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Date: 14<sup>th</sup> March 2024

**Invitation for Expression of Interest (EOI) for hiring Project Management Consultant (PMC) Services for the Project for Climate Change Response and Ecosystem Services Enhancement in Rajasthan (CRESEP)**

EOI proposals are invited from interested firms/agencies for Project Management Consultant (PMC) Services for the Project for Climate Change Response and Ecosystem Services Enhancement in Rajasthan (CRESEP) under Rajasthan Forestry and Biodiversity Project as per the following:

1. Date and time of availability of bid document in the portal (<https://eproc.rajasthan.gov.in>) 14<sup>th</sup> March 2024 at 06:00 PM.
2. Pre-Bid Conference Date and Time: 3<sup>rd</sup> April 2024 at 11:30 A.M.
3. Last Date and Time for receipt of bids on the portal: 29 -04-2024 till 02:00 PM.
4. Bid opening Date and Time: 29 -04-2024 till 05:00 PM.
4. Name and Address of the Officer inviting the Bid: DPD (Admin) RFBP-II, Rajasthan Forestry and Biodiversity Project-II, Jaipur.
5. Details of subsequent addendum/corrigendum/cancellation etc. may be obtained from the website: <https://eproc.rajasthan.gov.in>
6. Processing Fee: Rs. 2500/- (Non-refundable) in the form of Demand Draft/Banker's Cheque issued in favour of "Managing Director, RISL" - payable at Jaipur.
7. Tender Fee Rs. 5000/- in favour of DPD (Admin)RFBP-II, payable, Jaipur through Demand Draft.
8. Portal Registration: The bidder intending to participate in the bid is required to register in the portal using his/her active personal/official e-mail id as his/her Login id and attach his/her valid digital signature certificate (DSC) to his/her unique login id.

Note: Demand Draft (D.D.) of processing fee should submit manually in the office before 3.00 PM on 29<sup>th</sup> April, 2024 of the Project Director, Rajasthan Forestry and Biodiversity Project (RFBP-II), Aravali Bhawan, Jhalana Institutional Area, Jaipur-302004, Rajasthan.

EOI Document may be downloaded from <https://sppp.rajasthan.gov.in>, <https://forest.rajasthan.gov.in>, <https://eproc.rajasthan.gov.in>

For any other queries, the bidders are asked to contact on email: [pdrfbp.forest@rajasthan.gov.in](mailto:pdrfbp.forest@rajasthan.gov.in). This bears the approval of competent authority.

  
Deputy Project Director (Admin)  
RFBP-II, Jaipur

**Dy.P.D.(Adm.)  
R.F.B.P.-2  
Raj. Jaipur**

## REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

14th March, 2024

[EOI No. 30/2023-24]

Republic of India

Project for Climate Change Response and Ecosystem Services Enhancement in Rajasthan

JICA Loan No.:ID-P320

Assignment Title: Hiring of Services of Project Management Consultants (PMC) for the Project for Climate Change Response and Ecosystem Services Enhancement in Rajasthan (CRESEP)

The Government of India has entered into an agreement with Japan International Cooperation Agency (JICA) towards implementation of **Project for Climate Change Response and Ecosystem Services Enhancement in Rajasthan (CRESEP)** and intends to apply part of the proceeds towards payments under the contract for consulting services.

The scope of consulting services will include the following and the total duration of consulting services will be 96 months.

- 1) Support for overall project management and monitoring
- 2) Support for planning and coordination for collaborations with research institutes, private entities, and specialized agencies
- 3) Support for developing guidelines, manuals, training materials for enhanced learning efficiency
- 4) Support for technology transfer

Rajasthan Forest Department now invites Expressions of Interest (EOI) from Consultants to make a shortlist of Consultants to provide the consultancy services under the above consulting services assignment.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are financial situation, availability of expert and experience of consultant as below.

Key Experts will not be evaluated at the shortlisting stage.

The required qualifications are as follows:

- 1) Financial Situation:

Consultants have at least three (3) fiscal years' business and to be able to submit Financial Statements (Balance Sheets and Income Statements) for the latest three (3) fiscal years with INR 50 crore minimum annual turnover in the last three consecutive fiscal years.

In case of a JV, only lead member is evaluated.

- 2) Availability of Experts

Consultants should have the following number of expert with each of the following areas of expertise.

International Expert	Required Number
1) Ecosystem Management	1
2) GIS/ MIS / DX	1
Local Expert	Required Number
3) Team Leader/ Biodiversity Conservation	1
4) Livelihood/Convergence	1
5) Monitoring and Evaluation	1
6) GIS/RS	1
7) MIS/System Developer	1
8) Capacity Development	1
9) Environmental and Social Consideration	1
10) Gender Mainstreaming	1
11) Community-based Conservation	1

In case of a JV, the number of experts of all members are combined for the evaluation.

