

Terms and Conditions for Request for Proposal
From reputed organizations for taking up short assignment on
Study on Market Potential of Poultry in Uttarakhand under Livelihoods Improvement Project for the Himalayas (ULIPH), Uttarakhand being funded by International Fund for Agricultural Development (IFAD) & suggesting recommendations within the ambit of the project scope on the way ahead

Dear Consultants,

You are hereby requested to submit technical proposal and financial proposals separately for consulting services in respect of the above referred study. Your proposal could form the basis for evaluation/negotiations and ultimately a contract between the consultant and the ULIPH Project. The Technical and Financial proposals should be prepared in English and submitted in separate sealed covers clearly marked “**Technical Proposal**” as part of **Envelope-I** and “**Financial Proposal**” as part of **Envelope-II** which should be put together in one separate sealed **Envelope-III** marked “**Study on Market Potential of Poultry in Uttarakhand under ULIPH being funded by IFAD and suggesting recommendations within the ambit of the project scope on the way ahead.**”

A. Technical Proposal:

The proposed assignment for **Study on Market Potential of Poultry in Uttarakhand under ULIPH being funded by IFAD and suggesting recommendations within the ambit of the project scope on the way ahead.**

The **Technical proposal** (in the attached suggested format) should contain the following information:

- i. A brief note on suitability of the institution/ organisation for taking up the proposed assignment
- ii. CV of the key person/s of the institution
- iii. Brief information on the Institution (Not more than 3 pages) e.g. Name, Nature, organizational set up, purpose, Age, address, contact No, email ID, experience in the last 5 years, Areas of specialization, Noteworthy assignments carried out (in brief) by the Institution
- iv. Present strength of regular staff and panel of consultants highlighting the areas of their specialization (in the attached format)
- v. Brief details (synopsis of the outputs in one page each) of three best studies carried (in the last 5 years) out by the Institution (as per attached format). Other studies carried out by the institution to be mentioned also.
- vi. Copy of Annual Report (last three years) which contain audited financial statements and report on the working of the Institution
- vii. Detailed CV (of the consultants who would be taking up the study) duly signed with demonstrated and traceable experience in the field of poultry, its adoption on significant scale (called micro enterprises in the project), development of micro enterprises in non-farm sector, strengthening of federations of SHGs and making them sustainable through economic and non economic services and Market Analysis.
- viii. Experience in the carrying out similar studies for externally aided projects should be highlighted. Hard copies of three relevant past studies (*synopsis of the outcomes in one/two pages per study*) carried out by the institution/ consultants are to be submitted as part of the proposal.
- ix. Your comments on ToR's of the study
- x. A short note on your methodology and work plan to carry out the assignment
- xi. Clearly state the availability to carry out the study and submission of the report during the proposed period (**tentatively xxxx**).

B. Financial proposal

The financial proposal (in the attached format) should include:

(A) Total fees of two consultant's # in Rs.

- I. The fees proposed for the Team Leader in Rs.

II. The fees per day of the other consultant (subject specialist) in Rs.

(B) Total of other costs (to be specified)* in Rs.

- i. Extra manpower proposed by consultant in Rs.
- ii. Documentations and Printing costs in Rs.
- iii. Other costs in Rs.

(C) Grand Total (A+B) Rs.

(D) Service Tax (if applicable) Rs.

(E) Grand Total (C+D) Rs.

the total period of the assignment will be 45 days in all as the study has to be carried out by two specialists each doing the assessment of results of the Project interventions and market potential in the specified field as detailed in the TOR.

* Other costs may be related to additional manpower proposed by the consultant for field work, documentations, printing and other costs

No extra payments (other than the payment as per the contract) would be made to the consultant.

Note: The boarding, lodging and logistic at Dehradun and districts will be arranged by the consultant. However, the project would reimburse the same as per project norms. The consultants would be equivalent to DPM/ Manager, Resource person/ staff will be equivalent to Assistant Managers and field staff will be equivalent to project field staff.

The Project Director ULIPH & MD-UPASaC reserves the right to reject any or all the proposals without assigning any reason/s whatsoever.

The technical and financial proposals are to remain valid for 60 days and **sent at following address** so as to reach on or before **30 August 2010 latest by 11 am:**

**The Project Director, ULIPH & MD-UPASaC
272 (c), Vasant Vihar
Phase II, Dehradun. 248006
Uttarakhand**

C. Evaluation of the technical proposal

The technical proposals received will be evaluated first only for those consultants who submit the proposals complete in all respect and in time. The technical bids will be opened on **1 September 2010 at 12.30 pm** at the Project Head Office, Dehradun.

