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OFFICE OF THE CHIEF FORESTRY OFFICER
ZHEMGANG FOREST DIVISION
DEPARTMENT OF FORESTS AND PARK SERVICES



**TERMS OF REFERENCE FOR THE CONSULTING SERVICES TO DEVELOP
'COMMUNITY BASED WHITE BELLIED HERON CONSERVATION AND
LIVELIHOOD ENHANCEMENT PLAN' FOR BIRTEY COMMUNITIES, UNDER
TRONG GEOG, ZHEMGANG**

A. General Information

1. Back Ground

The critically endangered White-bellied Heron (WBH) (*Ardea insignis*) has an estimated small global population of less than 200. The first efforts for conservation of the WBH by RSPN and the Royal Government of Bhutan were initiated in the 1990s. Between the years 2000 and 2010, the total known population in Bhutan was 30 adults. However, the heron population in Bhutan is now facing a critical new threat due to socioeconomic development. The chain effect of the Mangdechu hydropower development has resulted in driving away the birds and mammals from their natural habitats in the valley of Zhemgang which is considered as the second habitat in the country.

As the hydropower project activities accelerated and expanded, the survival of the WBH along Magdechu in Bertey came under a severe threat and the pace of development activities indicates probable extinction of this species in Bhutan within the next five to ten years if adequate measures are not taken in habitat improvement and management.

Of late, Government has initiated the capture fishery program for the Birtey farming communities that permits them to catch fish from Birteychu and Mangdechu adjoining Birtey village to augment the household income of the local communities. While the objectives of this program are well intentioned, but there is the conflict of resource use in the area.

Therefore, it has also become crucial to come up with a community based natural resources management plan to resolve the issue along with the WBH conservation plan.

2. Objectives

The main aim is to enhance the sustainable livelihood of the local farming communities by addressing the ongoing human wildlife conflicts without compromising the conservation of the biodiversity. The specific objectives are:

- i) To establish implementable mechanism through formation of local community institution/ committee for conservation and management of White Bellied Heron as a self help initiative for addressing the vagaries of human wildlife conflicts in the project area.
- ii) To improve and protect the habitat of White bellied heron through community based conservation activities





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- iii) To pilot nature based eco-tourism to augment the rural income of the communities through development of low cost infrastructure and service facilities
- iv) To plan and implement consistent livelihood support activities in geog plans, capture fishery plan and white bellied heron conservation plan to ensure the conservation of the rare bird and contribute to the welfare of the local communities
- v) To create awareness on the significance and encourage the local people, hydropower projects and other development agencies on the conservation of WBH.
- vi) To improve new feeding habitats with the construction of shallow ponds for WBH.

3. Scope of services

As the client's representative, the consulting firm shall provide the following services:

- i) The firm shall conduct awareness and advocacy meetings for the local communities in the project areas jointly with the client.
- ii) The consulting firm shall train the community members in implementation of community based conservation plan for the conservation of local natural resources and related livelihood support activities.
- iii) The habitat of the white bellied heron will be mapped and the population of the birds estimated
- iv) A booklet on other avi fauna of the area will be produced with pictures
- v) The potential of ecotourism activities within the project areas assessed and activities identified for implementation
- vi) A detailed plan and eco-friendly design for construction of feeding ponds and information hub will be prepared.
- vii) A detailed CBNRM plan including WBH will be drafted and discussed at Community, Geog and Dzongkhag levels incorporating all essential components such as present situation analysis both biophysical and socio-economical, gaps and need assessment, relevant activities to improve conservation and livelihood status for a period of 10 years. This plan should also indicate how exactly the proposed activities can be mainstreamed and internalized in the various area based plans of the Geog, Division, Park and Dzongkhag to ensure post plan sustainability of the activities.





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4. Deliverables (Reports and documents)

- i) Logical frame work indicating major components/activities to be undertaken with time lines and fund requirements
- ii) Stake holder analysis and report
- iii) White Bellied Heron habitat mapping and report
- iv) Reports of consultative meeting with communities, GT and DT
- v) Draft CBNRM plan for final approval
- vi) A booklet on avifauna of the area
- vii) Complete plan and design of feeding ponds and information hub

5. Key Project Personnel

- i) Senior natural resource manager/specialist (8 person months)
- ii) Biodiversity specialist (2 person months)
- iii) Forest technician/research assistant (2 person months)
- iv) Village level facilitator and Dzongkha translator (3 person months)

6. Qualification and Experience Requirements

i) Senior natural resource manager/specialist

- Under graduate/master degree or equivalent in forest and wild life resource management
- At least 15 years experience in relevant field
- Must have worked closely with the local communities in planning and implementation of community based natural resources management program
- Should be familiar with policies and legislation related to natural resource and biodiversity
- Past experiences and records of development of NRM plans preferred

ii) Biodiversity specialist

- Under graduate/master degree or equivalent in natural resource management
- At least 5 years experience in relevant field
- Competent in carrying out biodiversity survey and mapping
- Resource data analysis
- Identification of flora and aquatic fauna
- Past experiences on similar assignments preferred

iii) Forest technician/research assistant

- Should have certificate course in forestry and relevant discipline
- Practical experience in forest and natural resource survey





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- Knowledge of local biodiversity and culture preferred
- Physically fit to undertake field trips

iv) Village level facilitator & Dzongkha Translator

Under graduate degree preferably with strong back ground in Dzongkha

Should have ability in translation of plan and other documents from English to Dzongkha

Bear a pleasing personality and capable of dealing with farming/local communities

7. Additional services to be provided by the consultants

The Consultant shall, if so required by the Client, provide any additional service at rates or on person month rates as per the contract or as mutually agreed upon, as a variation order.

