

REQUEST FOR EXPRESSIONS OF INTEREST(REOI) (CONSULTING SERVICES)

- **Country:** India
 - **Project Name:** Enhancing Landscape and Ecosystem Management Project in North Eastern Region, ELEMENT Project (P179935)
 - **Loan No./Credit No./ Grant No.:** Applied for.
 - **Assignment Title:** Procurement of Project Facilitating Agency, [District], Nagaland
 - **Reference No.:** IN-SOCRAN-370717-CS-CQS
1. The Government of Nagaland, through Government of India has applied for financing from the World Bank-IBRD toward the cost of the **Enhancing Landscape and Ecosystem Management Project in Northeastern Region (P179935)**, and intends to apply part of the proceeds for consulting services.
 2. The consulting services (“the Services”) include but not limited to
 - The Project Facilitating Agency will facilitate/implement the project as per the guidelines as prescribed in the Environmental & Social Management Framework (ESMF) and scope of works/TORs at the block/village community level.
 - Provide technical and functional guidance and support to the Project at the block/community level, undertake social mobilization and capacity building at the community level
 - Undertake awareness generation, social mobilisation, and ensure Free Prior Informed Consent and disseminate project information to VEMCs and rural masses in the project villages ensuring transparency and inclusiveness especially of the vulnerable sections of the society.
 - The PFA will function as the eyes and ears of the Project/ZMU. It will Provide timely feedback on project activities and undertake village level risk assessment and suggest mitigation approaches/ measure to the ZMU.
 - The PFA will supervise and report to ZMU on adherence to the provisions of the grant agreement signed between the SPMU and the VEMC.
 - A budget envelop will be provided to each VEMC based on their landscape management plan, agreed by the ZMU/SPMU under different components of the project on the basis of technical and financial norms for different activities. The PFA will ensure that all technical and financial norms are adhered to for planning and implementation of project activities within VEMCs budgetary allocation.
 - Follow media communication approach/ policy, process documentation, monitoring and evaluation as per the guidelines of the ZMU.
 - Document project processes, impact of activities, success stories.
 - Ensure compliance of guidelines and directions issued by the ZMU/SPMU/WB/ GoN etc.
 - Compulsorily participate in all the prescribed meeting and ensure high standards of physical achievements by VEMC through timely and effective support, supervision and guidance.

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3. The detailed Terms of Reference (TOR) for the assignment is available as Annexure-1 to REOI document. REOI along with TOR can also be downloaded from the project website www.elementnagaland.in or it can be received by sending an email to elementpro@gmail.com by clearly mentioning the name of District(s) for which REOI document is requested. The NGOs/Consultants should clearly specify the district apply for in their EOI and submit as per the prescribed format furnished in REOI. Any corrigendum / addendum would be uploaded in the project website.

4. The SoCRAN (Society for Climate Resilient Agriculture in Nagaland) now invites eligible consulting firms (NGOs) (“Consultants”) to indicate their interest in providing the Services. Interested Consultants/NGOs should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Consulting Agency expressing interest for the assignment should have the following minimum eligibility criteria/conditions:
The shortlisting criteria are:
 - a) Applicant has been in operation for at least last seven (07) years as of March 31, 2023.
 - b) Applicant has proven experience of successfully completed at least 2 similar assignments during the last 7 years (April 01, 2018 to EOI submission deadline). Similar assignments with the scope of providing implementation support at community level for duration of no less than 36-48 months for one assignment and no less than 12 months for another assignment, preferably under an Externally Aided Project for at least one assignment.
 - c) Applicant has an average annual turnover of no less than Rs. 15 Lacs in the last 3 financial years (i.e. 2022-23, 2021-22, 2020-21). In case financial statement is not yet available for FY 2022-23, then for such cases financial statement for FY 2019-20 would be considered
 - d) Applicant has technical and managerial capability to undertake the assignment.

5. The lists of documents to be submitted along with EOI are (Expression of Interest shall not be more than total 60 pages):
 - a) Signed copy of Expression of Interest (EOI) as per format provided at Annexure-II
 - b) Document listing name, address, e-mail, telephone along with a note on the ownership and organizational structure & core business area of the applicant;
 - c) Document (s) to demonstrate that the applicant in operation for the last 07 years;
 - d) Document (s) relating to details of similar assignments executed during the last 7 years (April 01, 2018 to EOI submission deadline), supported by completion or acceptance certificate(s);
 - e) Copy annual turnover in the last 3 financial years (i.e. 2022-23, 2021-22, 2020-21). In case financial statement is not yet available for FY 2022-23, then for such cases figures of FY 2019-20 would be considered
 - f) A short write-up on technical and managerial capability of the firm (key personnel would not be evaluated at this stage and hence CVs shall not be submitted).

