



# Goa State Biodiversity Board

(An Autonomous Statutory Body, Government of Goa)

No: 7/17/2017-18/GSBB/BMC/024/888

Date: 27/03/2018

## EXPRESSION OF INTEREST (EoI)

Goa State Biodiversity Board (GSBB) is a statutory and autonomous body of Govt. of Goa. Functions of GSBB include advising the State Government, subject to any guidelines issued by the Central Government, on matters relating to the conservation of biodiversity, sustainable use of its components and equitable sharing of the benefits arising out of the utilization of biological resources. Regulate commercial utilization or bio-survey and bio-utilization of any biological resource in State of Goa. Perform such other functions as may be necessary to carry out the provisions of the Biological Diversity Act, 2002 and Biological Diversity Rules, 2004 or as may be prescribed by the State Government and Biological Diversity Rules, 2004.

GSBB invites Expression of Interest in sealed envelope from Scientific Institutions, Universities, Registered & Reputed Non- Government Organisations (NGOs), Community based organisations / Groups having knowledge and experience in the field of Bio-resources, biodiversity and related areas for constitution of Technical Support Groups (TSGs) to support Biodiversity Management Committees (BMCs) at the field level for **preparation of People's Biodiversity Registers (PBRs), in the State of Goa (includes collection of reliable secondary data).**

Activity will be duly facilitated by BMCs with the financial support of Goa State Biodiversity Board (GSBB) in selected BMC areas at Gram Panchayat level in both the districts. Based on the successful and satisfactory work completion, GSBB may increase the number of BMCs for each TSG subjected to availability of resources, performance evaluation index of TSGs and situation prevailing after completion of assigned work.

EOI shall be submitted in the prescribed format given below and additional testimonials / information may be furnished in sealed envelope marked as “EOI for constitution of Technical Support Group (TSG) for preparation of People's Biodiversity Registers (PBRs), in the State of Goa (includes collection of reliable secondary data)”

**Selection process** – First stage evaluation of TSGs will be based on submitted information in prescribed format and verification of testimonials by GSBB.

Second stage evaluation will be carried out by Technical Committee (TC) set up by GSBB for the selection of TSGs after receipt of this EOI on the basis of presentations by TSGs.

Third stage will be cleared after successfully attending PBR training and clearance of evaluation test conducted after training.

Organisations should be willing to start the work immediately after successful selection.

Decision of GSBB and its TC for this purpose is final and binding. GSBB reserves the right to recall for EOI with modified scope if the received applications are not found to be satisfactory.

The completed application should be submitted to the Member Secretary, Goa State Biodiversity Board, C/o Department of Science, Technology & Environment, Opp. Saligao Seminary, Saligao, Bardez, Goa- 403511 in person or by registered post, so as to reach the office by not later than 5.45 pm on or before 16/04/2018.

**-Sd/-**

**Member Secretary  
Goa State Biodiversity Board (GSBB)**

## **Terms and Conditions for constitution of Technical Support Groups.**

The TSGs shall comprise experts in the field of Biodiversity/ Agriculture/ Botany/ Fisheries/ Forestry/ Wildlife/ Entomology/ Zoology/ Sociology and related areas of expertise who have to take up the preparation of the People's Biodiversity Register (PBR) in Gram Panchayat duly conducting detailed survey of for preparation of People's Biodiversity Registers (PBRs) in the State of Goa (includes collection of reliable secondary data)" as per the formats, methodology and suggestions prescribed by the Goa State Biodiversity Board from time to time.

### **Terms and Conditions:**

1. The selected agency/ organization/ institution shall submit the profile/ testimonial of at least 3-5 members (or sufficient number of experts representing above mentioned fields) their credential relevant fields as mentioned above for the purpose of preparing the People's Biodiversity Register (PBR) and cause its preparation and documentation. If needed agency may be required to engage more number of experts to complete the work within time limit.
2. Each TSG shall consist of 3-5 experts (or sufficient number of experts representing above mentioned fields) pertaining to different subjects. After the completion of the selection process, the agency shall report for approval to the designated officer appointed by GSBB under Member Secretary.
3. On selection and appointment of the TSGs by the Board, the selected agency should perform within time frame and has to enter into an agreement with the Board and BMCs assigned for the job as described in EOI. There will be periodic performance evaluation of the appointed TSGs as decided by GSBB from time to time.
4. The agreement or MOU shall include properly devised criteria for performance evaluation of TSGs and also provisions to abruptly terminate appointment of TSGs if serious violations are found such as breach of confidentiality, trust, disobedience to GSBB authorities, violation of scope of allotted work, unauthorized disclosure of information and any such action which is found to defeat the holistic cause of the subject of this EOI.

