

## Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by Activity

FIN-4 Breakdown of Remuneration

FIN-5 Reimbursable expenses

Appendix: Financial Negotiations - Breakdown of Remuneration Rates

# Form FIN-1 Financial Proposal Submission Form

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[Location, Date]

To: [Name and address of Client]

Dear Sir,

I/We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is inclusive of the taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

I/We understand you are not bound to accept any Proposal you receive.

I/We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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## Form FIN-2 Summary of Costs

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Item	Costs
	Pak Rupees
Total Costs of Financial Proposal <sup>2</sup>	

- 1 Indicate the total costs, net of local taxes, to be paid by the Client in local currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

## Form FIN-3 Breakdown of Costs by Activity<sup>1</sup>

Group of Activities (Phase): <sup>2</sup>	Description: <sup>3</sup>
_____	_____
_____	_____
Cost component	Costs
	Pak Rupees
Remuneration <sup>5</sup>	
Reimbursable Expenses <sup>5</sup>	
Subtotals	

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. The sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Indicate between brackets the name of the local currency.
- 5 Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

## Form FIN-4 Breakdown of Remuneration<sup>1</sup>

Name <sup>2</sup>	Position <sup>3</sup>	Staff-month Rate <sup>4</sup>
<b>Local Staff</b>		
		[Home] ----- [Field]
		----- -----
<b>Foreign Staff</b>		
		[Home] ----- [Field]
		----- -----

- 1 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work

## Form FIN-5 Breakdown of Reimbursable Expenses

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N°	Description <sup>1</sup>	Unit	Unit Cost <sup>2</sup>
	Per diem allowances	Day	
	International flights <sup>3</sup>	Trip	
	Miscellaneous travel expenses	Trip	
	Communication costs between [Insert place] and [Insert place]		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Shipment of personal effects	Trip	
	Use of computers, software		
	Laboratory tests.		
	Subagreements		
	Local transportation costs		
	Office rent, clerical assistance		
	Training of the Client's personnel <sup>4</sup>		

- 1 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
  - 2 Indicate unit cost and currency.
  - 3 Indicate route of each flight, and if the trip is one- or two-ways.
  - 4 Only if the training is a major component of the assignment, defined as such in the TOR.
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# Consultant's Representations Regarding Costs and Charges

(Expressed in [insert name of currency])

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges <sup>1</sup>	Overhead <sup>1</sup>	Subtotal	Fee <sup>2</sup>	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour <sup>1</sup>
Home Office									
Field									

1. Expressed as percentage of 1
2. Expressed as percentage of 4

## Professional & Technical Requirements

The consultant(s)/consortium of consultants for the proposed feasibility study, concept and master planning, strategic business plan and project document shall possess the following experience, skills and expertise.

- Safari Park / Park Management Specialist with minimum 05-years national/ international experience in natural resource management / forestry, knowledge of issues and challenges related to conservation and management of wildlife resources and natural environment, understanding of sustainable natural resource management models and their implementation
- Bio-diversity Conservation Specialist with minimum 05-years national/ international experience in conservation of biodiversity at par with international practices, natural resource management / forestry, knowledge of issues and challenges related to conservation and management of wildlife resources and natural environment, understanding of sustainable natural resource management models and their implementation
- Architect – Specialist in Safari Park / wildlife Park with minimum 05-years national/ international experience preferably in designing of wildlife parks / zoos and animal's structure in semi natural environment
- Horticulture / Habitat Development Specialist with minimum 05-years national/ international experience in horticulture, habitat development and enrichment, landscaping and provision of semi natural environment to exhibits close to natural settings and overall landscaping planning and implementation of agreed plan
- Civil engineer with minimum 05-years national/ international experience in civil engineering

- Financial Expert / economist with minimum 05-years national/ international experience in relevant fields relating to development of funding mechanism of projects preferably related to natural resources, experience of developing projects on PPP mode, due diligence of related financial implications and assurance, financial / cost analysis of projects including IRR, BCR, NPV cash flow etc.
- Environmental Expert with minimum 05-years national/ international experience relating to conducting Environment Impact Assessment, knowledge of environmental issues and challenges, identification of environmental risks and remedial measures and mainstreaming the environmental issues in overall project development and implementation mechanism.