The proposals will be evaluated using the following criteria:

1. Experience of the Institution (12 points)
2. Qualifications of the proposed consultants * (10 points)
3. Experience of the proposed consultants in the related field/ sector (10 points)
4. Experience of the institution in conducting similar studies for IFAD/ Externally aided Projects (9)
5. Experience of the institution in studies in Uttarakhand/mountain areas (9 points)
6. Quality of methodology proposed (30 points)

The minimum qualifying points are 70% for evaluation of technical proposal.

In case it is necessary to call the consultants for presentation, only the short listed consultants would be called for the same at project cost (AC II tier cost travel costs will be reimbursed by project for one person from the institution Head Office to Dehradun and back. Local hospitality will be borne by project). The technical evaluation format is attached with this document.

Quality and Cost-based selection method

If the technical proposal does not respond to the TOR it would be considered unsuitable and rejected. Documentary proof of relevant studies carried out by consultant in past (best three) as synopsis of outcomes achieved and one page per study is to be attached in support of their proposal. **If the supporting documents are not attached the proposal will be rejected.**

The consultants would be informed where the proposal does not meet minimum qualifying marks or were considered non-responsive to the TOR. In such cases their financial proposals will be returned unopened after completion of the selection process. Simultaneously the proposals of the consultants that have secured the prescribed minimum or more points would be qualified and their financial bids will be opened on **3 September 2010** at the Project Head Office **at 3 pm**. interested consultants may be present at the time of opening of bids.

D. Evaluation of financial proposal and total score

After evaluation of the technical proposals as mentioned above, financial proposals of only those consultants would be considered who obtain minimum of 70% of the points allocated for the technical proposal. After opening of the financial proposals they would be reviewed for arithmetical errors and its correction.

The financial proposals of such consultants would be opened publicly in the presence of representatives of the consultants who attend. The name of the consultants, technical proposal score and the financial price quoted would be read aloud and recorded when financial proposals are opened. Minutes would be prepared in respect of the public opening and a copy would be sent to all consultants.

The total points score would be 100 out of which 80 points are kept for technical proposal and the total points allocated for the financial proposal are 20. In evaluation of the financial proposals, maximum number of points i.e. 20 will be allocated to the lowest price proposal that is opened and compared among other consultants who obtain minimum points (70%) or more in the evaluation of the technical proposal. All other financial proposals will receive points in inverse proportion to their price.

For evaluation purpose, cost shall include consultancy fee, report preparing and service tax as applicable. This has been detailed in the prescribed format for financial proposal as part of this document.

The total score will be obtained by considering the technical and financial proposal scores and adding them up. The consultants obtaining the highest total score will be invited for negotiations and award of contract. In case the negotiations fail, the next highest scoring consultants would be invited for the purpose.

Keeping in view the need for timeliness of completion of the study for meeting the project objectives the highest scoring consultants will also be required to provide **performance guarantee** comprising of 20% of total cost of the assignment as bank guarantee from a Nationalized Bank in name of project for three months validity before initiating the assignment. The project will have the right to forfeit the bank guarantee if the assignment is not completed in the desired time frame and satisfactory report submitted to the project.

E. Kindly note that Uttarakhand Gramya Vikas Samiti (UGVS) is not bound to select any of the consultants submitting the proposals and reserves the right of rejection of all proposals without assigning any reason.

F. The bidding documents and contracts for procurement of goods, works and services financed by the IFAD loan requires that the bidders, suppliers, contractors, sub-contractors and consultants to permit the Fund (IFAD) to inspect their accounts, records and documents related to the bid submission and contract performance and to have them audited by the Fund appointed auditors and investigators. This provision shall require the bidders, suppliers, contractors, sub-contractors and consultants to i) maintain all documents and records related to the Fund financed project for three years after completion of work contemplated in the relevant contract, and ii) require the delivery of any document necessary for the investigation of allegations of fraud or corruption and the availability of employees or agents of the bidders, suppliers, contractors, sub-contractors or consultants with knowledge of the Fund financed project to respond to questions from Fund personnel or any properly designated auditor, contractor, sub-contractor or consultant relating to review or audit of the document. If the bidder, supplier, contractor, sub-contractor or consultant fails to comply with the Fund's request, or otherwise obstructs the Fund's review of the matter, the Fund, in its sole discretion, may take appropriate action against the bidder, supplier, sub-contractor or consultant, including the imposition of sanctions in accordance with the Fund's administrative procedures.

G. The enclosed note gives brief required information about the Livelihood Improvement Project for the Himalayas (ULIPH) Project being implemented since 2004 by the Uttarakhand Gramya Vikas Samiti (UGVS) as well as the TORs and the other terms of the consultancy assignment and facilities to be provided by UGVS. Kindly go through the project website: ajeevika.org.in for information on the project.

Note: The selected Consultant should be ready to commence the study immediately on being awarded and complete it within the stipulated time frame.