5. Separate amounts are assigned and mentioned in Sr. No 8 of this document for preparation of PBRs in the State of Goa (includes collection of reliable secondary data)”
6. Each group will be allocated more than one panchayat (which will be assigned by the board after mutual discussion with the BMC) for taking up the preparation of one People's Biodiversity Registers (PBR) in each panchayat.
7. All the PBRs allocated to the agency shall be completed within a period of 6 months from the date of agreement (interim report which covers maximum representative biodiversity of village and satisfactory compliance to validation committee findings). Extension of time may be given for submission of the final PBRs only in special case with approval of GSBB but by and large there shall be no extension. Details regarding PBR is given in Sr. no 9 of this document.
8. Goa State Biodiversity Board will pay an amount of ₹ 1, 00,000/- (Rupees One Lakh Only) to BMCs for PBR but amount which can be paid to the selected TSGs is ₹ 65, 000/- (Rupees Sixty Five Thousand Only) through BMC's for the preparation of People's Biodiversity Register (PBR). If felt necessary by BMCs and GSBB this amount may be increased to maximum Rupees Ninety Thousands Only if entire scope of PBR is implemented by TSG through recommendation of BMCs and approval of GSBB based on outcome of performance evaluation (Out of ₹.1,00,000/- BMC shall pay ₹.10000/- allocated for printing of PBR to GSBB for centralised printing of PBRs).

The amount will be paid to the agency in stage wise manner by the Goa State Biodiversity Board through the respective BMCs as stated below:

- a) Amount payable on completion of the selection of TSG members, fixing of time lines and entering into the agreement: ₹ 10,000/-.
- b) Amount payable on submission of interim report comprising 50% information of People's Biodiversity Register (PBR): ₹ 20,000/-
- c) Amount payable on preparation, documentation and submission the final People's Biodiversity Register (PBR) in full shape: ₹ 25,000/-
- d) Amount payable after successful validation of work by GSBB : ₹ 10,000/-

- e) The selected agency has to pay an amount of ₹ 5,000/- a refundable security deposit per PBR at the time of agreement which will be refunded on completion of the assigned work to the satisfaction of Goa State Biodiversity Board.
- f) The agency / organization selected as TSG has to make all the payments of TA/DA and the related remuneration to the members of the selected TSG members. The amount paid towards the preparation of the PBR is inclusive of all taxes, fees if any payable and **no extra claims will be entertained by the Goa State Biodiversity Board.**

9. Stipulated time for completing each PBR.

- a) Constitution of TSG, fixing of time line and entering into the agreement: 2 days from the date of selection of the agency by the Goa State Biodiversity Board.
- b) Furnishing the interim report I comprising baseline information and work plan of People's Biodiversity Register (PBR): not exceeding 15 days from the date of agreement.
- c) Furnishing the interim report II comprising 50% of information of People's Biodiversity Register (PBR): not exceeding 45 days from the date of agreement.
- d) Completion of preparation of People's Biodiversity Register (PBR) its submission of pre- final PBR and getting it printed as per the specifications and satisfaction of the Goa State Biodiversity Board: not exceeding 90 days from the date of agreement. (The timeframe will be specific to each BMC area and above mentioned timelines are indicative). The submitted pre-final PBR shall be reviewed by validation committee notified by GSBB in stages and the gaps found during validation shall be completed to the satisfaction of validation committee by the TSG in Stage-I PBR will be then validated. As PBR is a continuous process, it is not practically possible to complete 100% work within stipulated time frame, however it is necessary to ensure dedicated and continuous progress hence case to case basis timeframe shall be assigned.
- e) In case the agency is preparing more than one number of PBR, the agency will be given additional time period for submission of the PBRs but all the PBRs entrusted to the agency shall be completed within a specified time from the date of agreement.

