

REQUEST FOR EXPRESSIONS OF INTEREST

Meghalaya Basin Development Authority (MBDA)

Assignment Title:

Hiring of Non-Governmental Organizations (NGOs) for providing services under Project on “Community Based Forest Management and Livelihood Improvement in Meghalaya”

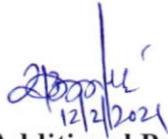
Reference No: MBDA/JICA/36/2020/231

Date 12.02.2021

1. The Government of Meghalaya, has received a loan from the Japan International Cooperation Agency (JICA) towards the cost of “Community Based Forest Management and Livelihood Improvement in Meghalaya” and intends to enter into the contract for **Hiring of Non-Governmental Organizations (NGOs)** for which this prequalification is conducted.
2. The objective of the project is to “*restore and conserve natural resources within selected villages by sustainable forest management, livelihood improvement, and institutional strengthening, thereby contributing to conservation of environment, biodiversity, and uplifting of socio-economic conditions of people in the State of Meghalaya*”. The Meghalaya Basin Development Authority (MBDA) under the Planning Department, Govt. of Meghalaya is the executing agency of this project.
3. Meghalaya Basin Development Authority (MBDA), Planning Department, Government of Meghalaya intends to engage services of NGOs of repute, having demonstrable experience in working in the target districts on issues of forestry, community-based biodiversity conservation, rural livelihood and community mobilization, micro planning, etc. The NGOs would be expected to provide Field Coordinators, Subject Matter Specialists, etc. at the level of District level Project Management Unit(s)(DPMU)/Block level Project Management Unit(s)(BPMU) allotted to the NGOs.
4. The Meghalaya Basin Development Authority invites eligible NGOs to indicate their interest to provide high quality professional management & implementation support to the DPMU/BPMU to effectively contribute to the successful implementation of the project without any cost and time overrun.
5. **Period of Service:** The time period for the said assignment shall be initially for a period 12 months from the date of award of contract. The duration may be extended as and when required by the Executing Agency.

6. Preferences will be given to the local NGOs of the district or NGOs working in projects of similar nature in the State who are well versed with the socio-economic status of the local people.
7. Through this Expression of Interest, MBDA will conduct the technical selection of the interested NGOs.
8. The short-listing criteria are annexed at **Annexure – A. The assignment will cover 22 blocks of 11 Districts of the State, hence interested NGOs are invited to indicate their priority for the blocks as per Annexure - B. However, MBDA retains the right to allocate any block/s to eligible and experienced consultants based on their credentials.**
9. The **Draft Terms of Reference (ToR)** for the assignment is annexed as **ANNEXURE-C**.
10. Further information can be obtained at the address below during office hours [10.00 AM – 5.00 PM]
11. Expression of Interest (EoI) must be delivered in written form to the address below through registered speed post/courier/by hand on or before **5th March, 2021 by 1500 Hrs**; a soft copy of the submission may also be submitted to jicaprocurement.mbda@gmail.com.

The proposals received will be opened on **5th March, 2021 by 1600 Hrs** at the address mention as under:


12/2/2021

The Additional Project Director
Community Based Forest Management and Livelihood Improvement in Meghalaya,
Meghalaya Basin Development Authority
C/o Meghalaya State Housing Financing Cooperative Society Ltd.
Nongrim Hills, Shillong-793003
Tel. no. 0364-2522921/2522992
Email: jicaprocurement.mbda@gmail.com

SAMPLE FORM FOR EXPRESSION OF INTEREST

Letter of “Expression of Interest”

[Letterhead of Applicant including postal address, telephone no., fax no. and e-mail address]

Date:

To:

**Project Director,
Community-based Forest Management and Livelihood Improvement in Meghalaya,
Meghalaya Basin Development Authority,
C/o Meghalaya State Housing Financing Cooperative Society Ltd., Nongrim Hills,
Shillong-793003, Tel. No. 0364-2522921/2522992**

1. I/We having reviewed and fully understood all of the information provided in Invitation for Expression of Interest, the undersigned hereby expresses its interest in and applies to be short-listed by yourselves for Selection as partner NGO for implementing **“Community-based Forest Management and Livelihood Improvement in Meghalaya”**.
2. Attached to this Expression of Interest are the following information and documents:
 - (a) NGO Profile and financial information,
 - (b) Documents in support of technical parameters as per **Annexure “A”**.