For any queries on the RFP document and attached ToR interested consultants may contact Mr Rajeev Kumar Singhal, Manager Enterprise Development, and Contact Mobile Number 09634222849, Phone No. 0135-2762800, 2765750, Fax: 0135-2762798.

Yours sincerely,

Sd/

Project Director ULIPH & MD-UPASaC
272 (c), Vasant Vihar
Phase II, Dehradun. 248007
Uttarakhand
Phone: 0135-2762800
E-mail: ajeevika@gmail.com

TERMS OF REFERENCE FOR STUDY ON MARKET POTENTIAL OF POULTRY IN UTTARAKHAND

Name of the Project	Livelihood Improvement Project for the Himalayas, Uttarakhand (LIPH)
Project Code	624-IN
Project Period	October 2004- March 2013
Period for Study	September – October 2010

I Project Background

1.1 Project Area and Target Group

In Uttarakhand, the project is covering selected blocks in five districts – Almora, Bageshwar, Chamoli, Tehri Garhwal, and Uttarkashi. Applying the criteria of relative poverty and deprivation, altogether 17 blocks have been selected for the eventual inclusion under the project. A total of 959 villages, involving approximately 40 % of the total villages in each block, with about 42,700 households are being covered by the project at present. It is envisaged that the planned coverage is expected to generate adequate spread effect in the remainder of the villages in the respective blocks and also facilitate wider up scaling with relatively less effort.

1.2 Project Rationale and Objectives

A) Inaccessibility, a product of altitude and terrain obstructs mobility; imposes isolation and "closeness" on a system;

B) Fragility, a product of verticality, steep slopes, and other associated biophysical conditions, makes mountain areas most vulnerable to degradation; also prevents a higher intensity of land use and limits both the physical and economic scope of input use;

C) Marginality shares most of the implications of fragility; e.g., limited and low payoff options and the high cost of upgrading resources - a major constraint to sustainable resource-use for high productivity and poverty alleviation;

D) Diversity, or internal heterogeneity, resulting from a high degree of spatial, temporal, physical, and biological variability over short distances; if properly harnessed this offers potential for higher productivity, specialization, however, becomes difficult; and

E) 'Niche' implies potential for products and activities having a comparative advantage over the plains. However, "harnessing with protection" has to be the key focus of interventions addressed to 'niche'.

The project's primary objective is to improve the livelihood of vulnerable groups in a sustainable manner through the promotion of improved livelihood opportunities and strengthening of local institutions that relate to livelihood development. Specific objectives are to:

- (i) Promote a more sensitive approach to the design and implementation of development interventions;
- (ii) Enhance the capabilities of local people to select appropriate livelihood opportunities, access required financial resources, manage new technologies and institutions at the village level;
- (iii) Increase incomes through more sustainable income generating and cultivation systems and the establishment of non-farm enterprises at the micro and small-scale level; and
- (iv) Establish effective and appropriate delivery systems for inputs and for the maintenance of assets and resources, with emphasis on microfinance, savings and thrift, and micro-insurance products, along with access to BDSs that will link household based livelihood activities with the larger economy.

The communities in the project areas recognize the limits of the natural resources, and a majority is dependent upon subsistence farming. Livelihoods sustained through agriculture and further maximize on options through diversified, interlinked land-based activities such as crop, livestock, and forestry combined with a high degree of resource/product recycling; and collective sharing, the people have these

opportunities to pursue, but with multi facet support i.e. handholding support by the stake holders. The constraints imposed by the low-carrying capacity of resources were managed by the community, through resource upgrading, such as terracing, dependence on low cost technologies and locally regenerated resources like bio-fertilizers and vermi-composting, convergence with government departments, formal financial institutions, private sector etc), and complementary use of land intensive and extensive practices.

1.3 Financial Services and Livelihoods

The project makes substantial investments in livelihood support systems that in turn will leverage substantial amounts of financing from financial institutions and brings about a change in the willingness of financial institutions to invest in rural enterprises. SHG mobilisation would be the first activity in implementing the rural financial services component which will also include a small component of providing seed capital to enhance group funds for internal lending essential to building credit experiences and preparing for linkages with mainstream financial institutions. To take this forward, the project will make a set of three types of project inputs:

- (i) Capacity building of participating NGO staff and Group Promoters;
- (ii) Capacity building of the SHGs members in all aspects of financial management; and
- (iii) Capacity building of Banks in establishing SHG-Bank Linkage.

