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**Enhancing Climate Resilience of India's Coastal Communities (ECRICC)**  
State Project Management Unit, RPRC Campus, Nayapalli, Bhubaneswar-751015  
Forest, Environment & Climate Change Department, Govt. of Odisha

Letter No. 301/ECRICC  
File No.125/ECRICC Project/SPMU/2025-26

Date. 24/04/2025

**REQUEST FOR PROPOSAL (RFP)**

**Notice for Engagement of One Expert Organization ( Consultant)**  
**for training of local communities to monitor coastal ecology in the project landscapes of**  
**ECRICC, Odisha at SPMU, ECRICC Project, Bhubaneswar.**

Sealed applications are invited for engagement of One Expert Organization for the State Project Management Unit (SPMU) on short term consultancy basis under the project - titled "Enhancing Climate Resilience of India's Coastal Communities (ECRICC)" in conformity with the terms & conditions of the detailed ToR ( **Annexure-1**) in two sealed covers (Technical & Financial Proposal) from interested organizations fulfilling the terms of eligibility laid down in the Terms of Reference (ToR).

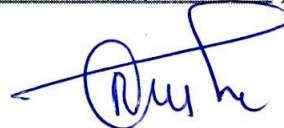
Interested Organizations are advised to refer **ECRICC website: [www.ecricc.org](http://www.ecricc.org)** for further details and downloading the documents ( **Annexure-1,2 &3**). The last date and time of submission of proposal (**Technical Proposal** as per **Annexure-2** & **Financial Proposal** as per **Annexure-3** ) is **21 working days from the date of publication of this notice (till 5.00 PM)**. Interested Organizations are advised to send signed hard copy of the Proposal (Technical & Financial Proposal along with the evidences required as per the ToR) to the following address by speed post /courier by the last date of the application as mentioned below.

**To**

**The Principal Chief Conservator of Forests, (WL) & CWLW, Odisha**  
**& State Project Director, ECRICC Project**  
**State Project Management Unit (SPMU)**  
**RPRC Campus, Nayapali, Bhubaneswar-751015**

**E-mail: [ecriccodisha@gmail.com](mailto:ecriccodisha@gmail.com)**

(For any queries related to this notice, please write to **[ecriccodisha@gmail.com](mailto:ecriccodisha@gmail.com)** )



Principal Chief Conservator of Forests,  
(WL) & CWLW, Odisha  
& State Project Director,  
ECRICC Project, SPMU, Odisha

## **REQUEST FOR PROPOSAL(RFP)**

### **Engagement of Expert Organization for Training of Local Communities to Monitor Coastal Ecology in the project landscapes of ECRICC, Odisha**

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#### ***Enhancing Climate Resilience of India's Coastal Communities (ECRICC)***

State Project Management Unit, RPRC Campus, 1<sup>st</sup> Floor, Administrative Building,  
Nayapali, Bhubaneswar-751015, Forest, Environment & Climate Change Department,  
Govt. of Odisha.

#### **Terms of Reference (ToR- Annexure-1)**

##### **Background:**

"Enhancing Climate Resilience of India's Coastal Communities" (ECRICC) project, initiated in 2019, aims to safeguard vulnerable coastal populations by enhancing ecosystem resilience and diversifying livelihoods. Implemented across 3 coastal states (Adhra Pradesh, Maharashtra and Odisha) of India, the project employs an ecosystem-based adaptation (EbA) approach and is supported by the Green Climate Fund (GCF), Ministry of Environment, Forest and Climate Change of India (MoFECC) the Forest, Environment and Climate Change (FE&CC) Department Government of Odisha, and the United Nations Development Programme (UNDP). In Odisha the project is implemented in 7 landscapes of 4 coastal districts (Balasore, Puri, Kendrapada & Ganjam). Under this project, ECRICC goes beyond climate action—it empowers the heart of coastal communities. Recognising their potential as agents of change, the project equips them with climate-smart skills in sustainable aquaculture and agriculture, enabling them to support their families and lead community resilience efforts. With local communities, government bodies, and international organizations working together, ECRICC in Odisha is taking bold steps to protect its coastal ecosystems and build a sustainable future for all. Through the ECRICC project, restoring mangroves, coastal watersheds, seagrass meadows and salt marshes isn't just conservation, it's a powerful solution for climate resilience, food security, and thriving coastal communities.

