



Uttarakhand Forest Resource Management Society
**(An Implementing Agency of Uttarakhand Forest Resource Management
Project -UFRMP funded by JICA)**

Request for Proposal
For
Selection of Individual Consultant to
Assist in Preparation of Phase II Project & assist in Closure of the Phase I
Project (UFRMP) – Time Based Assignment.

Ref No : 110 / 1,47/ 2025-26

Issue Date : 04/08/2025

Section I. Letter of Invitation

Dehradun, Dated 04th August 2025

Ref No: 110/ 1-47/2025-26

Loan No: ID – P 235

Dear Sir/ Madam,

1. The **UTTARAKHAND FOREST RESOURCE MANAGEMENT SOCIETY** has received financing from the **JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)** towards the cost of **UTTARAKHAND FOREST RESOURCE MANAGEMENT PROJECT**, and intends to apply part of the financing for the recruitment of consulting services. The use of any JICA financing shall be subject to JICA's approval, pursuant to the terms and conditions of the financing agreement, as well as JICA's rules, policies and procedures. JICA and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Uttarakhand Forest Resource Management Project (UFRMP).
2. The **UTTARAKHAND FOREST RESOURCE MANAGEMENT SOCIETY** now invites proposals to provide the following consulting services:
INDIVIDUAL CONSULTANT TO ASSIST IN PREPARATION OF PHASE II PROJECT AND ASSIST IN CLOSURE OF THE PHASE I PROJECT (UFRMP)
3. This request for proposal (RFP) has been addressed to all eligible individual national consultants who possess the expertise, knowledge and experience required for this consulting services.
4. It is not permissible to transfer this invitation to any other individual.
5. Individual consultant will be selected under the **Quality and Cost Based Method (QCBS)** method and procedures described in this RFP, in accordance with the policies detailed in the Uttarakhand Procurement Rules as amended time to time.
6. The RFP includes the following documents:
Section 1 - Letter of invitation
Section 2 - Instructions to consultants
Section 3 - Technical proposal
Section 4 - Financial proposal
Section 5 - Terms of reference
7. The requested proposal should be submitted no later than 20th August 2025 till 2 PM at the following address:

Office of the Chief Project Director.
Uttarakhand Forest Resource Management Project
49- IT Park
Dehradun
Uttarakhand
E-mail: cpdufrmp@gmail.com
Phone & Fax 0135-2976200
8. The proposal must remain valid for 90 (ninety) days after the above submission date.
9. The maximum budget available for this assignment is INR 2.00 ^{Lakh} per month for 11 months

10.JV Proposal will not be allowed as it is an Individual Consultant Assignment.

Yours sincerely,

[Chief Project Director]
Uttarakhand Forest Resource Management Project



Chief-Project Director
Uttarakhand Forest Resource Management Project
Uttarakhand, Dehradun

Section II. Instructions to Consultants

1. A two-envelope system is to be used.
2. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified. A consultant, including their respective personnel and affiliates, are considered to have a conflict of interest if any of them
 - a) has a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract,
 - b) participates in more than one proposal under this procurement action,
 - c) has a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of
 - (i) the preparation of the expression of interest,
 - (ii) the selection process for this procurement, or
 - (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during expression of interest (if any), preparation of the proposal, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the Policy on Government of Uttarakhand preventing Fraud and Corruption.
3. All consultants are required to comply with the Government of Uttarakhand Anti-Corruption Policy while competing for, or in executing, the contract, if determined that a bidder has, directly or indirectly, engaged in any of the prohibited practices as defined by the Government of Uttarakhand in competing for, or in executing, the contract, the proposal may be rejected or the contract may be terminated by the client.
4. The technical proposal shall be sent in "original" to the following address:

Office of the Chief Project Director.
Uttarakhand Forest Resource Management Project
49- IT Park, Dehradun
Uttarakhand
E-mail: cpdufrmp@gmail.com
Phone & Fax 0135-2976200

No additional / duplicate copy shall be required to be sent.