Since the concept of linkage with banks is a relatively new concept in the Project area, considerable effort in orientation and sensitization of bank staff would be required. This would be achieved by conducting orientation and review workshops for the branch managers participating in the Project. Once SHGs are well mobilised and are able to demonstrate sound credit management, credit discipline and maintenance of accounts, the SHGs would be linked to FFIs/PACs to access credit at market rates of interest through bulk loans to the SHGs, preferably using the simplified flexible procedures offered by the cash credit limit arrangements. The SHGs would use this funding to enhance their internal lending operations. SHG lending would help smoothen the expenditure patterns of the members and would build confidence amongst the members to handle funds. Efforts would also be made to change the negative mindset of bank staff towards lending to communities by organising participatory workshops involving bank staff and community members and thus enabling bank staff to gain a wider appreciation of the local culture, constraints and aspirations.

Poultry (Kuroiller) Subsector

The Sub-sector Study on Poultry was conducted in Bhasiachana Block of Almora and Naugaon Block of Uttarkashi Districts. In the study specific focus was on Kuroiller as per context of region because this poultry bird hybrid having some of the good characteristics of Broiler and *Desi* birds. These Coloured birds may gain 1 Kg of Body weight in seven weeks and lay up to 180 Eggs/ years. Kuroiller is partial scavenging bird by nature. It was identified that this is one of the best-tested alternate in Poultry in Uttarakhand.

Bottlenecks identified in poultry

After studying and analysing the Poultry Subsector map following bottlenecks were identified.

1. DOCs (chicks) distribution: There was a clear evidence of the absence of efficient supply chain, which links from hatching unit and reaches up to poultry rearers' household at remote places.
2. Poultry rearing: There is lack of collaboration with line department with the poultry rearers causing serious technical gaps in poultry husbandry.
3. Difficulties in transportation of birds from mother units due to geographical conditions.
4. Lack of specialized poultry promotion agency: Seeing the vast and difficult terrain present agencies are inadequate.

5. Transportation: Less numbers of specialised transporters were available for timely supply of birds and eggs.
6. Scientific infrastructure and training: Absence of technically sound poultry sheds and skills of brooding practices at hills.
7. Linkages with service providers: Less interaction with the support service provider, like-medicines, feed, equipments etc. are one of important ruling constraint in this Subsector. Though such infrastructure is available, but reach is poor.

Opportunities

Inspite of many weaknesses, there were tremendous opportunities present for growth in this Subsector as given under.

1. Huge gap exist in local demand and local supplies of poultry produce, both in meat and in eggs.
2. The climatic conditions of the area are contusive for poultry, production as well as consumption.
3. Kuroiller, a breed specifically developed for hilly area is well accepted amongst the poultry farmers in the region.
4. Institutionalization support available.
5. Poultry rearing provides employment to women.

Leverage points

Based on the above discussion on bottlenecks and opportunities, following ideas came for possible intervention area in this Poultry Subsector for Livelihood promotion.

1. Establishing more mother units for easy supply of DOC and redistribution at remote place. It will also minimize the risk of DOC rearing at extreme remote places.
2. Training some local person & giving them loan for small vehicle for specialised poultry transportations.
3. Training and service package to local youth on different aspects of poultry, like production, veterinary care, transporting and marketing & trading. These youths will work as service providers on profit basis.
4. A package of regular technical trainings and veterinary assistance to rearers.
5. Low cost shed construction support for poultry farming.
6. Establishing the supply chain of the poultry products including support services.
7. Support in working capital & revolving fund

Present Status

- Beneficiaries trained on kuroiler rearing, vaccination, feed management (intensive 21 days at Pant Nagar)
- The DOC are supplied from SNK Sammarak (Pant Nagar) to all the project beneficiaries.
- CRP have been developed for providing Poultry related services like procurement of DOC, trainings at cluster level and supply of brooders to HHs.
- Awareness has been created among the community about this activity through literature, workshops, exposures and trainings as a livelihood option.
- Total No of Mother Units demonstrated so far are 187 rearing 500 to 2000 DOCs.
- Average profit/Mother Unit/ cycle-
 - 500 chicks - Rs. 4K-5K
 - 1000 chicks – Rs. 8K-10K
 - 2000 chicks – Rs. 15K-20K
- Around 16218 households have been linked with this activity.

2 Objectives of the Study:

- Assessment of the current status of poultry interventions supported by ULIPH, including a mapping and review of existing mother unit owners.
- Design of an institutional framework to sustain poultry interventions
- Assessment of the market potential for poultry products in the region

II Scope of the study

Uttarakhand Livelihoods Improvement Project for the Himalayas (ULIPH) is seeking the services of a credible organization/ department to undertake a rapid assessment of the status and results (including beneficiary income improvements) of the poultry interventions undertaken by the programme, design a sustainable institutional structure including the provision of inputs (DOCs, health and vaccination services, and feed) and assess market potential in the region for poultry products.

