

Terms of Reference (TOR)

Baseline assessment of floral wealth in the city and development of plan for open green spaces in Rajshahi, Bangladesh under Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II)

Title of proposed project	Baseline assessment of floral wealth in the city and development of plan for open green spaces in Rajshahi, Bangladesh
Sector	Biodiversity
Location of the project	Rajshahi City Corporation (RCC) area
Rationale	<p>Open spaces play a significant role in the development of sustainable cities. Open green spaces contribute to several ecosystem services (provisioning, cultural, regulatory as well as supporting). They can improve the urban climate, abate the urban heat-island effect by their ecological-balancer function and reduce environmental damages. A network of parks and open spaces that include protected natural lands, wetlands, and other green areas is critical to providing healthy habitats for humans, wildlife and plants in densely built cities. Research has also brought forth the significant contribution of open green spaces to the mental well-being of the citizens. Open green spaces thus play a critical role in sustainable urban development and should be included in overall city planning.</p> <p>The plan for the open green spaces thus prepared for the city of Rajshahi will act as the guiding strategy, complemented by specific actions and help the city government to achieve inclusive governance and support effective management of biodiversity and ecosystem services. This initiative will also help to create awareness among the citizens on the floral diversity in the city. The project will help to contribute to Aichi Targets 1, 2 and 17; and SDGs 11, 14 and 15.</p>
Concrete deliverables expected	<ol style="list-style-type: none"> 1. Detailed inventorisation of the angiosperm diversity in a representative area in the city (tree census) 2. GIS based tree map for a representative area in the city

	<p>3. Pictorial handbook of the trees of the city and labelling of the trees (labelling is in the representative area)</p> <p>4. Natural Asset Map</p> <p>5. Open green space plan for the city</p>
Time Period	<p>TOR published – 25 November 2019</p> <p>Last date for applying – 6 December 2019</p> <p>Identification and hiring of consultant – 9 December 2019</p> <p>Detailed inventorisation of the angiosperm diversity – 8 March 2020</p> <p>GIS based tree maps for the city – 4 April 2020</p> <p>Pictorial handbook of the trees of the city and labelling of the trees – 4 May 2020</p> <p>Documentation (primary and secondary) of the biodiversity, ecosystems and services provided by the same in the city – 4 June 2020</p> <p>Development of Natural Asset Map – 4 June 2020</p> <p>Development of open green space plan for Rajshahi – 4 August 2020</p>
Payment schedule	<p>30% on total work value on signing of work order and submission of invoice</p> <p>20% on approval of GIS based tree map</p> <p>20% on approval of pictorial handbook and natural asset map</p> <p>30% on approval of Open Green Spaces Plan for the City</p>
Contact	<p>Md. Jubaer Rashid Manager – ICLEI Bangladesh Operations, ICLEI – Local Governments for Sustainability, South Asia (ICLEI South Asia) House – 27 (Level – 3), Road – 1, Block – A Basundhara R/A, Dhaka – 1229, Bangladesh Phone: +880 1819 866766 E-mail: jubaer.rashid@iclei.org</p>

	<p>Mr. Bhaskar Padigala Deputy Manager, ICLEI South Asia <i>C-3, Lower Ground Floor, Green Park Extension, New Delhi - 110016, India.</i> Tel: +91 – 11 – 4974 7200 Fax: +91 - 11 - 4974 7201 Email: bhaskar.padigala@iclei.org Website: http://southasia.iclei.org/</p>
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Description of the Project

The city of Rajshahi presently does not have a detailed documentation of the floral wealth, and the ecosystems that harbor the same. In absence of these, integration of biodiversity conservation with urban development is not possible. A detailed inventorisation of the floral biodiversity and the ecosystems that provide critical support to the city functioning is needed. In this context, the Natural Asset Map will be very helpful as it will provide a spatio-temporal assessment of the status of natural resources in the city.

