



Government of the People's Republic of Bangladesh
Office of the Project Director
Sustainable Forests & Livelihoods (SUFAL) Project
Bangladesh Forest Department
Ban Bhaban, Agargaon, Dhaka-1207, Bangladesh
www.bforest.gov.bd



MEMO NO. FD/SUFAL/Procurement/SD-40/2019-20/188/1221 DATE: October 12, 2020

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)**

Country: Bangladesh

Name of the Project: Sustainable Forests & Livelihoods (SUFAL) Project

Credit No: 6325-BD

Assignment Title: Elephant Conservation & Human Elephant Conflict Resolution

Reference No. Package no: SUFAL/SD-40

The Government of the People's Republic of Bangladesh has received financing from the World Bank towards the cost of the **Sustainable Forests & Livelihoods (SUFAL) Project** and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include Elephant Conservation & Human Elephant Conflict Resolution.

The detailed Terms of Reference (TOR) for the assignment and soft copy of Prescribed Format for Submission of Expression of Interest can be found at the following website: www.bforest.gov.bd or can be obtained at the address given below.

The Bangladesh Forest Department (BFD) now invites eligible firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information on prescribed Format issued with this REOI demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- General Experience of the Firm (core business and years in business)
- Specific Experience in similar assignment;
- Experience of working under donor funded projects will be added advantage;
- Firm's relevant organizational capabilities (Managerial, Financial and Logistics) for the assignment.

Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 (Revised November 2017) ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected. It is preferable to limit the maximum number of joint venture partners in 03 (three) including the Lead partner.

Although the lead firm in the joint venture will provide the core expertise, each partner of the JV has to be reasonably qualified to take over the responsibilities and role of any of the partners that may fail to perform or withdraws.

A Consultant will be selected in accordance with the Consultant's Qualification Based Selection (CQS) method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 9:00 to 5:00 hours (BST).

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **October 28, 2020** up to 3.00 PM (BST)


12.10.2020

(Md. Rakibul Hasan Mukul)

Project Director

Sustainable Forests and Livelihoods (SUFAL) Project

Bangladesh Forest Department (BFD)

Ban Bhaban, Agargaon, Sher-e-Bangla Nagar

Dhaka-1207, Bangladesh

E-mail: rakib.mukul@outlook.com


12.10.2020

Prescribed Format for Submission of Expression of Interest (EOI)

(In case of Joint Venture, this Form to be completed by each JV partner)

Package No.	:	SD-40
Title of Service	:	Selection of firm for Elephant Conservation & Human Elephant Conflict Resolution

1. Letter of Submission [Addressing Project Director, SUFAL Project, BFD]

2. Firm's legal title:

3. Firm's registered address:

4. Firm's year of registration (years in business):

(Year of Establishment/Years in business), as per Trade License/Registration Certificate, etc.)

(Necessary Attachments: Company/Firm's Registration Certificate, etc.)

5. Firm/Company Background (General Information including Core Business)

(Necessary Attachments: Brochure etc.)

6. General Experience of the Firm successfully completed in last ten years

(List only those assignments for which the Firm was legally contracted by the Client/Procuring Entity as a firm or was one of the joint venture members.)

Name of the Assignment	Brief Description of the Assignment (main deliverables/ Outputs)	Role in the Assignment (Single Entity/ Lead partner in a JV/JV partner)	Name and address of the client. Contact information for references.	Service Duration (Start & End Dates)	Value of Service			Man-Month Input	
					Total Value	No. of Partners (if Any)	Value of Service Provided by the Firm	Firm's Input	Partners' Input

(Necessary Attachments: Details Description of nature assignment done by the firm Separately)

7. Specific Experience of the Firm in Similar Assignments successfully completed in last ten years

(List only those assignments for which the Firm was legally contracted by the Client/Procuring Entity as a firm or was one of the joint venture members.)