### 3) Experience of Consultant

A. Experience of international projects of comparable size, complexity and technical specialty-

More than two (2) experiences of consulting services in afforestation, forest conservation, biodiversity conservation and eco-restoration, livelihood improvement activities and natural resource management with USD 3 million of consultant contract value by the lead consultant of the experienced contract in countries other than the Client's country, completed in the last ten (10) years (January 2014 – December 2023)

B. Experience in South Asian countries under comparable conditions-

More than two (2) experiences of consulting services in afforestation, forest conservation, biodiversity conservation and eco-restoration, livelihood improvement activities and natural resource management with USD 3 million of consultant contract value by the lead consultant of the experienced contract in South Asian countries(\*), completed in the last ten (10) years (January 2014 – December 2023)

\* South Asian countries in these criteria include India, Sri Lanka, Nepal, Pakistan, Bangladesh, Bhutan and Maldives.

C. Experience in Japanese ODA projects-

More than two (2) experiences of consultancy services more than USD 2 million of consultant contract value by the lead consultant of the experienced contract in any



project financed by Japanese ODA Loans , in any country, completed in the last ten (10) years (January 2014 – December 2023)

In case of a JV, the number of experiences of all members are combined for the evaluation.

The attention of interested Consultants is drawn to Section 1.07 of the Guidelines for the Employment of Consultants under Japanese ODA Loans, October 2023 (“Consultant Guidelines”), setting forth the JICA’s policy on conflict of interest. The Guidelines are available on the JICA’s website shown below:

[https://www.jica.go.jp/Resource/english/our\\_work/types\\_of\\_assistance/oda\\_loans/oda\\_op\\_info/guide/index.html](https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/oda_loans/oda_op_info/guide/index.html)

A Consultant is a single firm or a Joint Venture (JV). In case of a JV, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.

EOI submitted by a **JV shall include a copy of the Joint Venture Agreement entered into by all members**. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a selected Consultant for signing of the Contract shall be signed by all members and submitted with the EOI, together with a copy of the proposed Agreement. The JV Agreement or the proposed JV Agreement, as the case may be, shall indicate at least the portion of the assignment to be executed by each member.

EOI shall be written in English. Supporting documents and printed literature that are part of EOI may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the EOI, such translation shall govern.

A Consultant will be selected in accordance with the “QCBS (Quality- and Cost-Based Selection)” method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours (11:00 to 16:00 hours).

EOI must be uploaded with all necessary forms and documents on <https://eproc.rajasthan.gov.in/> by **3PM on 29<sup>th</sup> April, 2024**.

Attn: Sh. Arijit Banerjee, Project Director  
Rajasthan Forest Department  
Aranya Bhawan, Mahatma Gandhi Rd, Jhalana Institutional Area, Jhalana Doongri,  
Jaipur, Rajasthan 302004, India  
Tel: +91-141 2227142  
E-mail: [pdrfbp.forest@rajasthan.gov.in](mailto:pdrfbp.forest@rajasthan.gov.in)

EOI shall include the documents whose sample forms are provided in the Attachments below.

Attachments



- Form 1: Expressions of Interest Submission Form
- Form 2-1: Applicant Information Form
- Form 2-2: JV Member Information Form
- Form 3: Letter of Intent
- Form 4: Financial Situation
- Form 5: Availability of Experts
- Form 6: Consultant's Experience

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Form 1

## Expression of Interest Submission Form

Date : [Insert date of EOI submission]

REOI No.: [Insert REOI number]

To: [Insert full Name and mailing address of Client]

Dear Sir/ Madam:

We, the undersigned, apply to be shortlisted for the contract of the consulting services for the Project for Climate Change Response and Ecosystem Services Enhancement in Rajasthan. (CRESEP)

[Insert the following in case of the Consultant is a JV]

We are submitting our Proposal as a Joint Venture comprising of: [Insert a list with the full name and the legal address of each member, starting from the lead member]. We have attached a copy [insert: "of the JV Agreement" or, "of our Letter of Intent to form a Joint Venture" as appropriate] signed by each member, which details the likely legal structure of and the confirmation of joint and severable liability of each member of the said Joint Venture.

[Insert the following if the Consultant proposes Sub consultants]

We have proposed in our proposal the following firms as Sub consultants: [Insert a list with the full name and the legal address of each Sub consultant.]

We hereby declare that all information, statements and description contained in the EOI are in all respect true, correct and complete to the best of our knowledge and belief.

We remain,

Yours sincerely,

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm or JV, as appropriate]

In the capacity of : [Insert position of the person signing above]

Contact information : [Insert mailing address]  
[Insert tel. no. with country and city codes]  
[Insert fax no. with country and city codes]  
[Insert email address]



# Applicant Information Form

Date: [insert day, month, year]

EOI No.: [insert number]

Page [insert page number] of [insert total number] pages

[Applicants shall provide the following information. The documents listed/ stated as required shall be submitted as attachments hereto.]

Applicant's legal name:

[insert full name]

In case of a JV, legal name of the representative member and of each member:

[insert full name of each member in the JV and specify the representative member.]