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## **Technical Proposal - Standard Forms**

- TECH-1 Technical Proposal Submission Form
- TECH-2 Consultant's Organization and Experience
  - A Consultant's Organization
  - B Consultant's Experience
- TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client
  - A On the Terms of Reference
  - B On the Counterpart Staff and Facilities
- TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment
- TECH-5 Team Composition and Task Assignments
- TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff
- TECH-7 Staffing Schedule
- TECH-8 Work Schedule

# Form TECH-1 Technical Proposal Submission Form

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[Location, Date]

To: [Name and address of Client]

Dear Sir,

I/We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

I/We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]<sup>2</sup>

I/We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

I/If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

I/We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

I/We understand you are not bound to accept any Proposal you receive.

I/We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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- 1 [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]
- 2 [Delete in case no association is foreseen.]

## Form TECH-2 Consultant's Organization and Experience

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### A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity (including organogram) and each associate for this assignment.]

Background:

### B - Consultant's Experience

[Using the format below, provide information on each assignment for which you/your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Assignment. Use maximum 20 pages. Please provide Client's certification and/or evidence of the contract agreement.]

Assignment name:	Value of the contract (in current PKR or US\$):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	Value of consultancy services provided by your firm under the contract (in current PKR or US\$):
Name of associated Consultants, if any:	N <sup>o</sup> of professional staff-months provided by associated Consultants:

<p>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</p>	
<p>Narrative description of Project:</p>	
<p>Description of actual services provided by your staff within the assignment:</p>	

**Form TECH-3 Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client**

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**A - On the Terms of Reference**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

## **B - On Counterpart Staff and Facilities**

*[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]*

## Form TECH-4 Description of Approach, Methodology and Work Plan for Performing the Assignment

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*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:*

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

## Form TECH-5 Team Composition and Task Assignments

<i>Professional Staff</i>					
Name of Staff	CNIC No./Passport No.	Firm	Area of Expertise	Position Assigned	Task Assigned

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## Form TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_

2. **Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_

3. **Name of Staff** [*Insert full name*]: \_\_\_\_\_

4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

5. **CNIC No (if Pakistani):** \_\_\_\_\_ **or Passport No:** \_\_\_\_\_

6. **Education :**

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

7. **Membership of Professional Associations:** \_\_\_\_\_

8. **Other Training**[*Indicate significant training since degrees under 6 - Education were obtained*]: \_\_\_\_\_

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_

10. **Employment Record**[*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>


### 11. Detailed Tasks Assigned

*[List all tasks to be performed under this assignment]*

### 12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

*[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]*

- 1) Name of assignment or project: \_\_\_\_\_  
Year: \_\_\_\_\_  
Location: \_\_\_\_\_  
Client: \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_
  
- 2) Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

3) Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

*[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]*

### **13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* *Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

# Form TECH-7 Staffing Schedule<sup>1</sup>



Full time input  
Part time input

Year: _____																	
N°	Name of Staff	Staff input (in the form of a bar chart) <sup>2</sup>												Total staff-month input			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field <sup>3</sup>	Total	
<b>Foreign</b>																	
1		[Home] [Field]															
2																	
3																	
n																	
<b>Subtotal</b>																	
<b>Local</b>																	
1		[Home] [Field]															
2																	
n																	
<b>Subtotal</b>																	
<b>Total</b>																	

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and fieldwork.
- 3 Fieldwork means work carried out at a place other than the Consultant's home office.



**a) Professional & Technical**

The consultant(s)/consortium of consultants for the proposed feasibility study, concept and master planning, strategic business plan and project document shall possess the following experience, skills and expertise.