Total No. of Similar Nature Assignment done by the Firm

Name of the Assignment	Brief Description of the Assignment (main deliverables/ Outputs)	Role in the Assignment (Single Entity/ Lead partner in a JV/JV partner)	Name and address of the client. Contact information for references.	Service Duration (Start & End Dates)	Value of Service			Man-Month Input	
					Total Value	No. of Partners (if Any)	Value of Service Provided by the Firm	Firm's Input	Partners' Input

(Necessary Attachments: Details Description of similar nature assignment done by the firm Separately)

8. List of Professional/Managerial staff of the Firm :

SN	Name of Professionals	Position held in the Firm	Educational Qualification	Total Years of Experience	No. of Years as Firm's Employee

9. Financial Capacity of the Firm (Turnover of last 3 years)

a) 2019-20 (Up to Present)	:	
b) 2018-19	:	

c) 2017-18	:	
(Necessary Attachments: Payment Received Certificates/Audit Report)		
10. Capacity and logistics of the Firm		
a) Office Space (Area, Floor No. etc.)		
b) No. of Support Staffs		
c) Description of Important Office Equipment		

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**Terms of Reference (ToR)
Package SD# 40**

**Elephant Conservation &
Human Elephant Conflict Resolution**

Terms of Reference (ToR)
for
Elephant Conservation & Human Elephant Conflict Resolution
(Package SD# 40)

1. Introduction

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan of US\$175.00 million and GoB contribution of US\$3.90 million for a period of 5 years (01 July 2018 to 30 June 2023) to implement Sustainable Forests & Livelihoods (SUFAL) Project. The overall objective of the project is to improve collaborative forest management and increase access to alternative income generation activities for forest dependent communities in targeted sites. This will be achieved by: (i) improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration and, (ii) reducing direct dependence and exploitation of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for trees outside forests. Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increased employment opportunities for some of the poorest and most vulnerable communities, including women and small ethnic communities. Project will implement a number of activities which are grouped under following four components:

- **Component-1:** Strengthening Institutions, Information Systems and Training
- **Component-2:** Strengthening Collaborative Forests and Protected Areas Management
- **Component-3:** Increasing Access to Alternative Income Generating Activities (AIGAs). Forest Extension Service & Trees Outside Forests (ToF)
- **Component-4:** Project Management, Monitoring, and Reporting

This project is designed to contribute in improving organizational effectiveness by adopting improved policy and regulatory framework including infrastructural development, management information system up gradation, capacity building of BFD officials and investing in degraded and denuded forest restoration and building green belt along the cost. This project will finance tree cover improvement in the ToF areas technology transfer, training, research and innovation support and engage forest dependent communities in collaborative forest management practices. By and large the project will enhance wildlife and PA management practices and thereby improve forest conservation and wildlife protection in the country.

2. Background Information & Context of the Assignment

Elephants have been revered for centuries in Asia, playing an important role in maintaining the ecosystem they inhabit and also in the continent's culture and religion. Despite being a keystone species, Asian elephants are increasingly threatened to extinction primarily due to fragmentation of its habitat and continuous conflict with human in all of its range countries. Bangladesh is one of the 13 Asian Elephant range countries and holding the responsibility to contribute to the global effort for conserving this majestic

animal. At the moment, the Asian elephant's population in Bangladesh ranges from 210-330 and being continuously categorized as Critically Endangered by IUCN.

Elephants are in jeopardy in Bangladesh due to negative impact deriving from food scarcity, habitat loss and degradation, and direct killing. Moreover, Bangladesh suffers from severe levels of human-elephant conflict, molded in human killing, crop raiding, resource damage, and ultimately the retribution killings of elephants by affected local communities. Encroachment of elephant routes and corridors through agricultural expansion, and establishment of settlements also directly bring elephants in direct conflict with human, and intimidates the survival of the wild elephant population in nature.

Conservation of elephants requires multifaceted initiatives and partnerships at all levels. In order to build an effective and thriving elephant conservation attempt, there are set of challenges that need to be combated in terms of improving the research and knowledge management, strengthening the relevant policies and institutions, enhancing the protection and fortifying the relevant law enforcements, building awareness through communication and education programs, and developing collaboration between all parties involved.