(Signature on behalf of NGO)

Name:

Address:

Seal:

NGOs PROFILE

A. NGOs Profile			
Organizational	Name of the Organization:		
	Postal Address:		
	Telephone / Mobile no.		
	Fax/ E-mail/ Website:		
	Contact Person name and designation with contact details:		
	Date and place of Registration:		
	Registration No (Copy to be enclosed):		
	PAN Number:		
	GST Number:		
	Location of Head office:		
	Details of Branches, if any:		
	Provide a brief description of the background of organization including brief description of Core staff:		
	Any other information which the NGO wants to add.		
B. Financial Information { <i>Please enclose the financial statement of last three financial year.</i> }			
Provide the turnover on the basis of audited financial statement or Income Tax Returns of the previous three financial years in Indian Rupees.			
	2017-18	2018-19	2019-20

ANNEXURE - A

Eligibility and Short-listing Parameters for Technical Selection of NGOs

Sl. No	Parameter	Indicator	Documents Required
Mandatory Criteria		The Non-Governmental Organization (NGO) must have a legal status	Copies of Registration certificate, PAN, GST etc.
1	Experience	No of Years of experience in executing natural resource management projects/ Forestry development projects/ livelihoods development projects based on participation principles in Meghalaya since registration of organization	Relevant documents to prove the claims
		No and name of district(s) in which the organization is actively working for last three years at village level.	
		Mention no of villages and block in which the organization is actively working for last three years with communities.	
		No of SHGs groups formed	
		No of Enterprises supported/formed	
		Income Generation Activities	
		Entry point activities	
2	Partnership Profile of NGOs	Mention number of projects/ government departments with which the organization worked in partnership for implementing Natural resource management/rural development projects in the state.	Relevant documents to prove the claims
3	Financial Status of the organization	Average annual funding support received from international/ national donor agencies for last three years	Relevant documents to prove the claims
		Average annual expenditure for last three financial years as per audited statement (including all sources of funding)	

Sl. No	Parameter	Indicator	Documents Required
4	Staff Profile	Total Nos of paid and full-time employees working in the organization	Relevant documents to prove the claims
		No of technical staff (project-based)	
		No of women professional employees in the organization	
		No of professional employees (paid and full time) who have more than 3 years of experience in the organization	
5	Infrastructure Related	Infrastructure Facilities - Whether the organization has its own office building or not?	Relevant documents to prove the claims
		Infrastructure Facilities - Whether the organization has its own training Centre/ related facilities in the state _____ or not?	
		Infrastructure Facilities - Whether the organization has its own transportation facilities or not	
6	Recognition to the Organization	Whether the organization received any international/ national/ state/ district level awards for its performance and contribution.	Relevant documents to prove the claims
7	Networking and Partnership Profile	Whether the NGO is anchoring any network or providing secretariat support to any network/ consortium, if yes, provide details.	Relevant documents to prove the claims
		Membership of the organization in any network/ association with a specific focus on livelihood promotion project/Forestry projects and natural resource management issues. If yes, provide details.	
8	Areas of Operation	Name and Number of Blocks.	Relevant documents to prove the claims

ANNEXURE - B

Sl No	Block	District	Indicate your priority by putting a “√”
1	SONGSAK	East Garo Hills	
2	RONGJENG		
3	SAMANDA		
4	RESUBELPARA	North Garo Hills	
5	KHARKUTTA		
6	UMLING	Ri Bhoi	
7	UMSNING		
8	RONGRA	South Garo Hills	
9	GASUAPARA		
10	BAGHMARA		
11	ZIKZAK	South West Garo Hills	
12	BETASING		
13	MAWKYRWAT	South West Khasi Hills	
14	RONGRAM	West Garo Hills	
15	DALU		
16	TIKRIKILLA		
17	GAMBEGRE		
18	THADLASKEIN	West Jaintia Hills	
19	MAIRANG	West Khasi Hills	
20	MAWKYNREW	East Khasi Hills	
21	MAWRYNGKNENG		
22	SAIPUNG	East Jaintia Hills	

Draft Terms of Reference (ToR)

For engaging NGOs for providing Services to JICA-assisted project on “Community-based Forest Management and Livelihood Improvement in Meghalaya”

1. BACKGROUND

The Government of Meghalaya has received a loan from the Japan International Cooperation Agency (hereinafter referred to as "JICA") through Government of India to finance the Project for **Community-Based Forest Management and Livelihoods Improvement in Meghalaya**, which is to restore and conserve natural resources within the villages by sustainable forest management, livelihood improvement, and institutional strengthening, thereby contributing to conservation of environment, biodiversity, and uplifting of socio-economic conditions of people in the State of Meghalaya. The objective of the Project is to restore and conserve natural resources within the villages by sustainable forest management, livelihood improvement, and institutional strengthening, thereby contributing to conservation of environment, biodiversity, and uplifting of socio-economic conditions of people in the State of Meghalaya.