The city has ample space available to be able to plan the development of open green spaces. These spaces will provide various ecosystem services- regulatory, provisional, cultural and aesthetic. They will also act as connectivity corridors for the movement of pollinators, birds and lower vertebrates. In a city facing rapid urbanization, such an open green space plan is critical in order to ensure sustainable urban development. This plan will also help the city corporation to choose the correct assemblage of native species and their associates for planting in the open spaces.

The open spaces plan will be developed for the entire city (including areas like Shahid Kamruzzaman Park, river side area of Lalon Shah Park, Shalbagan Park, Slope of river bank of Padma (Kalpana Cinema Hall to Talaimari intersection) and Proposed botanical garden in Molla Para area. The plan will also include a map highlighting the location of open green spaces, a set of strategies for open green space development and an action plan for the same. This plan will help the city to improve the existing open spaces and simultaneously develop the new ones in a scientific manner. The plan will have the overarching vision of what will be achieved in terms of open spaces, including a statement of principles, clearly defined priorities and short, medium and long-term goals, as well as a set of targets to help guide implementation. The action plan will identify priority actions and outline how these will be implemented, by whom, by when, and using what resources. The action plan will elaborate on how the city will develop, maintain and increase the open green space area in the city.

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The pictorial handbook of the trees in the city and labelling of the trees in the representative area in the city will help to generate awareness among the citizens on the need to have and conserve open green spaces in the city.

The study will be broadly based on following aspects which are detailed in the activity plan.

Table 1: Activity Plan

Output	Activity
1. Detailed inventurisation of the angiosperm diversity in the representative area	1.1 Grid the representative area
	1.2 Identification of each tree
	1.3 Counting each tree and marking it on the grid
2. GIS based tree map for the representative area in the city	2.1 Mapping all trees using GPS in the representative area
	2.2 Developing the map for the representative area
3 Pictorial handbook of the trees of the city and labelling of the trees (labelling will be done in the representative area)	3.1 Information from 1.2 and 2.1 will be used
	3.2 Developing of tree labels
	3.3 Placing the labels on each tree in the representative area of the city and developing the pictorial handbook
4. Natural Asset Map	4.1 Mapping the natural assets of the city on GIS platform using software
	4.2 Ground truthing of the same to finalise the map
5. Open Green Spaces Plan for the city	5.1 Identification of ecosystem services provided by existing open green spaces and problems in the same
	5.2 Identification of the potential areas in the city for development of open green spaces
	5.3 Development of Open Green Spaces Plan for the city

Objectives of the project

- To undertake baseline assessment of the angiosperm diversity in the representative area in the city
- To develop a GIS based tree map for the representative area of the city

- To develop pictorial handbook (A5 size) of the trees of the city and labelling the trees (labelling will be done in the representative area in the city)
- To develop a Natural Asset Map for the city
- To develop a plan for open green spaces in the city

Outputs of the project

1. Detailed inventurisation of the angiosperm diversity in the representative area in the city (tree census)
2. GIS based tree maps for the representative area in the city
3. Pictorial handbook of the trees (A3 size) of the city and labelling of the trees (labelling will be in the representative area in the city)
4. Natural Asset Map
5. Open green space plan for the city

Mode of implementation (stakeholders involved and type of involvement)

The various stakeholders and their roles are descried below in brief:

- i. ICLEI South Asia: Coordination with the consultant/ external agency and city government; monitoring of overall activities; offering technical assistance to consultant/ external agency
- ii. Consultant/ External Agency: Carry out all activities listed in Table 1. The consultant/ external agency will be required to submit 100 hard copies of the pictorial handbook, apart from the print ready file.
- iii. Rajshahi City Corporation: Providing support that might be required during field work and data collection