Applicant's actual or intended country of registration:

[insert country of registration]

Applicant's actual or intended year of incorporation:

[insert year of incorporation]

Applicant's legal address in country of registration:

[insert mailing address]

Applicant's authorized representative information

Name: [insert full name]

Address: [insert mailing address]

Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes]

E-mail address: [insert E-mail address]

1. Attached are copies of original documents of Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.



## JV Member Information Form

Date: [insert day, month, year]

EOI No.: [insert number]

Page [insert page number] of [insert total number] pages

[The following form is additional to Form 2-1, and shall be completed to provide information relating to each JV member, in case if the Applicant is a JV. The documents listed/ stated as required shall be submitted as attachments hereto.]

Applicant's legal name: [insert full name]
JV Member's legal name: [insert full name of Applicant's party]
JV Member's country of registration: [insert country of registration]
JV Member's year of incorporation: [insert year of incorporation]
JV Member's legal address in country of registration: [insert mailing address]
JV Member's authorized representative information Name: [insert full name] Address: [insert mailing address] Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes] E-mail address: [insert E-mail address]
<ol style="list-style-type: none"> <li>1. Attached are copies of original documents of Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above.</li> <li>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</li> </ol>





## Letter of Intent

Date: [insert day, month, year]  
EOI No.: [insert number]

To: [Insert full Name and mailing address of Client]

We, the undersigned, will enter into a Joint Venture Agreement in case that a consulting services for the Project for Climate Change Response and Ecosystem Services Enhancement in Rajasthan indicated in the Request for Expressions of Interest ([Insert REOI Number]) is awarded to our Joint Venture.

We hereby declare that:

- (a) All members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
- (b) Each JV member will execute at least the portion of the assignment.
- (c) The JV will nominate [insert name of a firm] as a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the selection process and, in the event the JV is awarded the Contract, during contract execution.
- (d) If we are shortlisted through this Expression of Interest, we will not modify the structure or formation of the Consultant including Sub consultants named in the application in the Expression of Interest after being invited to submit a Proposal without a written approval of the Client prior to the Proposal submission deadline.

[JV member 1 (representative member)]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Insert name of firm]

In the capacity of : [Insert position of the person signing above]

[JV member 2]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Insert name of firm]

In the capacity of : [Insert position of the person signing above]

[JV member 3]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm]  
In the capacity of : [Inset position of the person signing above]

Attachment: Copy of the proposed Joint Venture Agreement

A handwritten signature in blue ink, appearing to be 'Guan' or similar, with a horizontal line underneath.

## Financial Situation

*[The following table shall be filled in for the Applicant, and for each JV member if the Applicant is a JV. The documents listed/ stated as required shall be submitted as attachments hereto.]*

Date: [insert day, month, year]

Applicant's Legal Name: [insert full name]

JV Member's Legal Name: [insert full name]

REOI No.: [insert number]

Page [insert page number] of [insert total number] page

### 1. Financial data

Type of Financial information in (currency)	Historic information for previous 3 years (amount in currency, currency, exchange rate, USD equivalent)		
	Year 1	Year 2	Year 3
<b>Annual Turnover</b>			

### 2. Financial documents

The Applicant and its parties shall provide copies of the financial statements<sup>1</sup> for the last three (3) years. The financial statements shall:

- reflect the financial situation of the legal entity(ies) comprising the Applicant, and not of the affiliated entities (such as parent company(ies), group companies or subsidiaries) of the Applicant unless they are parties to the Applicant under a JV.
- be independently audited or certified in accordance with local legislation.
- be complete, including all notes to the financial statements.
- correspond to accounting periods already completed and audited.

Attached herewith are copies of financial statements for the last three (3) years required above, and complying with the requirements.

### Notes for the Applicants

- If the most recent set of financial statements is for a period earlier than 12 months from the date of the Application Submission, the reason for this should be justified.



## Availability of Experts

[Note: Applicant is requested to provide personnel information to be possibly assigned for the specified area mentioned in the followings; ]

### Required Expertise

#### International Expert

#### Required Number

1) Ecosystem Management

1

2) GIS/ MIS / DX

1

#### Local Expert

#### Required Number

3) Team Leader/ Biodiversity Conservation

1

4) Livelihood/Convergence

1

5) Monitoring and Evaluation

1

6) GIS/RS

1

7) MIS/System Developer

1

8) Capacity Development

1

9) Environmental and Social Consideration

1

10) Gender Mainstreaming

1

11) Community-based Conservation

1

Expert to be Available (of the relevant fields as mentioned above)

Name of the firm (each JV member)	Expertise	No. of International Expert(*1)	No. of Local Expert(*2)

\*1: "International Expert" means an expert who has expertise which is generally difficult to be procured in the Client's country.

\*2: "Local Expert" means an expert who is not International Expert.

## Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm and each JV member for this assignment, was legally contracted either individually as a single firm or as a lead firm or one of the members of a JV, for carrying out consulting services similar to the ones requested under this assignment. Only completed project in the last 10 years at the time of proposal submission will be evaluated.] The experience of affiliated entities (such as the parent company(ies), group companies, subsidiaries or other affiliates) shall not be included. Use about 20 pages.]*

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	Total No. of man-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year):	No. of professional man-months provided by JV members or Sub consultants:
Completion date (month/year):	Funding Source:
Name of joint venture member or Sub consultants, if any:	
Narrative description of Project:	
Description of actual services provided by the firm in the assignment:	

Firm's Name:

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