A. Assessment of the current status of poultry interventions supported by ULIPH:

- Develop criteria for the assessment of mother unit owners and poultry rearers, and following agreement with the PMU on this criteria, map and assess mother unit owners and poultry rearers on the basis of this criteria.
- Based on the assessment, detail gaps and constraints faced by mother unit owners and poultry rearers, and recommend action to be taken by the project to overcome these constraints.
- Recommend interventions to be taken up by the project to further strengthen and build the capacity of the best performing mother unit owners and poultry rearers, and interventions to be taken up to move other mother unit owners and poultry rearers to the best performing category.
- Based on the existing knowledge base of mother unit owners and poultry rearers related to small-holder poultry rearing, advise and contribute to the design of a training programme on poultry rearing, including regular refresher modules.
- Recommend interventions necessary to up-scale existing poultry rearing interventions
- Assess whether ULIPH should expand its focus beyond back-yard poultry systems (limited to a maximum of 10-20 birds per household) towards relatively larger commercial units (500-1000 birds) per household, and whether priority should be accorded to raising broiler or layer birds.
- If considered feasible, identify the requirements to ensure the sustainability of these relatively larger units.

B Design of an institutional framework to sustain poultry interventions:

- Based on the assessment above, discussions with project staff, community federation leaders and poultry rearers, design an institutional framework to strengthen production systems at the mother unit and household level, deliver necessary health and vaccination services and facilitate market linkages to enable an up-scaling of poultry rearing interventions. The institutional framework should bear in mind the project duration, and be able to sustain and continue beyond the project duration.
- Linked with the above, assess the feasibility and requirements for the development of a cadre of poultry vaccinators/ village facilitators and necessary linkages to be established to ensure the delivery of preventive health and vaccination services to poultry rearers. In particular recommend systems to ensure supply of vaccines and maintenance of the cold chain until the household level poultry rearers, and possible collaboration with the Department of Animal Husbandry.
- Assess the viability and structure for the establishment of a poultry producer company.
- Assess the possibility of an existing community federation developing as a producer and/ or supplier of poultry feed, and potential income that the federation can earn. Assess whether such an activity could be financially viable and recommend whether it should be undertaken.

C Assessment of the market potential for poultry products in the region:

- Map the poultry scenario in the state, current and projection for the next five years, and identify high production and high consuming poultry centres, with particular reference to the project districts (Tehri, Almora, Bageshwar, Chamoli and Uttarkashi). Assess whether there is currently

a supply gap for poultry meat and eggs, and if so, what are manifestations/ results of the supply gap, for example variations in prices within the five project districts.

- Detail and document sources that meet the current demand for eggs and meat in the state, with particular reference to the five project districts. Assess the extent of regional variations.
- In the project area, assess and analyse whether demand for eggs and meat is largely met from supply within project villages or from an external market. In both cases, assess breed composition and consumer preferences.
- Undertake a SWOT analysis of poultry interventions in the state, with particular reference to the five project districts.
- Map the value chain for both eggs and chicken meat, and identify possible areas of intervention by ULIPH to facilitate market access to project poultry rearers. The mapping would concentrate on the five project districts.

The study would include interaction with the following stakeholders and community:

- Concerned staff of PMU and DMU
- State level stakeholders like line departments, livestock development boards and bankers etc
- Project NGO partners
- Leaders and members of community federations
- Mother unit and backyard unit holders (on sample basis)
- Selected hatcheries of Uttarakhand
- Project field staff
- Local market (District, Block and cluster level)
- Other poultry unit holders and suppliers

Time lines

Total of 5 days are envisaged to be spent in each district plus one more day for report writing. Four days for data compilation and draft report preparation and presentation at HO. **The assignment is expected to be completed in total of 45 days** (25-30 days for field visits to the five districts and market assessments, 8 days for report writing (which may be off-site at the consultant location), submission of draft report, and one day for incorporation of comments received on the draft report).

Expected Outputs could be:

- **Debriefing note, at the end of field work to be presented at a debriefing meeting. The note should highlight the major recommendations against the three objectives articulated for the study.**
- **Draft report and submission of a Final Report incorporating comments received from the PMU.**

The draft contents table of the expected parameters of the study report can be prepared by consultant at the time of contract signing and feedback on the same may taken from project staff.

Specific research methodology and Questions

The evaluation would examine a number of issues pertaining to the above stated outputs and the use of methodology that is effective within the time frame (45 days in total) and holds a good balance of qualitative and quantitative exploratory perspective.

The consultant will work with the project team to evolve a set of questions, clear methodology to seek answers to those questions using a set of interviews, focused group discussions; and review a variety of literature from multiple sources e.g. Line department, NGOs, SHGs, banks, project reports, others.

This specific study is time bound and holds high priority to very authentic outcomes; therefore, the consultant entrusted to conduct the task needs to be quick, triangulate information and data from pertinent sources for legitimacy, and form patterns in a simple but clear document format.