##### **Objectives of the assignment:**

1. **Capacity Building:** Equip local communities with knowledge and skills to monitor key indicators of coastal ecology, ensuring alignment with environmental sustainability principles.
2. **Community Participation & Safeguards:** Foster inclusive and equitable participation of all community members, including marginalized groups, in compliance with the Environment and Social Management Framework (ESMF) provisions.
3. **Sustainability & Safeguard Compliance:** Develop community-led monitoring systems that adhere to ESMF guidelines, ensuring no harm to ecological balance or social cohesion.

##### **Scope of Work:**

The selected Organization will undertake the following tasks:

##### **1. Needs Assessment:**

- Conduct baseline assessments of community awareness, skills, and current ecological practices.
- Identify key ecological parameters relevant to project sites.
- Screen potential environmental and social risks associated with training and community monitoring in line with ESMF requirements.



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**2. Training Module Development:** Design bilingual (Odia & English) e-learning module/ training manuals integrating:

- Coastal ecology basics (mangroves, seagrass, saltmarshes, watershed, biodiversity, water quality, etc.)
- Participatory monitoring techniques.
- Principles of environmental safeguards, sustainable resource use, and climate resilience.
- Social safeguards: gender equity, social inclusion, respect for indigenous knowledge, grievance redress mechanisms.

**3. Monitoring Toolkit:**

- Develop cost-effective, environmentally safe, and user-friendly monitoring toolkits.
- Include guidance on responsible data collection, avoiding disturbance to sensitive habitats.

**4. Community-Led Monitoring Plan:** Facilitate development of monitoring plans ensuring:

- Free, prior, and informed consent (FPIC) of community members.
- Consideration of potential environmental and social impacts of monitoring activities.
- Inclusion of grievance redress mechanisms in line with UNDP's ESMF.

**5. Capacity Strengthening of Local Institutions & project staff:**

- Strengthen capacities of panchayats, eco-development committees, VSS members, WSHG Federations and NGOs, project staff, emphasizing compliance with environmental and social safeguards.

**6. Training Implementation:** Conduct community workshops and field-based trainings in adherence to Environment and Social Management Framework (ESMF) standards:

- Ensure gender-sensitive, socially inclusive approaches.
- Avoid exacerbating any community conflicts or resource-based disputes.
- Comply with local health and safety regulations.

**7. Reporting: Provide detailed reports including:**

- Pre- and post-training assessments.
- Documentation of community participation disaggregated by gender, caste, and vulnerable groups.
- Summary of environmental and social risks mitigated.
- Recommendations for safeguard compliance in future community-based activities.

**8. Deliverables:**

- i. Baseline Assessment & ESMF Risk Screening Report
- ii. Training Modules & Manuals (Odia & English)
- iii. Coastal Ecology Monitoring Toolkits for Communities
- iv. Community-Led Coastal Ecology Monitoring Plans (site-specific)
- v. Conducting 1 No. of training program at State level (30 participants-approx.) and 7 Nos of training programs at landscape level for 7 project landscapes ( Total-210 participants -approx. @ 30 participants for each project landscape) in 4 project districts.
- vi. Submission of Training Completion Reports (project landscape-wise), including safeguard compliance records

vii. Final synthesis report including ESMF compliance summary & recommendations

**9. Duration of this Assignment: 6 months from the date of signing the contract.**

**10. Qualifications of the Proposed Expert Organization:**

The Organization must be registered in India under Society Registration Act 1860 /Companies Act 1956 /Trust Act 1882/ Charitable Trust /CSR Foundation established by the corporates etc with appropriate act of the country having **minimum of 5 years registration** under any act as mentioned above. **The applicant organization should not have been blacklisted by any GoI/GoO/ Any other state government organization/agency/department or any reputed international organization in the past before the date of the application.**

**11. Experience of the proposed Expert Organization:**

- The Organization must have **5 years prior experience** on inclusive capacity building programs for coastal communities, Community Resource Persons, development professionals on issues related to climate change, conservation and restoration of coastal ecosystem and its monitoring in India .
- The Organization must have worked with local NGOs / CSOs/ VSS/EDCs. WSHG Federations etc **for at least One Year in Odisha**
- The Organization must have trained and technical pool of resource persons including expert professionals/ resource persons for developing training modules, participatory planning and monitoring tools on coastal ecology and conservation measures.