- Safari Park / Park Management Specialist with minimum 05-years national/ international experience in natural resource management / forestry, knowledge of issues and challenges related to conservation and management of wildlife resources and natural environment, understanding of sustainable natural resource management models and their implementation
- Bio-diversity Conservation Specialist with minimum 05-years national/ international experience in conservation of biodiversity at par with international practices, natural resource management / forestry, knowledge of issues and challenges related to conservation and management of wildlife resources and natural environment, understanding of sustainable natural resource management models and their implementation
- Architect – Specialist in Safari Park / wildlife Park with minimum 05-years national/ international experience preferably in designing of wildlife parks / zoos and animal's structure in semi natural environment
- Horticulture / Habitat Development Specialist with minimum 05-years national/ international experience in horticulture, habitat development and enrichment, landscaping and provision of semi natural environment to exhibits close to natural settings and overall landscaping planning and implementation of agreed plan
- Civil engineer with minimum 05-years national/ international experience in civil engineering
- Financial Expert / economist with minimum 05-years national/ international experience in relevant fields relating to development of funding mechanism of projects preferably related to natural resources, experience of developing projects on PPP mode, due diligence of related financial implications and

assurance, financial / cost analysis of projects including IRR, BCR, NPV cash flow etc.

- Environmental Expert with minimum 05-years national/ international experience relating to conducting Environment Impact Assessment, knowledge of environmental issues and challenges, identification of environmental risks and remedial measures and mainstreaming the environmental issues in overall project development and implementation mechanism.

# **TERMS OF REFERENCE**

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## **FEASIBILITY FOR THE ESTABLISHMENT OF “NATIONAL SAFARI PARK” IN SALT RANGE**

### **PURPOSE OF PLAN**

The Salt Range is a unique ecosystem containing natural forest, wildlife habitat (especially Punjab Urial), lakes, natural springs, historical sites and Rocky Mountains. The purpose is to delineate the boundary of the proposed park highlighting the important natural features, their utility by general public and propose various interventions. The ultimate purpose of the plan is development of a concept / project paper guiding the development of areas with different options, costing of options, the management of different activities, its feasibility report for inviting national and international investors.

### **Scope of Works --- Responsibilities of the consultants**

#### **Feasibility Study**

To develop workable feasibility study, concept plan, strategic business plan and project document. The scope of work will include but not necessarily limited to followings:

- a. Recreational and tourist zone including Park Headquarter and conservation complex including forests, wetlands and wildlife.
- b. **Existing Area:** Layout for those existing animal habitats and visitors facilities that are recommended for retention.
- c. **New Area :** The layout for the newly proposed animal habitat to be provided with the list of animal species to be displayed and re-introduced
- d. **Public Infrastructures:** The layout for park headquarter and conservation complex, along with facilities, food and beverage outlet, security arrangements and facilities for Park staff.

e. **Internal service infrastructures** : The layout of existing roads, proposed roads, sources of electricity (both conventional and alternative), potable water (ground water) and sewerage treatment (oxidation reed beds or septic tanks) in and around the Park Headquarter, lake and wetlands and forest to be provided:

- Additional infrastructure proposed to be developed to realize the full touristic, recreational and conservation potential of the proposed safari park.
- General habitat and wildlife management issues to include:
  - Introduction of vegetation and water bodies that will increase the park's flora and fauna.
  - A strategic plan for the regeneration of plants and trees to be prepared
  - A range of animal species to be reviewed for re-introduction
  - Management plan of migratory birds
  - To assess the area for selection of appropriate sites in and around Salt Range for development of National Safari Park.
  - Develop GIS based maps indicating proposed interventions in recreational, touristic and conservation zones in the park.
  - To evaluate the natural resources and important landmarks in the area and propose their optimum utilization/ improvement in terms of providing Eco-Tourism opportunities to general public
  - To identify and locate different interventions, but not limited to, such as wildlife viewing points, bird watching, safari, eco-friendly boarding and camping facilities, boating, water sports & angling, shuttle services connecting various sites, food courts, safari restaurants, cafes, tracking and other related activities suited to the park.
  - Propose development of various facilities and interventions along with their costing in PPP and Joint Venture modes.
  - Propose management set up along with different options.
  - To develop a workable master plan based on detailed feasibility study