6. Firms meeting all shortlisting criteria shall be ranked based on criterion 4(a-f) and as per the EOI-2, after the preliminary screening by criterion sl. 4.
7. The attention of interested Consultants is drawn to Section III, of the World Bank's "Procurement Regulations for IPF Borrowers" dated November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest and eligibility.
8. Consultants shall **not allow** to associate with other firms (joint venture not allow).
9. A consultant will be selected in accordance with the Consultant's Qualifications based Selection (CQS) method set out in the Procurement Regulations.
10. Further information can be downloaded from the project website www.elementnagaland.in or it can be received by sending an email to elementpro@gmail.com and clearly mentioning the name of District(s) for which REOI document is requested and send the EOI to the address given below. Any request for clarification on this EOI including the TOR should be sent via e-mail to elementpro@gmail.com no later than *7 days from the date of issue*. The client will provide responses to all clarification requests by *within 2 days of receipt of clarification request*.
11. The deadline for receipt of sealed EOI is 29th September 2023 by 2:00 PM and the EOI shall be opened 29th September 2023 by 2:30 PM **at PMU Office**, Secretariat, Kohima.

Project Director/Dy. PD-4

**FOSTERING CLIMATE RESILIENT UPLAND FARMING SYSTEM
IN THE NORTHEAST (FOCUS), NAGALAND**

APC Office, Ground Floor

Nagaland Civil Secretariat

City: Kohima-797 001. India

E-Mail : elementpro@gmail.com

E-Mail : elementnagaland.worldbank@gmail.com

Annexure-I: Terms of Reference

Please paste the District specific Terms of Reference document here.

EOI-I

Expression of Interest

{Location, Date}

To:

Project Director/Dy. PD-4
**FOSTERING CLIMATE RESILIENT UPLAND FARMING SYSTEM
IN THE NORTHEAST (FOCUS), NAGALAND**
APC Office, Ground Floor
Nagaland Civil Secretariat
City: Kohima-797 001. India
E-Mail : elementpro@gmail.com

Dear Sirs:

We, the undersigned, are interested to provide the *Project Facilitating Agency Services for ELEMENT (Nagaland)* in accordance with your Request for Expression of Interest (REOI) dated *[Insert Date]*.

We are hereby submitting our Expression of Interest (EOI) for the district..... **[Insert Name of the district]**

We hereby declare that all the information and statements made in this EOI are true and we accept that any misinterpretation or misrepresentation contained in this EOI may lead to our disqualification by the Client and/or may be sanctioned by the Bank.

Yours sincerely,

Signature (of Consultant's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name or JV's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address} _____

Form EOI-2
Organization of the Consultant

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[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Registration details	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Any other information that the consultant would like to add:	

Details of similar assignment carried out by the Agency:

1. Name of Organization
2. Description of actual services provided by your staff
3. Duration of the assignment

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3. *Total cost of the assignment*
4. *Total No. of staff-months of the assignment*
5. *Address, and contact details (including email address(es)):*
6. *Start date (month/year): Completion date (month/year):*

The qualification document should address the following competencies:

(i) *Management Competence*

Management competence section will review the overall governance structure, professional staff, financial management setup, past experience, quality control procedures, ability/experience of engaging consultants for the assignment, etc.

(ii) *Technical Competence*

Technical competence section to review the relevance of the background and experience of the firm, experience of handling Government/multilateral funded projects, number of similar size assignments undertaken where the Consultant as lead partner number of similar projects and sizes providing support role, impact studies undertaken etc.

(iii) *Geographical competence*

Geographical competence section will review the experience of working in the State with similar socio-economic conditions.

Maximum 5 pages

Form EOI-3

Experience of the Consultant

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[Using the format below, provide information on each relevant assignment for which your firm, was legally contracted, for carrying out consulting services similar to the ones requested under the terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 10 pages]

Assignment name:	Approx. value of the contract (in current INR):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

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