**12. Demonstrated experience in applying environmental and social safeguards, preferably within UNDP or similar frameworks.**

**13. Language Fluency of the Resource Persons to be deployed by the selected organization must be in Odia.**

**14. The Organization must have prior experience of working with the Govt. of Odisha and/or national government and/ or reputed international organizations.**

**15. The Organization must have demonstrated experience in applying environmental and social safeguards, preferably within UNDP or similar international frameworks.**

**16. Environmental and Social Safeguards Compliance:** Regular consultations with community stakeholders, ECRICC SPMU and DPMUs, and relevant government bodies will be undertaken to ensure safeguard compliance. All activities must be in strict alignment with UNDP's Environmental and Social Management Framework (ESMF), ensuring:

- Do No Harm Principle
- Gender Equality and Social Inclusion
- Free, Prior, and Informed Consent (FPIC)
- Grievance Redress Mechanisms
- Environmental Sustainability and Protection of Critical Habitats

**17. Coordination & Reporting:** The selected Organization will depute a representative to the SPMU, ECRICC, Odisha who will work under the supervision of the State Project Manager, State Project Management Unit (SPMU), Odisha, closely working with the project DPMUs, Facilitating NGOs and relevant government departments. SPMU-ECRICC may organize relevant workshop at state level with technical support of the organization.

**18. Budget:** To be proposed by the interested Organization, including all costs for logistics including travel, food, accommodation, material development, module development, training, professional fees, printing, other stationaries etc. Applicable GST & Other taxes would be deducted during payment of consultancy fee as per prevailing tax law of Odisha & India.



**19. Cost of Training at State & Landscape Level:** ECRICC project would meet additional cost of training of 30 participants at State level and 210 participants at project landscape level in 7 project landscapes of 4 project districts towards cost of venue charges, food, teaching materials, banner, contingency etc. and this budget would be managed by the DPMUs & SPMU-ECRICC, Odisha. The selected Organization is expected to provide technical support as Resource Organization to facilitate these training programs at State & project landscapes level. If needed, ECRICC would organize state level workshop and the selected organization would provide technical support during the workshop.

**20.** All materials and modules developed by the selected Organization shall be the property of ECRICC Project, Odisha and the consultant/organization shall not share it to any individual/organization directly or indirectly without permission of SPMU, ECRICC Project, Odisha.

**21.** All disputes related to this assignment shall be limited to Bhubaneswar, Odisha jurisdiction only.

## **22. Deliverables Timeline**

<b>Deliverables</b>	<b>Timeline (from contract signing)</b>
Baseline Assessment & ESMF Risk Screening Report	Within 1 month
Development & Submission of Monitoring Toolkits for Communities	Within 2 months
Development & Submission of Community-Led Coastal Ecology Monitoring Plans (site-specific)	Within 3 months
Training Modules & Manuals (Odia & English)	With in 4 months
Training Implementation & Completion Reports (site-wise, including safeguard compliance records)	Between 4 to 5 months
Final Synthesis Report including ESMF Compliance Summary & Recommendations	By 6 months

## **23. Payment Terms**

<b>Milestone</b>	<b>Payment Percentage</b>
Contract signing & submission of work plan	20%
Baseline Assessment & ESMF Risk Screening Report submission	30%
Monitoring Toolkits & Community-Led Monitoring Plans Completion of training & submission of training reports	30%
Final Synthesis Report & acceptance by ECRICC SPMU	20%