Over the last couple of decades, the Government of Bangladesh has undertaken few initiatives to conserve the wild elephants in Bangladesh. These initiatives, in most cases were discrete and taken on an impermanent basis. The Bangladesh Elephant Conservation Action Plan (BECAP) is the very first document of its kind and spots the investiture of an organized approach in ensuring long term conservation of elephants. It is a Government owned strategy document that provides a vision, goals, and objectives to steer integrated and focused elephant conservation programs. This Action Plan would act as management prescription for the conservation of Asian elephants in Bangladesh for next ten years.

Based on the extent of practicability and relevance, BECAP addressed the elephant conservation threats and challenges by separating them into six problem pillars: (1) Human-Elephant Conflicts and Elephants Poaching, (2) Habitat Loss and Food Scarcity, (3) Protection and Regulation, (4) Research and Knowledge Management, (5) Capacity Development and Institutional Strengthening, and (6) Education, Awareness and Collaboration. Forty high priorities, 43 medium priorities and 35 low priority actions are recommended in this Action Plan to secure the remaining elephant populations of Bangladesh. Success of this Action Plan would depend greatly on the timely implementation.

Considering the above, Bangladesh Forest Department is planning to take initiatives (prescribed in the Action plan) to conserve this mega species and also to minimize the human-elephant conflict under SUFAL project.

3. Objectives of the Assignment

The main objective of the assignment is to take proper management interventions for the conservation of Asian Elephants in Bangladesh that will contribute to the implementation of Bangladesh Elephant Conservation Action Plan (BECAP), 2018-2027. Proper steps need to be followed to address the prime challenges and threats as mentioned in the BECAP. The specific objective of this assignment will contribute to fulfill the main objective of the BECAP that are mentioned below:

- a) To reduce human-elephant conflict (HEC) incidences and its consequences;
- b) To develop a strategic plan for sustainable management of the HEC;
- c) To develop a training manual to increase capacity and efficacy of the frontline staff and ERTs to reduce HEC consequences;
- d) To develop awareness and outreach materials for elephant conservation and HEC mitigation;

4. Scope of the Services

The selected firm or organization needs to follow the actions suggested under BECAP when designing and submitting their proposal. Following issues, but not limited to, needs to be bear in mind for selecting activities of elephant conservation and HEC mitigation. The activities will be implemented preferably in the elephant habiting areas e.g. Chattogram district, Cox's Bazar district, Mymensingh district, Sherpur and Sylhet district. The required scope of services is as follows:

- a) Collect historical and present data on Human-Elephant Conflict (HEC) from primary and secondary sources in consultation with concerned Divisional Forest Officer (DFO).
 - i. The collected data should cover both spatial and temporal information; based on the temporal and spatial data, prepare a GIS map of HEC;
 - ii. After getting observation/s from the BFD (PMU), finalization of the GIS based HEC map will be done. The raw data and report will have to be submitted electronically to the PMU.
- b) Form **NEW 27 (twenty-seven)** Elephant Response Teams (ERTs) and support their functioning during the contract period as per guidelines and suggestions of the concerned DFOs; The farm will ensure the presence of beat officer/range officer during the process of team formation.
- c) Reform, reactivate and mobilize the existing **35 (thirty-five)** ERTs and support their functioning during the contract period as per guidelines and suggestions of the concerned DFOs; The farm will ensure the presence of beat officer/range officer during the process of team formation Develop a training module for all ERTs; the training module should also focus on '**Code of Conduct**' and '**Best Practices**' of elephant conservation; The following are the guidelines for module-
 - i. The training module should be designed with approved contents, pictures, info-graphics and illustrations. This should be as simple as possible and the module should be both in Bangla and English.