Activity Plan

Output	Activity	Months							
		1	2	3	4	5	6	7	8
1. Detailed inventurisation of the angiosperm diversity in the representative area	1.1 Grid the representative area								
	1.2 Identification of each tree								
	1.3 Counting each tree and marking it on the grid								
2. GIS based tree map for the representative area in the city	2.1 Mapping all trees using GPS in the representative area								
	2.2 Developing the map								
3 Pictorial handbook of the trees of the city and labelling of the trees (labelling will be	3.1 Information from 1.2 and 2.1 will be used								
	3.2 Developing of tree labels								

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	4.2 Ground truthing of the same to finalise the map								
5. Open Green Spaces Plan for the city	5.1 Identification of ecosystem services provided by existing open green spaces and problems in the same								
	5.2 Identification of the potential areas in the city for development of open green spaces								
	5.3 Development of Open Green Spaces Plan for the city								

Deliverables to be submitted by the selected bidder:

The following deliverables need to be submitted by the selected bidder:

1. Report on detailed inventorisatio n of the trees in the representative area in the city
2. GIS based tree map for the representative area in the city (5 hard copies of A0 size and print friendly high resolution file)
3. Pictorial handbook of trees of the city (A5 size) (100 hard copies and print friendly high resolution file)
4. Labelling of the trees in the representative area in the city
5. Natural Asset Map of the city (A0 size) (5 hard copies and print friendly high resolution file)
6. Open Green Spaces Plan for the city (100 hard copies and print friendly high resolution file)

Details of representative area in the city:

The area will comprise of:

Name	Area	
	Name of the Major Island	Width (Approx.)
1. Major Road Islands	• Kamaruzzaman Chottor to CNB Mor	2.82 km
	• Kamaruzzaman Chottor to Talaimari	3.34 km
	• Kamaruzzaman Chottor to Gonokpara	0.88 km

Name	Area	
	Name of the Major Island	Width (Approx.)
	• Goshpara to Laxmipur	0.74 km
	• Fair Service to Court	2.88 km
2. Shahid Kamruzzaman Park	0.1335 km ²	
3. Shalbagan Park	0.00878 km ²	
4. Kolpona to Talaimari Embankment	2.3 km	
5. Police line gate – Divisional Commissioner house – police officers mess	0.862 km	

Annexure I: Bidders Eligibility Criteria and List of Required Documents

(A) Bidder Eligibility Criteria

➤ Technical requirements

Both independent consultants and firms are welcome to apply.

○ Preferred Qualifications of Consultant/Team Lead :

- a) Should be well versed with the subject
- b) Should have led similar work for at least 5 years (copies/web links of earlier similar work needed)
- c) Should be well versed with written and oral communication in Bengali
- d) Prior work on biodiversity in Rajshahi will be an additional advantage

➤ Financial requirements

- a) The bidder (if a firm) should possess a valid national registration certificate.
- b) The bidder should be submitted VAT registration (if a firm) and up-to-date TIN certificate.
- c) The bidder (if an individual) should possess a valid NID card or related documents to proof nationality.

(B) Documents to be submitted by participating bidders

➤ Technical Bid

The Technical bid should provide the following information/ documents

- a) Consultancy/ company profile (both independent consultants and firms are encouraged to apply)
- b) Bidder's experience on assignments of similar nature, the outline should indicate, inter alia, the profiles and names of the staff provided (if in case of a firm), duration of the assignment, contract amount, and firm's involvement.
- c) Detailed Approach and Methodology for undertaking the current Assignment
- d) Project Schedule with activity and duration to accomplish the task within the scheduled project duration along with detailed work plan.
- e) Against the list of proposed staff, details of tasks assigned to each staff as per his / her experience shall influence the evaluation