## **24. Process of Selection of Expert Organization:**

The total marks allotted for selection of One Expert Organization is 100 marks based on the technical score after assessment of Technical Proposal (Profile of the Organization) . Financial proposal would further be considered for evaluation for those Organizations who scored minimum 70% of 100 marks in the technical criteria based on the qualifications and experience of the applicant Organizations as mentioned in the ToR (**Annexure-1**). Top scored shortlisted Organizations would be communicated for further discussion/negotiation on the financial proposal. Award of this assignment would be given to the applicant Organization having highest technical score and negotiated budget is within the budget for this assignment. In case of highest scored Organizations does not want to take up the assignment, next highest scored Organization would be invited for financial negotiation and so on. SPMU , ECRICC , Odisha would constitute a committee for evaluation of shortlisted proposals and

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Recommend for selection of the organization. The Consultant organization would be released contract value/ consultancy fees by SPMU, ECRICC after submission/completion of deliverables as per time lines mentioned above.

**25. Last date for submission of Technical & Financial Proposal:** As mentioned in the RFP Notice.

**26. Signing of Contract:** State Project Management Unit (SPMU), ECRICC Project, Bhubaneswar would sign consultancy contract with the selected organization for a period of 6 months ( Six months only) from the date of award of this contract for delivery of this assignment as mentioned in the ToR.

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## Technical Proposal (Annexure-2)

***Application for selection of Expert Organization for training of local communities to monitor coastal ecology in the project landscapes of ECRICC, Odisha at SPMU, ECRICC Project, Bhubaneswar.***

To

The State Project Director

SPMU, ECRICC, Odisha, Bhubaneswar.

### Profile of the Organization

1. Name of the Organization:
2. Details of Registration of the Organization:   
***(NB: Photocopy of the Registration Certificate to be annexed with this application signed by the competent functionary of the organization)***
3. Whether the registration of the organization is valid as on date of application (Yes/No)
4. Name & Designation of the Chief Functionaries of the Organization:

Sl. No	Name of the Chief Functionaries of the Organization	Designation	Present Address, Contact No and E-mail ID

5. Regd. Address of the Organization and contact details:

Regd. Address	Phone No./ Fax. No	Office E-mail ID

6. Office Address and contact details (Phone, Fax & E-mail) of the Organization in Odisha (if any):

7. Registration Details including PAN/TAN, 12 A, 80 G & GST No of the Organization:

Details of Valid PAN No.	Details of Valid TAN No.	Details of 12 A	Details of 80 G	Details of GST (If any)

***(NB: Certified copies of PAN, TAN, 12 A, 80G, GST registration to be annexed with the application)***

8. If the NGO/Trust/Company / Foundation/ Society was ever blacklisted by any organization including Government (Yes/NO)  and if Yes, reasons thereof.

*(Submission of declaration by the Chief Functionary of the Organization in this regard to be attached during application)*

9. If any criminal Proceedings initiated / pending against the Organization/ Company/Partnership Firm/Trust/ Society , If yes submit the details:

10. Banking Information of the Organization:

Name of the Bank and Branch Address	Type of Account Saving/ Current/ Others	Bank Account Number and IFSC Code.	Signatory of the account and designation.

**NB: Photocopy of the Bank Passbook to be annexed with the application.**

11. **Experience of the Organization** on inclusive capacity building programs for coastal communities, Community Resource Persons, development professionals on issues related to climate change, conservation and restoration of coastal ecosystem and its monitoring in India.

S N	Name of the Project implemented by the Organization.	Total No. of Training Programs conducted	Donor/ Funding Organization of the Project/ Government	Category of Participants	Period of Implementation (Month & Year) (From-To)	Total Budget of the Project and No. of Households covered	Area of project implementation (District , Block, State etc)

12. **Experience of the Organization on working with local NGOs / CSOs/ VSS/EDCs. WSHG Federations etc in for at least One Year in Odisha**

SN	Name of the Project	Duration From ..To ( Month & Year)	Total Nos of the Institutions worked with	Areas of Thematic Support	Areas of Operation /support in Odisha. ( District )

13. **Experience of the Organization having trained and technical pool of resource persons including expert professionals/ resource persons for developing training modules, participatory planning and monitoring tools on coastal ecology and conservation measures.**



Expert Professionals /Resource Persons available with the Organization for developing training modules, participatory planning and monitoring tools on coastal ecology and conservation measures.

