

## REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

March 13, 2025

[insert REOI number]

Republic of India

Project for Capacity Enhancement for Effective Forest Management

JICA Loan No.:ID-P304

Assignment Title: Project Management Consultant for the Project for Capacity Enhancement for Effective Forest Management

The Government of India has received a loan (Loan Agreement No: ID-P304) from the Japan International Cooperation Agency (JICA) toward the cost of the Project for Capacity Enhancement for Effective Forest Management and intends to apply part of the proceeds towards payments under the contract for consulting services.

The scope of consulting services will include the following and the total duration of consulting services will be 60 months.

- 1) Support for overall project management
- 2) Support for contract management for civil works
- 3) Support for planning and coordination for SAARC/ African Countries training
- 4) Support for effective monitoring
- 5) Support for developing training material for enhanced learning efficiency
- 6) Support for technology transfer

Ministry of Environment, Forest and Climate Change (MOEFCC) now invites Expressions of Interest (EOI) from Consultants to make a shortlist of Consultants to provide the consultancy services under the above consulting services assignment.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are financial situation, availability of expert and experience of consultant as below.

Key Experts will not be evaluated at the shortlisting stage.

The required qualifications are as follows:

- 1) Financial Situation

Consultants have at least three (3) fiscal years' business and to be able to submit Financial Statements (Balance Sheets and Income Statements) for the latest three (3) fiscal years with positive net profit before tax for at least two years in the last three consecutive fiscal years.

In case of a JV, each member is evaluated individually.

- 2) Availability of Experts

Consultants have the following number of expert with each of the following areas of expertise.

International Expert	Required Number
1) Capacity Development/ Team Leader	1
2) Infrastructure Development	1
Local Expert	Required Number
1) Co-Team Leader/ Capacity Building and IEC	1

In case of a JV, the number of experts of all members are combined for the evaluation.

3) Experience of Consultant

A. Experience of international projects of comparable size, complexity and technical specialty-

At least two (2) experiences of consulting services in capacity enhancement for effective forest management with USD 2 million of consultant contract value in countries other than the Client's country, completed in the last ten (10) years before EOI submission deadline

B. Experience in South Asian countries under comparable conditions-

At least two (2) experiences of consulting services in capacity enhancement and research development with USD 2 million of consultant contract value in South Asian countries (\*), completed in the last ten (10) years before EOI submission deadline

\* South Asian countries in these criteria include India, Sri Lanka, Nepal, Pakistan, Bangladesh, Bhutan and Maldives.

C. Experience in Japanese ODA projects-

At least two (2) experiences of consultancy services more than USD 2 million in Japanese ODA projects, completed in the last ten (10) years before EOI submission deadline

In case of a JV, the number of experiences of all members are combined for the evaluation.

The attention of interested Consultants is drawn to Section 1.07 of the Guidelines for the Employment of Consultants under Japanese ODA Loans, October 2023 (“Consultant Guidelines”), setting forth the JICA’s policy on conflict of interest. The Guidelines are available on the JICA’s website shown below:

[https://www.jica.go.jp/Resource/english/our\\_work/types\\_of\\_assistance/oda\\_loans/oda\\_op\\_info/guide/index.html](https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/oda_loans/oda_op_info/guide/index.html)

A Consultant is a single firm or a Joint Venture (JV). In case of a JV, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.

EOI submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a selected Consultant for signing of the Contract shall be signed by all members and submitted with the EOI, together with a copy of the proposed Agreement. The JV Agreement or the proposed JV Agreement, as the case may be, shall indicate at least the portion of the assignment to be executed by each member.

EOI shall be written in English. Supporting documents and printed literature that are part of EOI may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the EOI, such translation shall govern.

A Consultant will be selected in accordance with the “QCBS (Quality- and Cost-Based Selection)” method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours (11:00 to 16:00 hours).

EOI must be delivered in a written form (hard copy) in person or by mail and soft copy by e-mail to the address below on 16 May, 2025, before 5:00 PM.

