

**TIME BOUND**



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**Government of India**  
**Ministry of Environment, Forest & Climate**  
**Change**  
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**Bhawan, Jor Bagh Road, New Delhi – 110003**

**F. No. 13-3/2015-RT**

**Dated: 07.05.2019**

To

The Director/Course Coordinator  
(All Training Institutions/Organizations)

**Sub: Proposal for conducting one-week Domestic Module under Foreign Training of Forestry Personnel (FTFP) at Delhi – regarding.**

Sir,

The Ministry of Environment, Forest and Climate Change (MoEF & CC) is implementing an umbrella scheme on “**Forestry Training and Capacity Building**” which aims to cover various training and exposure needs of the forestry sector personnel as well as members of the civil society in the country. One of the components “**Foreign Training of Forestry Personnel (FTFP)**” of the umbrella scheme is aimed at giving exposure/knowledge to the forestry personnel on international practices/scenario/newer ideas by sponsoring them for various short-term training courses at various institutions overseas.

2. The programme will enable officers to acquire knowledge and skills in a number of areas and also provide a forum for exchange of experiences and administrative practices required to handle the day to day problems. Under the scheme Indian Forest Service (IFS) Officers, State Forest Service (SFS) Officers, Range Forest Service Officers (RFOs) and Technical Officers are eligible.

3. The training programmes consist of foreign module for duration of 2 weeks and 1 one-week of domestic program at Delhi on the following topics: -

- a) Sustainable Forest Management,
- b) Biodiversity Conservation,
- c) Wildlife Management both in situ and ex situ /Ecotourism,
- d) Geo-informatics in Forestry,
- e) Climate Change scenario and Forestry: Response in Mitigation and Adaptation,
- f) Community Forestry and Livelihood Issues,
- g) Forest Genetics and Tree-Improvement,
- h) Forest Policy Research,
- i) Ecosystem Services from Forests: their valuation and Payment
- j) Innovative ideas in landscape management

4. Ministry has already signed MoU with Academic & Professional Studies Abroad (APSA), New Delhi to conduct the foreign module of the training under the scheme “**Forestry Training and Capacity Building**” with the approval of the Competent Authority initially for a period of two years i.e., for the year 2018-19 & 2019-20 and will also be extended two more years

5. The Ministry of Environment, Forest & Climate Change, Government of India has invited separate technical and financial bids in sealed covers from reputed **institutions** dealing with training/capacity building of Forestry personnel in Govt sector/ executives and managerial cadre of corporate sector for conducting the training of forest officials of India.

(a) The Committee/Representatives will carry out the technical evaluation of the proposal applying the criteria and point’s ratings as under: -

<b>THE CRITERIA AND POINT’S RATINGS OF THE PROPOSAL</b>	
The evaluation of the overall design and implementation methodology, including methodology for evaluation of participation performance as suggested by the Bidder and an assessment of the Bidder’s understanding of the programmes intended objectives, as would be evident from the design and implementation methodology suggested by the bidder.	30 Points
Capacity of the Bidder to deliver in terms of the Bidder’s past experience available expertise in the state of the art in design and delivery of training programs for forest officers at varying lengths of seniority in the service.	15 Points
Evaluation of the CV’s of the faculty proposed to be used and the mix of academic and practitioner faculty proposed,	15 Points
Evaluation of the teaching and learning resources available/likely to be available from the Bidder.	20 Points
Methodology and logistics of organizing the study tour proposed as part of the program, which could be at one or more than one places, depending on the themes.	20 Points
<b>Total</b>	<b>100 Points</b>

(b) The Bidders receiving at least 75 points out of 100 points will continue to the stage of opening financial bids. However, the committee/representatives of MoEF & CC shall reserve the right to consider those up to 70 points, if at least 3 Bidders do not cross this minimum score.

(c) Financial proposals will be evaluated following completion of the technical evaluation. Only those Bidders whose technical proposals secure a minimum of 75 marks out of a 100-mark evaluation system would qualify for the opening of financial bids. The cost evaluation of the award for each training under each theme will be done under Combined Quality Cum Cost Based System (CQCCBS).

6. The award criteria are as under: -

- (a) Under CQCCBS, the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%.
- (b) Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.
- (c) The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

- (d) Highest points basis: On the basis of the combined weighted score for quality and cost, the bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc.
- (e) The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.
- (f) The initial term of the Contract will be for four years.
- (g) The cost for one program for about 15 participants may please be indicated. In case of number of participants in excess of 20 (normally not exceeding 15) in one program *pro rata* cost shall be paid.

7. The scope of work is as under: -

- (i) Each training program will be for a group of about 15 officers.
- (ii) Propose detailed plan/programme design, giving course contents, expected outcomes for the program on the basis of the course themes
- (iii) Evolve a training implementation methodology which includes lectures by eminent forestry and wildlife experts, case studies, assignments, role play, experience sharing sessions, field visits and hands on exercises. **Ideally the ratio of class room sessions and field visits should be 60:40.**
- (iv) Identify the resource person for the program, ensuring a right mix of academic faculties and practitioner faculties, taking into account the fact that the participants are practicing managers and would need strong practical inputs to back theoretical frameworks.
- (v) Deliver the programs for a period of three years (FY 2019-20 to 2021-22). There may be atleast 4 or more program in each financial year on the selected themes.
- (vi) Appropriate local transport should be arranged for 15 participants. Accommodation should be arranged in 3 to 4 star rated Hotels.
- (vii) Suggest pre-course reading material that a participant would be required to come prepared with and also design evaluation methodology to evaluate the performance of each of the participants and submit an evaluation report (Numerical measures) to the MoEF & CC.
- (viii) To get in touch with the participants well in advance and ensure receipt of detailed programme and the pre-course material by him/her.
- (ix) Ministry shall be the nodal agency for management of the program, with overall supervision.
- (x) All the participants will be provided by Bag, pen drive, course materials etc by the agency selected.

8. In view of the above, it is requested to kindly send your proposals before **10<sup>th</sup> May, 2019** along with the financial details for conducting one-week domestic module under FTFP at Delhi.

Yours faithfully,

(Dr. Suneesh Bhat)  
Dy. Inspector General of Forests (RT)