f) The agency who is allotted more than one PBR, shall take up the preparation of 2<sup>nd</sup> and 3<sup>rd</sup> PBRs only after submission of 1<sup>st</sup> PBR in full shape. The preparation of 4<sup>th</sup> and 5<sup>th</sup> PBRs shall be taken up after submission of the 2<sup>nd</sup> & 3<sup>rd</sup> PBR. Before taking up every PBR the approval of the Goa State Biodiversity Board shall be obtained. The Board reserves the right to reject the approval at any stage without assigning any reasons. In case any PBR prepared by the agency is not to the satisfaction of the Board and conforming the specifications and standards prescribed by the Board (presently as per National Biodiversity Authority (NBA) formats), the same shall be returned to the agency for modifications. Only after the proper documentation and submission of the PBR the final instalment will be released to the agency.

10. Specifications in the preparation of PBR are as follows:

- a) The documentation of the PBR shall consist of all the bio-resources of the panchayat jurisdiction including the adjacent forest areas, govt. lands, lakes, rivers etc. as per NBA guidelines and formats. The photographs of all plants and animals shall be affixed in the PBR and also provide separately.
- b) The traditional knowledge associated with the bio-resources shall also to be recorded in detail with photos, statements, experiences etc.
- c) The members of the Technical Support Group may have to stay in the village and interact with the public in the village for the entire tenure of the field work for proper documentation of the PBR.
- d) The People's Biodiversity Register (PBR) shall be prepared with Bond paper in A4 size and shall be printed in Arial, 12 font size duly bound and the same has to be furnished in the form of a soft copy.
- e) The soft copy of formats in excel sheet of the prepared PBRs shall be submitted to the Goa State Biodiversity Board.

11. A brief methodology, formats and one day mandatory training will be provided to the selected agencies and their Technical Support Group members for understanding the documentation of PBRs.

12. Since the PBR preparation process involves elaborate deliberations (with the villagers, line departments, experts, traditional knowledge holders), survey of bioresources and documentation in the prescribed formats and also compilation of

secondary documents, only the agencies having relevant knowledge / capacity shall participate in the EOI process.

13. The Board reserves all the rights to reject the application of any agency without assigning any reason what so ever, and in such case no applicant shall have any claim arising out of such action.
14. The applications received after the last date (5.45 pm on 30/04/2018) will not be entertained. Also the applications with incorrect information, not supported with relevant documents, unattached testimonials, unfilled columns will be rejected. No correspondence will be entertained with the agencies whose applications are rejected.
15. For any other information and clarification, the office of the Member Secretary, Goa State Biodiversity Board can be contacted during office hours on any working day in person or over phone no. 0832 – 2407032 from Monday to Friday.

**-Sd/-**  
**Member Secretary**  
**Goa State Biodiversity Board (GSBB)**

## APPLICATION FORM

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1. Name of the agency / organization :

2. Registration Number ( Certificate to be enclosed) :

3. Mailing address :  
(With Tel.no. /Mobile no. and E-mail)

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| Affix Passport<br>Size<br>Photograph of<br>the CEO or<br>the<br>competent<br>authority |
|--|

4. Authorized person for making correspondence and his/ her contact details:

5. Work experience of the Institution/ organization:

| Sl. No | Name of the projects completed with brief description | Period of |    | Remarks |
|--------|---|-----------|----|---------|
|        |   | From      | To |         |
|        |   |           |    |         |
|        |   |           |    |         |
|        |   |           |    |         |

7. Please mention core areas of experience:

8. References (Please attach two testimonials in original from the reputed experts in the field of biodiversity):



9. Please attach a write up about the organization in not more than 500 words, with the reasons for considering you for the job to be assigned (this should include relevant experience of work).

10. Certified copy of balance sheet of at least immediate past one year.

11. Any other information:

**Declaration**

I hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or there is any material omission made in the document requested for by the organization, the agreement is liable to be cancelled / terminated at any stage without notice or any compensation in lieu thereof.

(Signature of the competent person / In-Charge person)

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Note: The applicants are requested to supply documentary evidence in support of the statements made in the application form as above.