5. The technical proposal shall be placed in a sealed envelope clearly marked "technical proposal" (followed by the grant/loan and assignment number and name). Similarly, the original financial proposal shall be placed in a sealed envelope clearly marked "financial proposal", followed by the grant/assignment number and name, and with a warning "do not open with the technical proposal". The envelopes containing the technical and financial proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the procurement (and assignment), and be clearly marked "do not open,

except in presence of the official appointed, before 20th August 2025 till 2 PM. The proposal shall be opened on the same date at 2:30 PM

6. The evaluation committee shall evaluate the technical proposals on the basis of their responsiveness to the terms of reference, applying the evaluation criteria, sub criteria, and point system specified here below:

(A) Mandatory Requirement / Prequalifying Criteria:

i) Qualification: Post Graduate in Forestry / Natural Resource Management or equivalent / or equivalent

ii) Experience: Minimum 10 years of working experience of watershed / Natural Resource Management / Forestry / allied sector

(B) Technical Qualification Criteria

S. No	Qualification / Experience	Total Marks	Sub criteria	Marks
1	Education	20	Post Graduate in Forestry / Natural Resource Management / or equivalent	10
			Phd in in Forestry / Natural Resource Management / or equivalent.	15
			Additional degree / qualification in addition to Phd in the Forestry / Natural Resource Management	20
2	Working Experience	30	Relevant experience of 10 years in Forestry / Natural Resource Management	10
			Relevant experience of more than 10 years and upto 15 years in Forestry / Natural Resource	15
			Relevant experience of more than 15 years and upto 20 years in Forestry / Natural Resource	20
			Additional 1 point (Subject to maximum 5 points) for each year of experience exceeding 20 years) in Forestry / Natural Resource Management	
			Additional 1 point (Subject to maximum 05 points) for each year of experience for working with JICA Projects related to Forestry / Natural Resource Management within overall experience	
3	Relevant Experience of preparing concept papers / DPR / PPR / PCR (Working as team leader / domain expert only. Experience of Working as associate shall not be counted)	15	03 marks for each report related to the forestry / NRM projects. (Maximum 05 reports shall be counted)	
4	Personal Interview	35	The consultant shall be called for interview at the convenient of the Client. Intimation shall be given on email	35
	Total	100		100

Note: Submission of documentary evidence on each criterion is mandatory to qualify in the above criteria.

Minimum qualifying marks are 70 out of hundred for opening of financial proposal. However, if minimum 03 consultants are not qualified, the Client reserves the right to reduce the qualifying marks upto 60.

7. A proposal shall be rejected at this stage if it does not respond to important aspects of the request for proposals (RFP), and particularly the terms of reference or if it fails to achieve the minimum technical score indicated above
8. After the technical evaluation is completed, the client shall notify in writing consultants that have secured the minimum qualifying mark of the date, time and location for opening the financial proposals. The opening date should allow consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of financial proposals is optional.
9. Financial proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The financial proposal of the consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These financial proposals shall be then opened, and the total prices read aloud and recorded. Financial proposal shall be inclusive of taxes and duties
10. The financial evaluation shall be based on the financial forms attached section

11. Combined technical/financial evaluation:

The proposal shall be evaluation using QCBS (Quality and Cost based Selection method) giving weightage to technical and financial points 80:20 respectively

The total score is calculated by weighting the technical and financial scores and adding them as per the following:

The lowest evaluated financial proposal (F_m) will be given the maximum financial score (S_f) of 100 points. The financial scores (S_f) of the other financial proposals will be computed as follows: $S_f = 100 \times F_m / F$, in which " S_f " is the financial score, " F_m " is the lowest price, and " F " the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights ($T =$ the weight given to the technical proposal; $P =$ the weight given to the financial proposal; $T + P = 100$) [$T = 80$ and $P = 20$], $S = S_t \times T\% + S_f \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

12. Notice of intent to award: after the completion of the evaluation report and having obtained all the necessary approvals, the client shall send the notice of intent to award to the successful consultant. The notice of intent to award shall include a statement that the client shall issue a formal notification of award and draft contract agreement after expiration of the period for filing a bid protest and the resolution of any bid protest that are submitted. Delivery of the notice of intent to award shall not constitute the formation of a contract between the client and the successful consultant and no legal or equitable rights will be created through the delivery of the notice of intent to award.

13. Negotiations: The invited consultant will be invited to negotiations via the notification of award (NoA). This Notification of Award is subject to successful negotiations. The consultant will, as a pre-requisite for attendance at the negotiations, confirm the availability of all the key professional personnel listed in the technical proposal. Failure to confirm such personnel may result in the client proceeding to negotiate with the next-ranked consultant. Representatives conducting negotiations on behalf of the consultant must have written authority to negotiate and conclude the contract on behalf of the consultant.

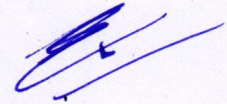
14. The consultant is expected to commence the assignment within 07 days from that date of Award.

Section III. Technical Proposal

TECH-1 Technical proposal submission form

TECH-2 Curriculum vitae (CV) of consultant with documentary proofs

TECH-3 Details of concept paper, PPR, DPR, PCR prepared by the consultant.



Chief Project Director
Uttarakhand Forest Resource Management Project
Uttarakhand, Dehradun