- ii. A shorter version of module is also to be prepared as “flyers” mainly with pictures, info-graphics and illustrations. This will also focus on DO’s and DONT’s for the elephant conservation.
 - iii. Share the training module and the Flyer with the BFD officials by arranging Webinar workshop and update as per observations that would come from the workshop and then finalize after incorporating the comments and suggestions in the module.
 - iv. The contents, design, illustration and info-graphics should be approved by the PMU before printing for both the cases (training module and flyer).
 - v. Whole document’s contents should be submitted to the PMU in Adobe Illustration format, PDF and MS Word format in the Pen Drive marking the contents on the drive.
 - vi. The farm will prepare a training manual (1500 copies) and flyer (5000 copies) covering all information regarding elephant conservation and HEC mitigation.
- d) Impart in-house and/or out-door training to the ERTs (existing and new) in consultation with the concerned DFOs; In all these trainings, participation of the field staff of the concerned divisions as trainee must be ensured. Distribution of all training materials including manual must be recorded with proper acknowledgement receipts. One set of all training materials is to be submitted to the PMU for future references.
- e) Assess Strength, Limitation, Opportunity and Threat (SLOT) of existing Elephant Response Teams (ERTs) by using SLOT analysis tool in consultation and collaboration with BFD and related stakeholders; share this plan with the BFD officials by arranging workshop and update as per observations that might come from the workshop. The workshop should be held one in Chittagong and another will be held at Mymensingh. All the documents should be sent to the PMU electronically (PDF and MS Word format).
- f) Prepare a Strategic Plan for the sustainability of existing and new ERTs (to be formed) which will also include an appropriate and practicable linkage between the ERTs (existing and new) and community, Collaborative Forest Management Committee (CFMC), Co-Management Executive Committees (CMEC), concerned Forest Divisions for the greater interest of elephant conservation of the country. The plan should outline the full cost of its implementation during the project period and propose options for its sustainable financing;
- g) Develop a simple awareness and outreach guidelines; share the guideline with the BFD officials by arranging workshop and update as per observations that might come from the workshop and finalize; disseminate developed awareness and outreach materials amongst the mass people living in and around the HEC areas to change the attitude, practice and perception towards elephant conservation of the country.
- h) Develop video documentaries: One 3(three) minutes video on HEC management, BFDs approach, legal issues, and few success stories to be launched in the social media and promote. Share the

video with the BFD officials by arranging workshop and update as per observations that might come from the workshop.

5. Transfer of Knowledge (training) wherever applicable

The Firm will propose details regarding knowledge Sharing or/and mass Awareness training/campaign for the proposed activity.

- Necessary trainings (national and international) need to be arranged for the front-line BFD staffs on HEC issues and management.
- Needs to organize capacity building training for the community people on emergency HEC management.

6. List of Deliverables and Periods of Performances (table-1)

Table 1

Document/Reports/ Deliverable	To be reported to	Delivery Schedule
Deliverable 1: Inception Report (must include Work Plan, Assessment of the project objectives, Problems encountered, Organogram of the project team and the project management structure, etc) submission.	Project Director	Within the 1 st month of the contract period.
Deliverable 2: GIS based map on HEC and submission (raw data and soft copies of the reports)	Project Director	Within 3 rd month of contract period
Deliverable 3: Training manual and Flyer : hard & soft copy	Project Director	Within 4 th month of contract period
Deliverable 4: -New ERTs Formation progress report submission and report on reactivation, reformation and mobilization of the existing ERTs -Report on Capacity Assessment and SLOT analysis report of the ERTs (existing and newly formed) and submission.	Project Director	Within 5 th month of contract period
Deliverable 5: Detailed report on imparted training to existing and newly formed ERTs and submission.	Project Director	Within 7 th month of contract period
Deliverable 6: Strategic Plan for the sustainability of all ERTs and submission.	Project Director	Within 8 th month of contract period
Deliverable 7: Awareness and outreach activity	Project Director	Within 12 th month of

Document/Reports/ Deliverable	To be reported to	Delivery Schedule
implementation report		contract period
Deliverable 8: Submission of the 3-minute video documentary on elephant, it's status, and conservation and submission.	Project Director	Within 12 th month of contract period

7. Data Personnel, Facilities and Local Services to be provided by the Client

- The Project Management Unit (PMU) will help collect necessary information for the consulting firm which is available in the BFD, if needed. The Project Authority will provide no logistics, except office space for one designated person by the firm.
- Firm needs to ensure that one of the Pay-roll members of the firm will work full time in the PMU during the project period.