Attn: Dr. Surabhi Rai  
Deputy Inspector General of Forest (Research and Training Division)  
Ministry of Environment, Forest and Climate Change (MOEFCC)  
Indira Paryavaran Bhawan Jorbagh Road New Delhi, 110003, India  
Tel: +91-11-20819362, +91-11-20819293  
E-mail: [rtdiv-mefcc@gov.in](mailto:rtdiv-mefcc@gov.in), [surabhi.rai76@gov.in](mailto:surabhi.rai76@gov.in)

EOI shall include the documents whose sample forms are provided in the Attachments below.

#### Attachments

- Form 1: Expressions of Interest Submission Form
- Form 2-1: Applicant Information Form
- Form 2-2: JV Member Information Form
- Form 3: Letter of Intent
- Form 4: Financial Situation
- Form 5: Availability of Experts
- Form 6: Consultant’s Experience

Form 1

## Expression of Interest Submission Form

Date : [Insert date of EOI submission]  
REOI No.: [Insert REOI number]

To: [Insert full Name and mailing address of Client]

Dear Sir/ Madam:

We, the undersigned, apply to be shortlisted for the contract of the consulting services for the Project for Capacity Enhancement for Effective Forest Management.

[Insert the following in case of the Consultant is a JV]

We are submitting our Proposal as a Joint Venture comprising of: [Insert a list with the full name and the legal address of each member, starting from the lead member]. We have attached a copy [insert: “of the JV Agreement” or, “of our Letter of Intent to form a Joint Venture” as appropriate] signed by each member, which details the likely legal structure of and the confirmation of joint and severable liability of each member of the said Joint Venture.

[Insert the following if the Consultant proposes Subconsultants]

We have proposed in our proposal the following firms as Subconsultants: [Insert a list with the full name and the legal address of each Subconsultant.]

We hereby declare that all information, statements and description contained in the EOI are in all respect true, correct and complete to the best of our knowledge and belief.

We remain,

Yours sincerely,

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm or JV, as appropriate]

In the capacity of : [Insert position of the person signing above]

Contact information : [Insert mailing address]

[Insert tel. no. with country and city codes]

[Insert fax no. with country and city codes]

[Insert email address]

# Applicant Information Form

Date: [insert day, month, year]

EOI No.: [insert number]

Page [insert page number] of [insert total number] pages

[Applicants shall provide the following information. The documents listed/ stated as required shall be submitted as attachments hereto.]

Applicant's legal name: [insert full name]
In case of a JV, legal name of the representative member and of each member: [insert full name of each member in the JV and specify the representative member.]
Applicant's actual or intended country of registration: [insert country of registration]
Applicant's actual or intended year of incorporation: [insert year of incorporation]
Applicant's legal address in country of registration: [insert mailing address]
Applicant's authorized representative information Name: [insert full name] Address: [insert mailing address] Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes] E-mail address: [insert E-mail address]
<ol style="list-style-type: none"> <li>1. Attached are copies of original documents of Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.</li> <li>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</li> </ol>

## JV Member Information Form

Date: [insert day, month, year]

EOI No.: [insert number]

Page [insert page number] of [insert total number] pages

[The following form is additional to Form 2-1, and shall be completed to provide information relating to each JV member, in case if the Applicant is a JV. The documents listed/ stated as required shall be submitted as attachments hereto.]

Applicant's legal name: [insert full name]
JV Member's legal name: [insert full name of Applicant's party]
JV Member's country of registration: [insert country of registration]
JV Member's year of incorporation: [insert year of incorporation]
JV Member's legal address in country of registration: [insert mailing address]
JV Member's authorized representative information Name: [insert full name] Address: [insert mailing address] Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes] E-mail address: [insert E-mail address]
1. Attached are copies of original documents of Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above.  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

# Letter of Intent

Date: [insert day, month, year]

EOI No.: [insert number]

To: [Insert full Name and mailing address of Client]

We, the undersigned, will enter into a Joint Venture Agreement in case that a consulting services for Project for Capacity Enhancement for Effective Forest Management indicated in the Request for Expressions of Interest ([Insert REOI Number]) is awarded to our Joint Venture.

