one thousand only) in favour of Project Director, OFSDP to be enclosed along with Technical offer.
- viii. The original and all copies of the Technical Offer shall be placed in a sealed envelope clearly marked "Technical Offer". Similarly the original and all copies of the Financial Offer shall be placed in a separate sealed envelope clearly marked "Financial Offer" and warning "Do not open with the technical offer". Both these envelopes shall be placed into an outer sealed envelop bearing the submission address and clearly marked "Bid for Study of JFM Models in Orissa"

- ix. The completed Offer, as mentioned above must be delivered not later than **15:30 hrs** of dated **10th May, 2010** to:
- Deputy Project Director (FT)
Orissa Forestry Sector Development Project (OFSDP),
SFTRI Campus, at/PO Ghatikia, Bhubaneswar 751003
Phone: 0674 2386016
Fax: 0674 2386085
- x. Offers received later than **15:30 hrs** of **10th May, 2010** either in person or by post or through courier service will not be accepted.
- xi. Offer should be valid at least for a period of 90 days from the date of opening of the bids.
- xii. Project Director, OFSDP reserves the right to accept or reject any or all offers without assigning any reason thereof and to add, modify or delete any of the terms and conditions without any notice. The decision of Project Director, OFSDP shall be final.
- xiii. Project Director, OFSDP reserves the right to modify the requirement at any time during the process of finalization of tender offer
- xiv. Following is the selection procedure:
- o After the closing time for submission of offers, the Technical Offer received shall be opened by an Evaluation Committee constituted by the Project Director, OFSDP for the purpose. The Financial Offer shall remain sealed, unopened and shall be in safe custody until the evaluation of the technical offer is concluded.
 - o Evaluation Committee will evaluate all technical offers with respect to the qualifications of the organisations and personnel to be assigned the work, and the approach and methodology. An offer considered to be unsuitable shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference. Based on the evaluation of the Technical Offers, the short listed offers shall be ranked from highest to lowest and the organisation with highest ranked technical offer shall be invited to discuss the offer..
- xv. An act of submitting offer by the bidder amounts to his/her agreeing to the above terms and conditions

11. CHECKLIST

Envelopes	Documents	Furnished: Yes/No
Technical offer (No financial details)	1. Details as per the Format for Technical Offer	
	2. Detailed Methodology	
	3. CV's, recently signed by the proposed professional staff considered for this assignment	
	4. Profile of Organisations/Agencies/Firms	
	5. Annual Reports (Most Recent)	
	6. Copies of last three years' audited statements	

	7. Copies of relevant registration certificates	
	8. One "Original" and Two "Copies" of technical offer	
	9. Envelope with Technical Offer (Original & Copies) sealed properly and marked as "Technical Offer"	
	10. Non-refundable DD in favour of PD, OFSDP worth Rs. 1000	
Financial offer	1. Details as per the Format for Financial Offer	
	2. Envelope with Financial Offer sealed properly and marked as "Financial Offer" and warning "Do not open with the technical offer".	
Both sealed envelopes – "Technical Offer" and "Financial Offer" placed into an outer sealed envelop clearly marked "Bid for "Study of JFM Implementation Models in Orissa"		

Date: 20 .04.2010
Place: Ghatikia, Bhubaneswar

Deputy Project Director (FT)
OFSDP, Bhubaneswar

Annexure-A:

Format of Technical Offer for Study of JFM Implementation Models in Orissa

1. Name of the Organisation:
2. Address, Phone/Fax, e-mail:
3. Branches & Presence in Orissa (if any):
4. Registration Details:
5. Financial Strength & turnover (last 3 years):

Financial Year	Total Turnover
FY 2006-07	
FY 2007-08	
FY 2008-09	

6. Relevant Experience of Study/Research (last 5 years):

Title of the Assignment	Name of the Client/ Donor/Funding organization	Specific objectives & outcome	Total value of the assignment	Duration of assignment	Salient features of the assignment

7. Relevant assignments undertaken in Forestry Sector:

Title of the Assignment	Name of the Client/ Donor/Funding organization	Specific objectives & outcome	Total value of the assignment	Duration of assignment	Salient features of the assignment

8. Core team to be associated and their experience:

Name of the Consultants/ Research Asst	Basic Qualification & Specialization	Experience in the area of the assignment	Designation in the assignment and commitment for involvement

9. Description of Methodology:

- (a) Detailed proposed methodology
- (b) Work Plan
- (c) Estimates of the total staff man days to be provided to carryout the Assignment. (Note: NO FINANCIAL /COST

DETAILS TO BE PROVIDED IN TECHNICAL OFFER)

10. Enclosures:

- (a) CV's, recently signed by the proposed Experts considered for this assignment
- (b) Profile of Organisations/Agencies/Firms Annual reports (Most recent)
- (c) Copies of last three years' audited statements
- (d) Copies of relevant registration certificates

Date:

Name of the Signatory

Place:

Designation

Annexure-B

Format of Financial Offer for Study of JFM Implementation Models in Orissa
 (This format must be kept in a separate sealed envelope clearly marked as "Financial Offer")

Name of the Organisation:

A. Remuneration				
Items	Quantity	Unit	Unit Price	Total
Team Leader cum Forestry/Ecology Expert		Man days		
Ecological Economist cum Institutional Development		Man days		
Research Assistants		Man days		
Total				

B. Field Allowance, Transport Cost & Other Incidentals				
Items	Quantity	Unit	Unit Price	Total
Team Leader cum Forestry/Ecology Expert		Day		
Ecological Economist cum Institutional Development		Day		
Research Assistants		Day		
Total				

C. Other Direct Cost				
Items	Quantity	Unit	Unit Price	Total
Peer Review Workshop	1	Lump sum		
Stationeries & Printing		Lump sum		
Others (Specify)		Lump sum		
Total				

Sub Total of A,B,C				
Service Tax				
Grand Total				