The team should comprise of two senior members assisted by field staff (around #10-15). One of the two members essentially should be having hands on experience of over 15 year in poultry related activities and in conducting studies. He/ she should be at least a post graduate probably in veterinary sciences. The other member should at least be a MBA having over 8 years of rich experience of market studies and analysis.

Responsibilities

The responsibilities of the consultant and the ULIPH would be broadly as under:

1. Consultant would be responsible for market survey, interaction with various stake holders and relevant bodies/ departments, collection and analysis (and report writing) of the required data and information mostly based on the short interviews and or focused group discussion, on sample basis in all the 5 Project districts and its market.
2. Local hospitality inclusive of travel, lodging and boarding arrangements in Dehradun and Project districts for the consultant staff will be borne by project.
3. ULIPH will provide the information about the contacts at stake holders and line departments at state and district level.
4. ULIPH will make all available documents and reports available to the consultants
5. Consultants would place his requirements in this regard to the ULIPH at Dehradun before commencing the study.

This study is time bound and holds high priority for the project. Therefore, the consultant entrusted to conduct the task needs to be quick, and well conversant with participatory methodologies.

Reporting

The consultant will submit to the Project Director of LIPH the following reports:

1. Exploratory tools with clear methodology to be used in the study on award of contract (within 3 working days)
2. Data compilation and Power Point presentation on findings (within 34 days of starting the study)
3. First draft report (within 3 working days of presentation) and
4. Feedback from LIPH (within 2 working days of receiving the draft report)
5. Final report (within 3 working days of feedback from LIPH)

Proposed Time Schedule of Study:

	Activity	No. of days
01	Finalise contractual obligations	
02	Debriefing with Project team	
03	Finalisation of methodology and tools	3
04	Field visits for interviews & data Collection including travel time (4 days per district excluding the travel time)	30
05	Data Tabulation and Preliminary Analysis	3
06	Quick debriefing with Program team and sharing of preliminary findings	
07	Power Point Presentation	1
08	Prepare first draft report for submission and feed back	
05	Final Report	8
06	Final payment	
		45

Payment Release Terms:

- A. 30% at Signing of 'Contract Document'
- B. 30% after receiving the first draft report and presentations
- C. Balance after receiving the final report

List of documents to be reviewed:

1. Project Appraisal Report
2. Livelihood sub-sector study report submitted by the Indian School of Livelihoods/ BASIX
3. Reports and recommendations received through project Joint Review Missions
4. Reports of assignments done with the support of external consultants/experts
5. Project website: www.ajeevika.org.in and blog: www.uliph.blogspot.com
6. Web GIS platform: www.villageinformationsystem.org/ajivika
7. Project Annual Report and district reports
8. Baseline data/report

Key Stakeholders in the study:

1. LIPH team in HO + Districts/blocks
2. NGO partners at cluster level
3. SHGs
4. Federations of SHGs at cluster level
5. Banks – Lead bank & RRBs, PACs
6. Others SNK Sammark, AH Dept Poultry incharge GoUk,

Format of submission of Technical proposal

- 1) Name of the institutional Consultant:
- 2) Contact No, address and e-mail ID :
- 3) Key persons of the institution and contact nos:
- 4) Name of the study for which technical proposal submitted
- 5) Brief information on the Institution e.g. Nature, organizational set up, purpose, Age, Vision and Mission, Noteworthy assignments carried out by the Institution (in not more than 3 pages)
- 6) The detailed CV (of the staff/consultant proposed for the assignment) with demonstrated and traceable experience duly signed.
- 7) Present strength of regular specialized staff and panel of consultants highlighting the areas of specialization (in the following format)

S.No	Name	Designation	Area of specialization	Remuneration received Rs	Remarks
1					
2					
3					

- 8) Brief details of similar studies carried out by the Institution/ consultants for IFAD and other externally funded Projects (**Best three only**). Please enclose copies.

S.No	Particulars of the study conducted	Year	Project for which the study conducted	Remuneration received Rs.	Synopsis document attached Y/N
1					
2					
3					

- 9) Experience in conducting studies in Uttarakhand/mountain areas (**Best three only**):

S.No	Particulars of the study conducted	Year	Project for which the study conducted	Remuneration received Rs.	Synopsis document attached Y/N
1					
2					
3					

- 10) Any other relevant information regarding the institution's suitability:
- 11) Copy of latest Annual Report which contain audited financial statements and report on the working of the Institution

- 12) Give information about the qualifications of the proposed Team Leader and one consultant to be deputed for the study in **descending order** i.e. Professional, Post Graduation, Graduation, as per the following table:

S.No	Name of the consultant	Qualification	Name of University	Year of passing	% of marks
1					
2					

- 13) Experience **of the proposed Team Leader and the consultant in poultry**: in descending order i.e. starting from the present position in the following table:

S.No	Name of the consultant	Proposed Position for assignment eg Team Leader/associate	Experience CV attached Y/N
1			
2			

- 14) Comments, if any, on the TORs of the proposed study:

a)

b)

- 15) Enclose a short note on the proposed methodology and work plan for the proposed study:

- 16) Comments on availability of proposed consultants for completing the study and submission of report in a timely manner as per project requirements:

Date:

Name of Organization
Seal of Organization

Place:

Signature of authorized person
(Name.....)
(Designation.....)