Various activities under the Project are site-specific in order to address the diverse needs which differ from one village to another. Therefore, a participatory approach will be utilised throughout the life of the Project starting from planning, implementing, and operating to maintenance by sensitizing and engaging people. Subsequent to the constitution of Village Project Implementation Committee (VPIC) as a sub-committee of VEC by the Block Project Management Unit (BPMU), the BPMU will conduct sensitization workshops to ensure that all the stakeholders including minor groups such as women and youth. Once VPIC is formulated in a village, NGOs and BPMU will facilitate VPIC to develop participatory land use plan, extend help in further Community mobilization and Gender Sensitization, conducting Gender-sensitization Workshop/Gender Training, Participatory Rural Appraisal (PRA), Micro planning etc.

2. OBJECTIVE OF ENGAGEMENT OF NGOs:

1. Facilitation of Participatory Land Use Planning (PLUP) at Communities level
2. Community mobilization workshop,
3. Gender sensitization and Gender training,
4. Training workshops on making a Micro Plan,
5. Conducting Participatory Rural Appraisal (PRA),
6. Conduct meeting to select SHGs.

3. TARGET VILLAGES: 500 no all over Meghalaya spread across 22 blocks in 11 districts.

4. ELIGIBILITY CRITERIA:

1. NGOs having minimum 3 years' experience in providing services for community based Projects involving VECs/JFMCs/community forestry/watershed/livelihood/ NTFP enterprise product development and their marketing, community-based participatory micro- planning for the management of forests/ natural resources, community mobilization, SHGs, management of

community-based income generation activities such as homestead livestock, horticulture, handicrafts, marketing of local products, establishing village level institutions and their capacity building, development of micro enterprises in clusters etc.

2. At least 3 years of Work experience in community-oriented projects with Govt. under similar conditions. Since NGOs would be required to engage with the community directly, therefore, knowledge of local culture, customs and language, would be preferable.

5. DETAILED SCOPE OF WORK:

5.1. Facilitation of Participatory Land Use Planning (PLUP) at Communities level

PLUP shall be conducted by involving community members including women and men. NGOs hired will facilitate discussion and activities by villagers, specifically members of the micro-planning team or the sub-committee, with support from forest officials of Forest and Environment Department or the Forest Department of the Autonomous District Councils, officials of Soil and Water Conservation Department, and a GIS operator. The facilitation will be conducted following the guideline prepared by SPMU for the Project.

5.2. Community Mobilization and Gender Sensitization

In the preparatory process of the Project, community mobilization and gender sensitization are the most important processes because these are essential for the success of the Project. In order to involve and motivate people in selected villages, specifically women and youths, in the activities of the Project, the Project will need to mobilize these people and sensitize them in terms of gender by breaking their stereotyped ideas on gender roles through village-based workshops.

Based on the uniqueness of existing traditional community institutions in Meghalaya State, the Project should first approach to a village head of each selected village in Khasi and Jaintia Hills and Nokma of each selected village/cluster in Garo Hills, explain the details of the Project to him, and get his acceptance of the Project to work in the village. Only after getting his acceptance, the Project can start the preparatory processes of the Project, including community mobilization and gender sensitization workshops.

5.3. Community Mobilization Workshops

Community mobilization will target all people of selected villages, including women and youths. Therefore, the Project should first request the village head or Nokma of each selected village/cluster to call all villagers for the first meeting in particular. Otherwise, he might decide all, including the contents of activities to be undertaken in the Project and who will participate in these activities, by himself or with the members of existing traditional community institutions. Since many people of selected villages have never participated in any foreign donor's project or even central or state scheme and might not know what a participatory development approach means, BPMU will need to conduct the meetings and workshops at the initial stage of the Project and thoroughly explain to participants in the meetings and workshops what the Project will provide them, what they might be able to benefit from the Project's interventions, and what they are supposed to do. Main objective of these meetings and workshops are to encourage and motivate them to actively participate in the activities of the Project so that they can not only benefit from the Project, but also contribute to inclusive community development and income generation by themselves. To continuously encourage

and motivate the people, specifically at the initial stage of the Project, the Project will utilize local women and men, including youths, as community facilitators.