8. Support services and facilities to be provided by the client

The following services and facilities will be provided by the Client:

- i) Assist the consultants by providing necessary feedbacks during the drafting of the CBNRM plan, presentation to GT and DT and other stake holders as required.
- ii) The relevant studies, reports and data relevant available in the office will be provided by the Client.
- iii) Assist the consulting firm to organize stake holder consultation meetings and field visits to the proposed sites in connection to the consulting services.

9. Consultant's proposal submission

- i) These TOR are prepared to inform the interested firms on the responsibility and scope of the consulting services in a general way. The interested and competent consulting firm with valid licenses are advised to inspect the project sites and acquaint themselves with the ground realities before submission of the proposal and include the provisions required thereof meeting the contract requirements.
- ii) The following documents in full should be submitted during the time of submission.
 1. Technical proposal indicating the competency of your firm and your staff to carry out the task.
 2. A financial proposal (see 9.2. below)
 3. Detailed CV of all the key staff
 4. Degree certificates of all the key staff
 5. Proof of past work experiences and qualifications





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B. Additional terms & conditions of Contract and Evaluation

1. The Consulting firm shall make an EMD deposit of Nu. 50,000.00 lump sum as Cash Warrant or Bank Draft or bank gurantee in favor of Chief Forestry Officer, Zhemgang Forest Division, which shall be retained as SD for successful tender and returned upon the successful completion of the assigned task.
2. The consulting firm shall provide detailed proposal on how to achieve the task/s outlined that interalia includes technical and financial proposals, detailed work plan calendar and all other relevant documents necessary for the contract work that forms the bases for evaluation of the proposal.
3. The consulting firm shall not be entitled to any other allowances except the amount quoted for the assigned tasks/services.
4. The firm will be paid as per payment schedule given below:
 - 30% upon signing of agreement
 - 40% upon delivery of draft reports and documents
 - 30% upon delivery of final CBNRM plan.
5. Zhemgang Forest Division shall not provide any medical or insurance coverage to the Consultants and shall not bear any liability or compensation arising whatsoever during the period of this assignment.
6. The consulting firm shall bear all taxes as per prevailing Government Rules in connection with the assigned contract.
7. If the Consulting firm surrenders or quits the assigned task at any point after award, the security deposit of Nu. 50,000.00 will be forfeited, and the tender will be awarded to the next bidder meeting all the requirements or retendered as appropriate.
8. The Consultants will work to the full satisfaction of the client (Zhemgang Forest Division), and shall undertake any study or field visits as deemed necessary to complete the assigned task.
9. In case the information furnished by the Consultant is found to be false at any stage, he/she shall be disqualified as deemed appropriate by the evaluation committee, whose decision shall be final and binding.
10. In case of any dispute arising out of this agreement, the dispute shall be subject to legal proceedings in line with the prevailing government policies during the period of contract.
11. The award will be based on bid amount and the evaluation score, provided the Consulting firm fulfills all the requirements as desired by the bid Evaluation committee.





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12. The weightage for the evaluation of the proposal will be 70% for the technical capability of the consulting firm based on the detailed criteria developed by the evaluation team and 30% on the financial rates quoted.

13. The decision of the bid evaluation committee will be final and binding.

9.1. Technical (70% weightage)

Below is the breakdown of technical proposal on 100% which will be brought to 70%

Key experts	Minimal degree requirement (30%)	Minimum work experience in relevant areas (20%)	Proven knowledge of local biodiversity and involvement in planning, design, and implementation of projects of similar nature (recreation parks, nature parks, botanic gardens. Provide evidence) (20%)	Excellent written and spoken skills in Dzongkha and English (submit evidence) (10%)	Presentation (language fluency, competency of the subject matter, quality of the proposal, and knowledge of the work. (20%)
Team Leader/management planner					
Biodiversity specialist					
Research Assistant/Technician					
Village level Facilitator/Dzongkh					





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a translator					
The consultancy will be awarded to the consultant acquiring maximum % weightage					

9.2. FINANCIAL (30% weightage)

Separate evaluation criteria for financial aspect will be developed by the committee members before the evaluation of the proposal based on the Procurement rules and Regulations 2009.

Please submit your financial proposal in a separate envelope, sealed and labeled as financial proposal. Use the following forms to submit your financial proposal.

FORM FIN -1 FINANCIAL PROPOSAL SUBMISSION FORM

To,

Thimphu, April, 2014

Sir/Madam,

Subject: Hiring of consultancy service for producing a management plan for conservation of White Bellied Heron at Bertey, Tingtibi

I on behalf of *(Insert your Firm Name)* would herewith enclose Price Proposal for selection of my/our firm/organization as Consultant for producing a management plan for conservation of White Bellied Heron at Bertey, Tingtibi

I the undersigned declare to the best of my knowledge and belief, this information is true and correct.

Yours Faithfully,

Signature
Full Name:
Designation:
Address:

Authorized Representative





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FORM FIN-2 The breakdown of financial aspects

no	description	Days	Total amount (Nu)
1	Main consultant+ Team leader		
2	Biodiversity specialist		
3	Forest technician/assistant		
4	Village level Facilitator & Dzongkha translator		
5	Miscellaneous travel expenses		
6	Communication costs		
7	Drafting, reproduction or reports		
8	equipment, instruments, materials supplies		
9	use of computer software		
10	local transportation cost		
11	office rent and clerical assistance		
	Total fee for consultancy services		