### **Planning, Designing and PC-I Document**

To develop a workable Master Plan and project document that shall include the following:

- The layout & design / plans of proposed animal facilities highlighting their proper habitats, barriers types, enclosure, den placement in a natural settings and a list of the animal species to be displayed

- The layout & design / plans of public infrastructures such as park, entrance plaza, toilets, educational facilities, food and beverage (F & B) retail outlets, safari tram systems and other utilities etc.
- The layout & design / plans of reticulation of service roads and footpaths, security systems, electrical and fiber-optic system, potable and recycled water, drainage, waste water and sewerage lines, also the sources of electrical power (both conventional and alternate to be considered) potable water (ground water) and sewerage treatment (oxidation, reed beds or septic tanks).
- The detailed Feasibility Study shall include the following: -
  - Topographic survey, contour mapping and preliminary soil investigation
  - Environmental impact assessment
  - Economic & financial impact and evaluation / analysis, cost benefit ratio and internal rate of return
  - Identify legal, institutional and regulatory framework
  - Assumptions and risks
  - Land use plan, study various international models, best practices and proposed practical viable option
  - Total area of the safari park
  - Area to be developed
  - Location of infrastructures
  - Location of bus stop, taxi stands and public parking
  - Location of animal medical care center and other management buildings
  - Location of public toilets
  - Sites for security posts, view decks and visitors shelters
  - Location of firefighting and disaster management systems
  - Identification and development of interventions / initiatives
  - Identification of transport facilities for visitors, adjoining communities and stakeholders
  - Location of public call offices (public phones)

- Preparation of PC-I document along with cost estimates & design of interventions based on the approved feasibility study and master plan
- Any other activity required for successful completion / commission of project

### **Strategic Business Planning**

To develop the following in a strategic capacity in order to develop a realistic Business plan:

- The recommended corporate structure and organizational structure of safari park reviewing possible ways to be autonomous from government
- The recommendations to establish an independent Management Board under overall control of the Wildlife & parks Department
- Exploration of possible models for out sourcing the operation of the safari park through Public Private Partnership or through a company mode
- Strategic recommendations for marketing communications of the project
- The strategic recommendation for HR management required to maintain the project in professional management mode
- To develop a realistic model for the size of the visitor market segments and their respective spending power which will translate into admission pricing and discounting types and price ranges of F&B and retail
- Estimate source of revenue: admission charges, F & B, rides, photography, retail, donations, government subsidies etc.
- Estimate the capital as well as operating costs of the project
- Develop a 10 year profit and loss projection for the project

**The client will have the right to increase or decrease the scope of work.**

### **Technical aspects of the study**

Detailed feasibility study and concept planning of the National Safari Park will be undertaken considering:

- a) Total area identifying the extent of the safari activities
- b) Area already developed, its layout and retention proposed
- c) Assess the existing touristic potential in the salt range
- d) Area to be developed with new facilities as indicated above
- e) Provision of new facilities and zonation to develop in accordance with international standard (site and sites boundaries)
- f) Landscaping & habitat development
- g) Current condition of wildlife and propose improvements.
- h) The existing vegetation and suggest improvement measures.
- i) The historical habitat types and to propose measure for revival.
- j) Zoning conservation

### **Surveys / Studies**

The surveys / studies have to be carried out by the Consultants in a wide variety of field to harmonize developmental activities with natural scenic beauty.

- a) Integration of cultural, religious and eco-tourism into the park.
- b) Physical survey to ascertain the feasibility for the proposed interventions mentioned above, like:
  - Areas to be developed as eco-friendly tourist resorts and recreational attraction.
  - Zonation of exhibits and nature of visitors.
  - Conservation complex / core zone and buffer zone.
  - Land use and landscaping of proposed area
  - Infrastructures
- c) Identification of existing approach routes including Motorway (M2) & internal roads and proposal for new / alternate routes / roads.
- d) Identification of traveling links and transport facilities particularly through Motorway (M2).
- e) Identify locations for firefighting and disaster management system.
- f) Any other activity required for successful completion / commission of project.
- g) Reintroduction of indigenous local and recently extinct wildlife species

- h) Development of thematic areas within the proposed safari park and eco-friendly interventions to realize full tourist potential of salt range

**Identification of existing land use practices**

Land use practices at National Safari Park will be kept preserved harmoniously in such a way that development of new facilities and zonation do not interfere with natural landscape and other activities.