5.4. Gender-sensitization Workshop/Gender Training

In Meghalaya State, there is the strict gender-based division of labor and sphere deeply embedded in tribal societies of all Khasi, Jaintia, and Garo Hills. Based on such social norms, women are supposed to do household chores and child care at home and not to participate in public meetings or take up a decision-making role there because they are men's sphere and men's roles. As a result, women tend to be excluded from the decision-making processes of existing community/village institutions, such as *Hima*, *Raid*, *Dorbar*, and *Nokma* council. As a matter of fact, women in rural areas play an important role not only in doing household chores and child care, but also in maintaining their household livelihoods by taking responsibilities for agriculture, animal rearing, and forest management work. For example, they do land preparation, sow, weed, harvest, do post-harvest treatments, and carry products to the market and sell them in agriculture. In terms of forestry, they have community forests and their own forests clean, help men building fire line, collect firewood, and collect mushroom and edible wild leaves for a domestic or commercial purpose. Unfortunately, such women's roles and contribution are usually ignored or overlooked, and women tend to be deprived of an opportunity to raise their voice or integrate their needs in the planning processes of community development led by existing traditional community institutions.

Based on a right-based approach and the critical roles played by women, the Project should involve women from the planning process to implementation and monitoring & evaluation processes of the Project. However, the strict social norms might make women hesitate to actively participate in the decision-making processes of the Project and its activities. Moreover, as many women in rural areas take multiple responsibilities on a daily and yearly basis, they might not be able to spare a time to participate in the activities of the Project. Thus, the Project should make strategic interventions to promote not only women's active participation, but also their taking a leading role, not an assisting role for men. From the initial stage of the Project, it is important for the Project to approach to both women and men in each selected village and break their stereotyped ideas of gender-based division of labour/role and sphere through gender sensitization workshops. They will need to persuade both the women and men that women are also main actors for community development, so the men will need to assist the women to actively participate in the activities of the Project by sharing the household chores and child care taken up by women.

In order to involve women in the decision-making processes of the Project and promote inclusive community development, the Project's staff members also need to be free from stereotyped ideas of gender-based division of role and sphere and become more gender responsive. For this purpose, the Project needs to provide them with gender training in the beginning of the Project in particular. Gender training should be focused on how to integrate a gender perspective in the processes of planning, implementation, and monitoring & evaluation and how to ensure women's participation in decision-making processes of the Project in terms of not only quantity, but also quality. The Project's staff members should not be satisfied with the ratio of women selected or involved in the committees developed in each selected village, but make it sure that women's voice be heard in the decision-making processes of the Project and their needs be integrated in the planning of the Project at the village level. Each staff member should learn from gender training the importance of integrating such a gender perspective in all processes of the Project.

5.5. Micro Planning

The NGOs hired by the Project will undertake the activity of making a micro plan as a learning process of participatory community development in all selected villages. This micro plan is an integrated development plan of each selected village, composing forest management plan, watershed conservation plan, and income generation plan. As described previously, the Project/SPMU will make and provide necessary maps of each selected village as a pre-condition for micro-planning. Based on the maps provided, each selected village is supposed to make a land-use plan in a participatory way. Within the process of micro-planning, the Project, specifically the NGOs hired, should prevent a village head/*Nokma*, members of traditional community institutions, or other village authority from dominating the decision-making processes of making a micro plan. For this purpose, the NGO hired first needs to facilitate each selected village to newly establish a sub-committee under Village Employment Council (VEC) developed for Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) in all villages of the state and the country. The sub-committee should be consisted of representatives of diverse groups in each selected village, specifically socio-economically disadvantaged groups, such as women, youths, landless people, and a minor clan.

5.5 (a) Training/Workshops on How to Make a Micro Plan

The Project will first prepare for the guidelines or manual for making a micro plan and the GIS maps of each selected village/cluster and provide such materials for each selected village/cluster. By utilizing these materials, the members of the sub-committee established in each selected village, as well as other villagers if necessary, are supposed to make a micro plan at the initial stage of the Project. The Project will hire two NGOs per district and 22 NGOs in total as external resource organizations that are mandated to facilitate the villages selected in the district to first mobilize people and make a micro plan, as well as to conduct the activities planned, by giving necessary technical supports. The NGOs are also supposed to conduct training or workshops, at the village level, on how to make a micro plan, specifically how to make an income generation plan by converging with relevant on-going schemes/missions based on the information provided and the land-use plan made.