Livelihoods Improvement Project for the Himalayas-Uttarakhand

Draft Contract Format

Name of Organization :

Contract No :

This agreement is made on the xxxxxxxxxx between Project Director, ULIPH & MD-UPASaC, Livelihoods Improvement Project for the Himalayas in Uttarakhand, (address) (herein after called "the Client") of the **one part** and

.....(name and address of the consultants) (herein after called "the Consultants") of the **other part**.

1. **Set out below are the terms and conditions under which (consultants) have agreed to carry out the assignment (name of study) specified in the attached Terms of Reference (Annex –I).**
2. **For administrative purposes, xxxxxxxxxxxxxxxxxxxx at the Project Management Unit, will administer the assignment and provide the Consultant with all the relevant information needed to carry out the Assignment.**
3. **This contract is for a period of 45 days starting from xxxx 2010 to xxxx 2010 subject to extension based on the performance of the Consultant and the tasks required from the Consultant by the Client. The draft study report will be submitted by xxxx 2010 by the Consultant and final report will be submitted by xxxx 2010.**
4. The Client may find it necessary to postpone or cancel the assignment and /or shorten or extend its duration. In such case, every effort will be made to give the Consultant as earlier as possible notice of any such changes. In the event of termination, the Consultant shall be paid for the services rendered for carrying out the assignment to the date of termination and the Consultant will provide the client with any reports or parts thereof, of any other information or documentation gathered under this agreement prior to the date of termination and return the assets provided to it by the client.
5. The Services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Term of Reference **Annex-I**.
6. This agreement, its meaning and interpretation and the relation between the parties shall be governed by the law of the State of Uttarakhand. The agreement will become effective from the date decided for the effectiveness of this contract and the relation between the parties shall be governed by the applicable Laws of Union of India and referred to the Dehradun/Uttarakhand courts only.
7. The payments for contract amount will not exceed **Rs. xxxxxxxxxx (Rupees xxxxxxxxxxxx only)** plus service tax as applicable as per detailed cost table at **Annex-II**. During travel to Project District the client will try to arrange vehicle for consultant during travel in district(s). In case of non-availability of client's vehicle, taxi may be arranged by project.
8. The above remuneration includes all the costs related to carrying out the assignment, including overhead and any taxes imposed on the Consultant. An advance amount equivalent to 30% of contract value will be released to the Consultant on the contract becoming effective by the Client and on commencement of the study.
9. The Consultant (s) will be responsible for appropriate insurance coverage as per statutory requirements. In this regard, the Consultant shall maintain worker's compensation and employment liability insurance for any staff hired by it on the assignment.
10. The Consultant agrees that during the term of this contract and after its termination, the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the services and any continuation thereof) for any project resulting from or closely related to the services in this contract.
11. All final plans, drawings, specifications, design, reports, and other documents or software submitted by the Consultant in the performance of the services shall become and remain the property of client. The Consultant may retain a copy of such document but shall not use them for works unrelated to this contract without prior written approval of the client.