We hereby declare that:

- (a) All members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
- (b) Each JV member will execute at least the portion of the assignment.
- (c) The JV will nominate [insert name of a firm] as a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the selection process and, in the event the JV is awarded the Contract, during contract execution.
- (d) If we are shortlisted through this Expression of Interest, we will not modify the structure or formation of the Consultant including Subconsultants named in the application in the Expression of Interest after being invited to submit a Proposal without a written approval of the Client prior to the Proposal submission deadline.

[JV member 1 (representative member)]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm]

In the capacity of : [Insert position of the person signing above]

[JV member 2]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm]

In the capacity of : [Insert position of the person signing above]

[JV member 3]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm]  
In the capacity of : [Inset position of the person signing above]

Attachment: Copy of the proposed Joint Venture Agreement



## Financial Situation

*[The following table shall be filled in for the Applicant, and for each JV member if the Applicant is a JV. The documents listed/ stated as required shall be submitted as attachments hereto.]*

Date: [insert day, month, year]

Applicant's Legal Name: [insert full name]

JV Member's Legal Name: [insert full name]

REOI No.: [insert number]

Page [insert page number] of [insert total number] page

### 1. Financial data

Type of Financial information in (currency)	Historic information for previous 3 years (amount in currency, currency, exchange rate, USD equivalent)		
	Year 1	Year 2	Year 3
<b>Information from Balance Sheet</b>			
Total Assets (TA)			
Total Liabilities (TL)			
Net Worth (NW)			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital (WC)			
<b>Information from Income Statement</b>			
Total Revenue (TR)			
Profits Before Taxes (PBT)			
Profits After Taxes (PAT)			
<b>Information from Cash Flow Statement</b>			
Cash Flow from Operating Activities			

### 2. Financial documents

The Applicant and its parties shall provide copies of the financial statements<sup>1</sup> for the last three (3) years. The financial statements shall:

- (a) reflect the financial situation of the legal entity(ies) comprising the Applicant, and not of the affiliated entities (such as parent company(ies), group companies or subsidiaries) of the Applicant unless they are parties to the Applicant under a JV.
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

Attached herewith are copies of financial statements for the last three (3) years required above, and complying with the requirements.

Notes for the Applicants

1. If the most recent set of financial statements is for a period earlier than 12 months from the date of the Application Submission, the reason for this should be justified.

## Availability of Experts

[Note: Applicant is requested to provide personnel information to be possibly assigned for the specified area mentioned in the followings;]

### Required Expertise

International Expert	Required Number
1) Capacity Development/ Team Leader	1
2) Infrastructure Development	1
Local Expert	Required Number
1) Co-Team Leader/ Capacity Building and IEC	1

### Expert to be Available

Name of the firm (each JV member)	Expertise	No. of International Expert(*1)	No. of Local Expert(*2)

\*1: “International Expert” means an expert who has expertise which is generally difficult to be procured in the Client’s country.

\*2: “Local Expert” means an expert who is not International Expert.

## Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm and each JV member for this assignment, was legally contracted either individually as a single firm or as a lead firm or one of the members of a JV, for carrying out consulting services similar to the ones requested under this assignment. Only completed project in the last 10 years at the time of proposal submission will be evaluated.] The experience of affiliated entities (such as the parent company(ies), group companies, subsidiaries or other affiliates) shall not be included. Use about 20 pages.]*

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	Total No. of man-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year):	No. of professional man-months provided by JV members or Subconsultants:
Completion date (month/year):	Funding Source:
Name of joint venture member or Subconsultants, if any:	
Narrative description of Project:	
Description of actual services provided by the firm in the assignment:	

Firm's Name: \_\_\_\_\_