Sl. No.	Name of the Professional Staff	Qualification	Area of Expertise	Total Experience on developing training modules, participatory planning & monitoring tools on coastal ecology and conservation measures. ( in Months and Years )	Contact Details

*(NB: Separate sheet may be attached in the application along with their CVs - if required.)*

**14. Experience of the Organization working with the GoO/GoI and/or other International Organizations.**

S N	Name of the Project Implemented by the Organization	Thematic areas and key objectives of the project	Donor/ Funding Organization of the Project/ Government/UN agencies.	Period of Implementation (Month & Year) (From-To)	Total Budget of the Project and No. of Households covered	Area of project implementation

*(NB: Separate sheet shall be annexed during application process).*

**15. Experience of the Organization in applying delivery of Environment & Social Safeguard Framework as per UN or other International Organizations.**

S N	Name of the Project Implemented by the Organization.	Thematic areas and key objectives of the project	Donor/ Funding Organization of the Project/ Government/UN agencies/International organizations	Period of Implementation (Month & Year) (From-To)	Total Budget of the Project and No. of Households covered	Area of project implementation

*(NB: Separate sheet shall be annexed during application process).*

**16. Educational Qualification and Experience of the proposed Staff/Professionals to be deployed by the Organization for this consulting assignment.**

Position	Name of the Proposed Candidate	Educational Qualification	Total Experience	Date of Birth	Sex (Male/ Female)	Contact Details

*(NB: CV and consent letter of the proposed candidates to be annexed during application process)*

**17. Brief Justification note from the organization for suitability to take the proposed consulting assignment under ECRICC project in Odisha (In One Page Only)**

**18. Details of Board / Governing Body Members of the Organization:**

Sl. No	Name of the Board/ Governing Body members of the Organization	Designation	Qualification and Experience	Present Address, Contact Number and E-mail ID

*(NB: Details of Board/ Governing Body Members shall be annexed in the application form.)*

**19. Certified Copy of the Resolution of the Board/ Governing Body of the Organization for authorization to sign in the documents / Digital Signature/Ink Signature on behalf of the organization for submission of application /proposal for this consulting assignment under ECRICC Project.**

Date of Meeting of Board / Governing Body of the Organization	Resolution Number and Date	Name of the functionary /person of the organization and designation with delegation of power and authorization by the board/ governing body to	Contact Details of the Authorized Person	Remarks (If any)



		<i>sign in the documents with DoT/ Digital Signature/ Ink Signature etc.</i>		

- 20. Certified Copy of the updated Byelaw / Memorandum and Articles of Association of the Organization duly signed by the authorized signatory with seal with copies of relevant amendments as on date of application.**

*(NB: Certified Copy of the updated Byelaw/ Memorandum and Articles Association of the Organization with all amendments as on date of application to be annexed with the application.)*

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**ANNEXURE-3**

**FINANCIAL PROPOSAL (AMOUNT IN INR)**

**FOR**

**Selection of Expert Organization for**

**Training of Local Communities to Monitor Coastal Ecology in the project  
landscapes of ECRICC, Odisha**

**TO**

**THE STATE PROJECT DIRECTOR  
SPMU, ECRICC, BHUBANESWAR-751015**

<b>SL. NO</b>	<b>ITEMS OF EXPENDITURE</b>	<b>UNIT COST</b>	<b>UNIT</b>	<b>TOTAL COST</b>
1	CONSULTANCY FEE ( No .OF DAYS)			
2	TRAVEL EXPENSES (No. OF DAYS)			
3	FOOD & ACCOMODATION ( No. OF DAYS)			
4	CONTINGENCY (STATIONARY & OTHER EXPENSES-LUMSUM)			
	<b>SUB-TOTAL</b>			
5	<b>GST CHARGES</b>			
	<b>TOTAL COST</b>			