5.5(b) Conducting Participatory Rural Appraisal (PRA)

Within the activity of making a micro plan, the Project will suggest that each selected village conduct a PRA, as well as a socio-economic survey if necessary. If a village is large, composing a couple of localities, the Project needs to suggest that the village conduct a PRA in a couple of places. Through PRA, the Project can expect people of each selected village to recognize and share with other participants' ideas on the present border, land-use pattern, and scale of their village, changes in the availability of natural resources, gender-based access to/control over natural resources, daily and seasonal calendar by gender, social networks available for women and men, and prioritized problems/needs. The result of the PRA conducted in each selected village can be utilized for its people's making a micro plan, composing a forest management plan, watershed conservation plan, and income generation plan, as well as for prioritizing Entry Point Activities (EPA).

5.5 (c) Planning a Micro Plan Converged with Available National/State Schemes

The Project needs to prepare the guidelines for micro-planning in advance as mentioned previously. The guidelines are mainly on how to make a micro plan in a participatory manner with the assistance of the NGO hired. They should also include information on available national and state schemes/missions provided by relevant departments so that each selected village can consider the convergence of such schemes/missions with their forest management, watershed conservation, and

income generation activities. The departments which implement relevant schemes/missions include Forest & Environment Department, Department of Agriculture, including Directorate of Horticulture, Animal Husbandry & Veterinary Department, Soil & Water Conservation Department, Fisheries Department, Department of Sericulture & Weaving, Cooperation Department, Department of Tourism, Community and Rural Development Department, Commerce & Industries Department, and Meghalaya Institute of Entrepreneurship.

5.6. Entry Point Activities (EPAs)

The NGOs hired by the Project should facilitate each selected village to identify critical problems faced by the village through a PRA and prioritize one or two most critical problems to be addressed as EPAs through discussion among participants in the meetings or workshops. The NGOs will need to lead the participants to prioritize among only EPAs candidates which are relevant to the contents of the Project.

The Project/SPMU will send a technical team to each selected village and let the team to check if the EPA proposed is technically and financially feasible. If it is feasible, the team will make a cost estimate for the activities. The NGOs hired are supposed to persuade each selected village to contribute to EPAs from the village side by providing unskilled labour work and locally available materials. The NGO can also suggest that each selected village should consider the possibility of converging with relevant central or state schemes/missions, such as MGNREGA and Pradhan Mantri Gram Sadak Yojana (PMGSY) etc, so that the village can save the cost.

5.7. Training and workshops for SHG activities

The Project will undertake Self-help Group (SHG) activities which are consisted of two types of activities: 1) micro-credit activities; and 2) Income Generation Activities (IGAs).

Accessibility to financial services, including micro-credits, is essential for anyone to start up or scale up her/his business. Thus, the Project will undertake micro-credit activities for the members of selected SHGs at the village level. The Project will develop guidelines to operate micro-credit activities. Based on the guidelines, the Project will provide the members of selected SHGs with training or workshops in prior to their starting the activities so that the members can operate the activities by themselves or with a little assistance by community facilitators hired by the Project at the village level.

The types of IGAs can vary by selected SHGs. However, the Project would narrow down the focus to some crops and products which are available in Meghalaya State and more potential. Based on the characteristics of agriculture and land tenure system in the state, the Project will categorize the possible types of IGAs. The BPMU or NGO hired can introduce them to selected SHGs and facilitate them to select if any of these models can well fit a selected SHG based on the background of the members of the SHG and climatic and market conditions around the SHG. Based on the types of IGAs on which selected SHG's work, the Project/SPMU will need to conduct training needs assessment and market research.

6. EXPECTED OUTPUT

Output 1: Participatory Land Use Planning.

Output 2: Community mobilisation and gender sensitisation in all selected village/village cluster through workshop training.

Output 3: Participatory Rural Appraisal and Micro planning.

Output 4: Microcredit and Income generating activities through Self-Help Groups (SHGs).

7. INSTITUTIONAL ARRANGEMENT

The NGOs selected will coordinate closely with the SPMU/DPMU/BPMU while implementing the project.

Roles and Responsibilities of the NGOs:

- Allocate the proper and needed skilled personnel to carry out the project's outputs;
- Responsible of all logistics related to the completion of this assignment including remuneration of Staff / Trainers / Experts and all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; communication; accommodation; allowances; etc;
- Ensure proper reach out to beneficiaries;
- Implement and constantly monitor the activities as per the detailed scope of works;
- Provide required and comprehensive reports in a timely manner as prescribed by the SPMU.

Role of MBDA:

- Provide field coordination support through the SPMU/DPMU/BPMU.
- Follow up, monitor and evaluate the progress of implementing the different activities, ensure their smooth implementation and manage potential risks;
- Ensure Quality output.