8. Institutional Arrangement

Following arrangement needs to be followed during the implementation of the project-

- a) The consulting firm will deploy Team Leader and appropriate technical experts to work at different areas as mentioned in the ToR. The technical experts will undertake activities (scope of services) mentioned in the ToR in order to achieve the stated objectives.
- b) Regarding the project management the firm will regularly collaborate with the designated personnel of the PMU.
- c) The field work plan and its implementation need to be consulted and endorsed by the concerned DFOs. Any changes in the plan needs to be agreed by the PMU.
- d) The firm will prepare and submit the deliverables as mentioned in the deliverables (table-1) and report without any fail and the report needs to be endorsed by the concerned DFOs. DFO(s) will send the report to the concerned Conservator of Forests (CF). The concerned CF will forward the report to PMU with his/her comments (if there is any).
- e) Before finalization of any report or any deliverable, the awardee firm must organize workshop with the BFD officials to invite inputs/observation from the participants in the workshops (see scope of service). After getting the inputs/suggestions from the workshop the report or deliverable might be finalized and submitted to the PMU.

9. Duration of the Assignment

The duration of this assignment is one year.

10. Key Professionals

Interested consulting firm must be able to make available the key professionals who will be engaged in the assignment as mentioned below Table 2:

Table 2
Experience and Qualification of the Key and Non- Key Professionals of the Consulting Firm

Sl. No.	Description	Qualification	Experience
Key Professionals			
1.	Team leader (1 position)	M.Sc. in Natural Resource management/Wildlife/Forestry Environmental Science.	Minimum 10 years of experience in leading complex programs/projects nationally and internationally.
2.	Wildlife Biologist (1 position)	M.Sc./B.Sc. in Zoology, Experience in the field of elephant conservation will be preferred.	3-5 years of working experience on wildlife with especial focus on elephant and HEC
Non-Key Professionals			
1.	Community Organizers (11 positions)	B.Sc./HSC	2-3 years experiences in community organization

The consultant has to give the clear picture about the organization's working experience with staff of the firm to access the organizational capability.

(This is not part of ToR but will be reflected in the RFP).

Payment Schedule

The payment schedule will be as follows:

- Ten (10) percent** of the contracted amount will be paid by the client upon submission and acceptance of deliverable 1 of TOR i.e. Inception Report (which will include core information on Work Plan, Assessment of the project objectives, Problems encountered, Organogram of the project team and the project management structure, etc.) that need to be submitted within 1 month from the commencement date of contract.
- Fifty (50) percent** of the contracted amount will be paid by the client upon submission and acceptance of deliverable 2, 3 and 4 of TOR i.e. Deliverable 2: GIS based map on HEC 3: Training module and Flyer hard & soft copy, Deliverable 4: -New ERTs Formation progress report submission and report on reactivation, reformation and mobilization of the existing ERTs -Report on Capacity Assessment and SLOT analysis report of the ERTs (existing and newly formed) and submission to be submitted within 5 months from the commencement date of contract.
- Thirty (20) percent** of the contracted amount will be paid by the client upon submission and acceptance of deliverable 5 and 6, of TOR i.e. Deliverable 5: Detailed report on imparted training to

existing and newly formed ERTs and Deliverable 6: Strategic Plan for the sustainability of all ERTs, that need to be submitted within 8 months from the commencement date of contract.

- **Ten (20) percent** of the contracted amount will be paid by the client upon submission and acceptance of and Deliverable 7 and 8 of ToR i.e. Deliverable 7: Awareness and outreach activity implementation report and Deliverable 8: Submission of the 3-minute video documentary on elephant, its status, and conservation and submission that need to be submitted within 12 months from the commencement date of contract.

