

KARNATAKA FOREST DEPARTMENT

TERMS OF REFERENCE FOR EVALUATION STUDIES

1. **Title:** The study is titled as 'Evaluation of Forestry Works'

2. **Evaluation scope, purpose and objectives:**

2.1 The study covers forest protection, development, conservation and associated works implemented by the department during the financial years 2009-10, 2010-11, 2011-12 & 2012-13 under the following six schemes operated throughout the state of Karnataka:

- i. State-CAMPA
- ii. 13th Finance funds for Afforestation
- iii. National Afforestation Programme
- iv. National Bamboo Mission
- v. Special Component Plan
- vi. Tribal Sub-Plan

2.2 The Evaluation Study will cover all the works executed under six schemes listed above. Works were carried out by Territorial, Wildlife, Research and other units of the Forests Department. It will focus mainly on efficiency and effectiveness of the schemes, and the ability of the works executed to meet the intended objectives. Each scheme will be evaluated with reference to the specific objectives of that scheme and the extent to which the works carried out will meet the objectives. The study will also examine:

- i. Whether the existing arrangements of accounting and reporting are adequate and transparent.
- ii. Whether the grants under the scheme were utilized for the intended objectives/purposes.
- iii. Whether the quality of works and the final success rates are satisfactory etc.

2.3 Much of the work done is in the nature of plantations. To avoid Consultants crisscrossing the state and facing problems in identifying the work spots etc, the state is divided into four regions. Each region will be offered as one unit for Evaluation Study. Consultants will have to take up evaluation of all works under the six schemes listed above within the given region. Each Consultant may bid up to two regions(2 units) in the state and can be awarded two regions(2 units) subject to their meeting of the criterion for the award.

3. **Evaluation methodology:**

3.1 The Additional Principal Chief Conservator of Forests concerned with the

scheme at the State Head Quarters will provide all the works details. The Consultant is expected to visit 10 % of the work spots randomly and evaluate the quality of the Works/Assets with reference to the sanctioned estimate, utility, functionality, usage, usefulness and appropriateness etc. Works once selected for sampling should not be changed. Sampling should be done under prior intimation to the local staff. Location of each sample work should be geo-referenced using latitude and longitude. The Consultant should ensure that while selecting the works for sample check, at least one *work* in each Range of the Division is selected.

3.2 If the particular work chosen is a plantation, a more elaborate procedure is to be followed for sampling purpose. The Consultant should collect the details on the diverse species used in planting, survival percentage of the planted seedlings, their vigor, level of protection available, prospects of becoming a fully stocked plantation etc. The sampling intensity for plantations shall be 2% irrespective of the extent of plantation. This works out to have a sample plot for every 5 hectares of plantation, but in case where the extent of plantation is less than 5 hectares, one sample plot shall be laid compulsorily. The size of each sample plot shall be 1000 square meters (0.1 hectares), having a measurement of 31.62 meters X 31.62 meters, laid at random intervals with a random start, in the plantation selected for evaluation. The boundaries of plantation selected for evaluation shall be geo referenced and a plantation sketch prepared. Grids of 5 hectares or 0.1 hectares (1,000 square meters) shall be plotted on this sketch and the required number of sample plots shall be selected randomly. The sampling intensity shall not be less than 2%. The sampling intensity can be a little more than 2% to round off the decimals that are likely to arise as the plantations are of various sizes. In case the plantation size is 0.1 hectare or less, 100 % sampling shall be done. The evaluation shall include, among other, information on suitability of species planted, survival percentage, growth conditions, health of surviving plants, species wise girth at collar region, average height of the plants, quality of the work, with reference to the sanctioned estimate, carried out, etc. The sample plots laid for assessing the performance of the plantations shall be geo referenced with the help the GPS (Global Positioning System).

3.3 If the item of work relates to building construction, purchase of equipment/ vehicles etc, the Consultant should report on the current state of the specific item, its utilization and the impact on the working of the local staff.

3.4 If the work relates to maintenance of natural forest, Soil and Moisture Conservation work, activities of Village Forest Committee, extending individual or community benefits to the tribal or other local communities, the Consultant should examine relevant expenditure related documents, visit the work spots, examine the overall impact, interact with the local communities and record their satisfaction level.

3.5 Sample data shall be collected in quantitative form generally. Where

appropriate, it may be qualitative or mixed. Documentation of success stories shall be in print as well as audio/video format on CDs.

4. Deliverables and timelines:

- 4.1 Within one month after the award of the contract, the consultant should write a detailed Work Plan, submit it to the Karnataka Evaluation Authority through the Forest Dept and get it approved.
- 4.2 Sample data should be collected within two months after the work plan is approved.
- 4.3 Draft report should be written and submitted within one month after the data collection work is completed. Draft report also should be got approved from the Karnataka Evaluation Authority.
- 4.4 Final report incorporating the suggestions made on the draft report should be submitted within one month from the date of approval of the draft report.
- 4.5 100 copies of the final evaluation report, raw field data, survey format used etc shall be deposited with Karnataka Evaluation Authority for archival purpose.
- 4.6 The Consultant should make an appropriate power point presentation to the officers concerned at the time of submitting work plan, draft report and final evaluation report. The entire work should be completed in 20 weeks. 100 copies of the final report are to be submitted to the Forest Department.

5. Qualification of the Consultants: The Consultant should have at least five years of experience in evaluating Forestry related works. Other details shall be as mentioned in of tender notification and detailed tender Conditions.

6. Method of selecting the Consultant: Suitable Consultants will be selected based on competitive bidding. Please see the bid documents for more details.

7. Schedule of Payment: Contract costs will be released as under:

Sl. No.	Installment	Proportion	Time of release
1	1 st	30%	After signing the agreement against bank guarantee
2	2 nd	30%	After the Work Plan is approved by Karnataka Evaluation Authority.
3	3 rd	20%	After the draft evaluation report is approved by the Evaluation Committee.
4	4 th	20%	After submitting the final evaluation report/ data/ documents/video, format in CDs etc.

8. Findings should be submitted separately for each scheme: The Consultant should report the findings scheme-wise.

9. Ensuring Quality: The evaluation report and its findings must demonstrate highest

professional standards on par with national and international studies. Final format of the report should be as prescribed by Karnataka Evaluation Authority.

10. Providing oversight: Karnataka Evaluation Authority will provide the complete oversight for the study. All technical aspects of the study are subject to their approval.

11. Appointment of Nodal officer: The Chief conservator of forests (Evaluation) will act as a Nodal Officer, who will provide additional information if needed and will make necessary arrangements for coordinating the field work.

Approved



26/9/2013

Chief Evaluation Officer
Karnataka Evaluation Authority
Bangalore-560001