12. The Consultant undertakes to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having duly agreed to the nature and purpose of the assignment and to ensure that the staff assigned to perform the services under this agreement will conduct themselves in a manner consistent herewith.
13. The bidding documents and contracts for procurement of goods, works and services financed by the IFAD loan requires that the bidders, suppliers, contractors, sub-contractors and consultants to permit the Fund (IFAD) to inspect their accounts, records and documents related to the bid submission and contract performance and to have them audited by the Fund appointed auditors and investigators. This provision shall require the bidders, suppliers, contractors, sub-contractors and consultants to i) maintain all documents and records related to the Fund financed project for three years after completion of work contemplated in the relevant contract, and ii) require the delivery of any document necessary for the investigation of allegations of fraud or corruption and the availability of employees or agents of the bidders, suppliers, contractors, sub-contractors or consultants with knowledge of the Fund financed project to respond to questions from Fund personnel or any properly designated auditor, contractor, sub-contractor or consultant relating to review or audit of the document. If the bidder, supplier, contractor, sub-contractor or consultant fails to comply with the Fund's request, or otherwise obstructs the Fund's review of the matter, the Fund, in its sole discretion, may take appropriate action against the bidder, supplier, sub-contractor or consultant, including the imposition of sanctions in accordance with the Fund's administrative procedures.
14. The Consultant shall pay the taxes, duties, fees, levies, and other impositions levied under the applicable law and client shall perform such duties in the regard to the deduction of such tax as may be lawfully imposed.
15. The Consultant also agrees that all knowledge and information not within the public domain which may be acquired during the carrying out of this agreement, shall be for all times and for all purposes, regarded as strictly confidential and held in confidence and shall not be directly or indirectly disclosed to any person whatsoever, except with the clients written permission.
16. The Consultant will ensure that the approach and principles envisaged in the project will be strictly adhered to in letter and spirit in the project planning, implementation and withdrawal.
17. That any dispute arising between the parties to this contract including any dispute relating to the interpretation and meaning of any terms or clauses of the contract, which can not be settled amicably between the parties shall be resolved through Arbitration in accordance with the provision of the Arbitration & Conciliation Act, 1996 only. In such case the Principal Secretary and Commissioner, Forest and Rural Development, Govt. of Uttarakhand, Dehradun shall be the sole and absolute Arbitrator, whose decision shall be final and binding on both the parties.

Place : Dehradun

Date : ..

Project Director, ULIPH & MD-UPASaC
 16, Indira Nagar
 Phase I, Dehradun. 248006
 Uttarakhand

name & address of consultant

Witness:

1-

2-

Attached:

Terms of Reference (ToR)

Study on Market Potential of Poultry in Uttarakhand under Livelihoods Improvement Project for the Himalayas (ULIPH), Uttarakhand being funded by International Fund for Agricultural Development (IFAD) & suggesting recommendations within the ambit of the project scope on the way ahead

Technical Evaluation Form

Name of the Consultant:

S No	Criteria	Max points	Points awarded
1	Experience of the Institution: More than 10 years: up to 12 points depending on quality 6-10 years experience: upto 8 points depending on quality Less than 6 years experience: upto 6 points	(12)	
2	Qualification of proposed consultant: More than 65% average marks in Graduation & PG(4 points each) Between 55% to 65% average marks in Graduation & PG (3 points each) Less than 55% average marks in Graduation & PG (2 points each) Additional points (upto 1 each for every consultant) will be given for any professional (beyond PG) degree/Diploma	(10)	
	Team Leader	5	
	Consultant	5	
3	Experience of the proposed consultants in the related field: More than 10 years (4 points each) depending upon the quality of the experience. Between 6-10 years, (2-3 Points each) depending on quality Less than 6 years: (1 points each) depending on quality Additional points (upto 1 each for every consultant) will be given for membership of professional bodies.	(10)	
	Team Leader	5	
	Consultant	5	
4	Experience of conducting studies for IFAD/ Externally aided Projects Depending upon the quality of the best 3 studies points can be awarded by the experts and committee members. 3 points for each study mentioned in sequence in the document.	(9)	
	Study 1	3	
	Study 2	3	
	Study 3	3	
5	Experience of studies in Uttarakhand/mountain areas Depending upon the quality of the best 3 studies points can be awarded by the experts and committee members. 3 marks for each study mentioned in sequence in the document.	(9)	
	Study 1	3	
	Study 2	3	
	Study 3	3	
6	Quality of methodology proposed for the assignment Depending upon the quality points can be awarded by the committee members.	(30)	

S No	Criteria	Max points	Points awarded
	Responsive to project need: 15 points	15	
	Quality of the methodology: 15 points	15	
	Total	80	

Assessment of results of project interventions carried out under Livelihoods Improvement Project for the Himalayas (ULIPH), Uttarakhand being funded by International Fund for Agricultural Development (IFAD) & suggesting implementation plan as per balanced scorecard perspective

FINANCIAL BID

A. Professional Fees

SNo	Professional	Total days	Rate per day Rs	Total Amount Rs
1	Team Leader	xx Days		
2	Consultant	xx Days		
Total (Rs.)				

B. Other costs

- I. Extra manpower proposed by consultant Rs.
 - II. Documentations & Printing costs Rs.
 - III. Other costs Rs.
- Total B (I+II+III) Rs.**

C. Grand Total (A+B) Rs.

D. Service Tax if applicable Rs.

E. Grand Total (C+D) Rs.

Note: Local hospitality inclusive of travel, lodging and boarding arrangements in Dehradun and Project districts for the consultant staff will be borne by project as per following:

For Team Leader as per entitlements of Project Manager and Consultant and for other staff as per entitlements of Project Assistant

Date:

Seal of the Organization

Authorized Signatory

Place:

(Name.....)

(Designation.....)