

Expression of Interest

Odisha Forestry Sector Development Society

SFTRI Campus, Ghatikia, Bhubaneswar-751 029, Ph. 2386016, FAX - 2386085

Odisha Forestry Sector Development Project, Phase-II invites “*Expression of Interest*” from interested firms / agencies / individuals having experience in forestry projects for translating the English version of Micro Plan Guidelines and Corresponding Hand Book of OFSDP-II into Odia.

Interested firms / Individual / agencies can download the details of “Terms of Reference (ToR) and the Format for submission of Proposal from our website www.ofsds.in. Required proposal along with supporting document, as sought for, shall be submitted through a closed envelope super scribed as Proposal to “Translate the Micro Plan Guideline and Corresponding Hand Book of OFSDP-II English version into Odia”, accompanied with a Demand Draft for **Rs. 500/-** as application fees drawn in favour of Project Director, OFSDP, Phase-II, payable in a Nationalised Bank at Bhubaneswar and should reach in the above office address latest by 7th April, 2018 at 5.00 PM. *Expression of Interest* received after the stipulated date & time will not be entertained.

Deputy Project Director (A&F)

Draft Terms of Reference for Translating the English version of “Micro Plan Guideline and corresponding Hand Book of OFSDP-II in-to Odia.

Rationale: Odisha Forestry Sector Development Project, Phase - II, with the financial assistance from Japan International Cooperation Agency (JICA) is being 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.

It is envisaged in the project to ensure that the Micro Plan is holistic and addresses the wider need of forest dependent communities. Therefore, OFSDP-II will adopt an approach to develop the Micro Plan at the VSS level as a platform for optimizing community development activities in addition to the sustainable management of forest. Accordingly, the Micro Plan Guideline along with corresponding Hand Book for preparation of Micro Plan at VSS level has been developed in English. The OFSDP-II invites Expression of Interest from interested firms / agencies / individuals having experience in forestry projects and in translating document from English to Odia for translating Micro Plan Guideline and Corresponding Hand Book of OFSDP-II from English version into Odia.

2. Scope of Work:

The selected firm/ individual / agency will be entrusted the task to translate the Micro Plan Guideline and Corresponding Hand Book of OFSDP-II of English version into Odia, ensuring the sense of the guideline intact.

The selected firm / agency / individual will be required to submit the draft translated Odia version of Micro Plan Guideline and the corresponding Hand Book to PMU, OFSDP-II for review and confirmation. Refinement, changes suggested and comments made by PMU, OFSDP-II will be required to be suitably incorporated and final draft document is to be submitted for final approval. Documents to be submitted by the firm/ Individual/ agency awarded the work are as below:

- Draft copy of the Odia translated Micro Plan Guideline along with corresponding Hand Book of OFSDP-II to PMU. (3 hard copies along with soft copy) for review and feedback.

- Submission of Final Draft incorporating the changes suggested by PMU (One hard Copy & the Soft Copy)
- Final version of Odia translated Micro Plan Guideline along with corresponding Hand Book of OFSDP-II. (One hard copy and Soft Copy).
- The tables in the Hand Book should be properly spaced.
- The document (Guideline & Hand Book) should be given in ready to print version with a designed Cover & Back Page of the document.

3. Eligibility Criteria for Firm / Individual / Agency:

3.1 Registration and other legal requirements

- The Firm/ Individual / Agency should have at least 3 years of experience of similar work with Govt. or National / International level Organisation.
- Experience of formulating / translating forestry and micro plan related document in Odia is essential.
- Experience of association with OFSDS in similar work is desirable.
- The Firm / Agency blacklisted or placed under funding restriction by any Ministry or Government Department, Government Undertaking, shall not be eligible.
- The Firm / Agency should not have defaulted either in works or in financial progress in any of their works with the Government Department or Government Agencies in last three years.

4. Time Line of the Assignment: (March - April, 2018)

Activity	April				May
	First week	Second Week	Third week	Forth Week	First week
Award of Assignment					
Collection of English Version of Micro Plan Guideline & Handbook of OFSDP-II from PMU					
Submission of first draft of Odia translated document					
Feedback from PMU on Draft Doc					
Interaction with PMU (if required)					
Submission of Final Draft					
Approval of PMU & Submission of Printed Documents					

NB: PMU will be organising the stakeholders workshop as and when required

5. Payment Schedule:

Milestones	Amount to be released.
Submission of first Draft	50% of the agreed value
Submission of Final Draft	30% of the agreed value
Approval of Documents by OFSDP	20% of agreed value

NB: TDS as applicable will be deducted during Payment.

6. Submission of Application Form:

Firms/ Individual / Agencies interested to take up the above work are required to submit the "Expression of Interest" in the prescribed format attached herewith along with

required documents in sealed envelope duly super scribed as to “Proposal to translate the Micro Plan Guideline and Corresponding Hand Book of OFSDP-II of English version into Odia and should reach the office of the Project Director, OFSDP, SFTRI Campus, Ghatikia, Bhubaneswar- 751029, latest by 7th Aril, 2018 at 5.00 PM. along with non refundable Demand Draft of Rs. 500/- towards application fees in favour of Project Director, OFSDP, Phase-II, payable at Bhubaneswar.

Documents to be submitted by the firm / agency: (True Copies)

- Registration Certificate of the Firm / Agencies or PAN Card of the Individual
- Last Three years Audited statement of the firm / agencies (2014-15, 2015-16 & 2016-17)
OR copies of last 3 years Income Tax Returns filed by individuals.(Assessment Years : 2014-15, 2015-16, 2016-17)
- Experience Certificates / testimonials received for similar work from other agencies (Govt./ National or International Agencies)
- Complete 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.

Document for Translation: The English version of Micro Plan Guideline & Corresponding Hand Book of OFSDP-II, which is to be translated into Odia is attached for perusal and finalisation of Price.

Declaration: The Firms / Agencies 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.

Format of Proposal for translating the Micro Plan Guideline and Corresponding
Hand Book of OFSDP-II of English version into Odia

1. **Name of the Firm / Individual / Agency** :
2. **Name & Designation of the Chief Functionary :**
(In Case of firm / Agency)
3. **Communication Address**
4. **Phone/Fax, e-mail**
5. **Registration Details including PAN/TAN/VAT nos:**
6. **FCRA Regd. No (If any):**
7. **Bank Account Particulars:**
Bank Name
Branch
Account Number
IFSC Code
Name of the Account Holder
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. **Experience in similar work, funded by Govt / International Agencies in last 3 years.**

Title of the Project & Location	Name of the Client/ Donor/Funding agency	Duration of the assignment	Total value of the assignment	Nature of work*

* **Work- Consultancy Support / Implementation Support / Documentation/ Publication/ Others (if others Pl. Specify)**

11. **Experience of working with OFSDP : Yes/No (If yes provide details)**
12. **Tentative Work Plan in details:**
13. **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) of firms OR copies of last three years of Income Tax statements of individuals. (Assessment Years: 2014-15, 2015-16, 2016-17)
- (b) Copies of relevant registration certificates in case of Agency / Firm. PAN Card in case of Individual
- (c) Copy of FCRA Registration Certificate, if any, in case of Agency / Firm.
- (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