**Detail of deliverables, timelines and proposed payment schedule for the study**

Stage	Scope of services	Timeline	Payment Schedule
i.	Signing of agreement and submission of work plan	05 days	10%
ii.	Submission and approval of draft detailed feasibility study & conceptual plan in accordance with the TORs	40 days	15%
iii.	Submission and approval of final detailed feasibility study & conceptual plan in accordance with the observations/ recommendations on draft feasibility study	15 days	10%
iv.	Submission and approval of draft strategic business plan	30 days	10%
v.	Submission and approval of final strategic business plan on the basis of observations/ recommendations on draft business plan.	15 days	10%
vi.	Submission and approval of draft project proposal based on the agreed feasibility report and business plan	30 days	15%
vii.	Submission of final project document along with master plan, costing and designs of infrastructures based on the observations / recommendations on draft proposal and presentations to the competent authority for final approval	45 days	30%

**TIMELINES**

- Six months from signing of the agreement.

**PAYMENT**

Wildlife & Parks Department will pay the consultants on agreed rate following the submission of requisite documents / reports and completion of deliverables. The rate will be agreed upon with the consultants prior to signing of the contract.

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## EVALUATION CRITERIA

The proposals received from the bidder will be evaluated on bases of the following evaluation criteria:

		<b>Max Score</b>	<b>Component Score (to be filled in)</b>
1	Education & Qualification	20	
2	Relevant background	65	
3	Interview / presentation	15	

### Education and Academic Qualifications

Academic Qualification	80%
Relevant Professional Certification	20%

### **Academic Qualifications**

	Grade (G)
Bachelors Degree of equivalent	80%
Masters Degree of equivalent	90%
Post-graduate/Doctorate Degree of equivalent	100%

Sub-component score = G of 80%

### **Relevant Professional Certification**

If the individual has a professional certification by a recognized body that is relevant to his/her role in the assignment, full score will be given.

### **Relevant Background**

1	Number of Assignments in Past 10 years	25%
2	Value of Similar Assignments in past 10 years	15%
3	Role in similar assignments	30%
4	Time spent in similar assignments in past 5 years	30%

### Number of Similar Assignments

The number of similar projects (N) listed on the individual's CV for the past 5 or 10 years (as decided by the Competent Authority) is compared with a base value (TS) decided by the Competent Authority.

$$\text{Sub-component score} = N/TS \times 25\%$$

### Value of Largest Similar Assignment

The value of the largest similar assignment listed on the individual's CV for the past 5 or 10 years (as decided by the Competent Authority) is compared to the present assignment. The grading is then done according to the following table:

Value in Comparison to past assignments	Grade (G)
80%+	100%
50%-80%	65%
<50%	30%

$$\text{Sub-component score} = G \text{ of } 15\%$$

### Role in Similar Assignments

The role of the individual in previous similar assignments listed on his/her CV is compared to the proposed role in the present assignment. The grading is then done according to the following table:

Grade (G)		Role in Similar Projects	
		2 or More	1
Comparison of role	Exactly Similar	100	65%
	Support Role to Similar	65	42.25%
	Slightly Similar	30	19.5%

### Time Spent in Similar Assignments

Time spent by the individual on similar projects in man-months (N) will be compared with the total number of possible man-months in the past 5 years, i.e. 60 months.

$$\text{Sub-component score} = N/60 \times 30\%$$

**Interview and/or Presentation**

The Evaluation Committee/Competent Authority will interview the individual or take a presentation on the consultancy assignment. In case of presentation, the individual should be asked to present aspects such as approach, methodology, understanding of problem, risks, deliverables etc. The individual should be marked on the quality of content, presentation style and knowledge of topic.