- f) All relevant CVs shall be provided in full detail. If the CV of a proposed staff is found incorrect, the award of the consultancy to the bidder may also be liable to cancellation in such an event.
- g) Each page of the CV must be signed in original by the authorised representative together with original or electronic signature of the key team member at the proposal stage. However, at the time of contract signing, original signatures of both authorised representative and the Key Personnel shall be required
- h) The consultant shall make the assessment of support personnel both technical and administrative to undertake the assignment. Additional support and administrative staff shall be provided by the consultant, if needed for the timely completion of the Assignment within the total estimated cost. Consultant should provide time estimates of Key Personnel as well as support staff in the staffing schedule. It is stressed that the time period for the assignment indicated in the TOR should be strictly adhered
- i) The Proposals/ bid documents must be duly signed by the authorised representative/ signatory on each page and stamped as detailed below. This shall not contain any alternative items or suggestions, comments or conditions:
 - i. By the partner holding the Power of Attorney in case of a partnership firm / limited liability partnership (A certified copy of the Power of Attorney shall accompany the proposal)
 - ii. By the proprietor in case of a proprietary firm; by a duly authorized person holding the Power of Attorney or by a Board Resolution in case of a Limited Company or a corporation (A certified copy of the Power of Attorney/Board Resolution shall accompany the proposal)
 - iii. By the authorized representative of the Member in Charge in case of Joint Venture / consortium (a certified copy of Board Resolution/Power of Attorney indicating the representative shall accompany the Proposal).
- j) Details of the local firm that will be hired (for some of the work that is stated in the Activity Plan) needs to be provided (along with their credentials of being able to handle similar work)

➤ **Financial Bid:**

The Financial bid should provide the following information/ documents:

- a) A financial proposal needed in terms of total professional cost, with details of time duration and unit rate for each team member.

- b) The Financial bid shall be inclusive of all the costs including taxes associated with the assignment and should also include the expenses of the local agency. It is clarified that, for the purposes of evaluation, the financial bid should be prepared in BDT.
- c) The total amount indicated in the financial bid shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the financial bid, it shall be considered non-responsive and liable to be rejected.
- d) In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes.
- e) A copy of valid TIN, VAT and registration certificates of the firm.

Please note:

- a) The bidder shall acquaint with the work and working conditions at site and locality. No claim shall be entertained on this issue after the bid has been submitted.
- b) All or any accessories/consumables/items required for satisfactory commissioning of the study/work shall be deemed to be included in the contract and shall be provided by the bidder without extra charges

Failure to comply with or provide the above listed items in the Technical Proposal may result in disqualification. The bidder shall produce, original documents for cross verification as and when requested by ICLEI South Asia. Each page of all the documents mentioned above as well as technical and price bid documents shall be duly signed by bidder.

(C) Bid Submission

- The Terms of Reference (ToR) shall be downloaded free of cost from the ICLEI South Asia website
- The bid document shall be submitted by bidders through email to the below mentioned email IDs on or before 6.12.2019:
jubaer.rashid@iclei.org; soumya.chaturvedula@iclei.org; bhaskar.padigala@iclei.org
- The bidder shall also submit 2 sets of hard copies of the bid documents to the address as mentioned below:

Md. Jubaer Rashid

Manager – ICLEI Bangladesh Operations, ICLEI South Asia

House – 27 (Level – 3), Road – 1, Block – A

Basundhara R/A, Dhaka – 1229, Bangladesh

Phone: +880 1819 866766

E-mail: jubaer.rashid@iclei.org

Website: <http://southasia.iclei.org/>

The hard copy of bid document shall reach to the above mentioned address not later than 3 days from the last date of submission of bid document, provided the bid has been submitted through email before the due date of submission

- The Bid shall be submitted in two parts, viz.
 - Envelop I: Technical Bid;
 - Envelop II: Financial Bid; and
 - both the Envelops I & II to be placed and sealed inside Envelope III
- Envelop I: sealed and shall be super scribed as:

Part A: Technical bid for

“Baseline assessment of floral wealth in the city and development of plan for open green spaces in Rajshahi, Bangladesh under Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II) ”

- Envelop II: sealed and shall be super scribed as:

Part B: Financial bid for

“Baseline assessment of floral wealth in the city and development of plan for open green spaces in Rajshahi, Bangladesh under Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II) ”

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- Envelop III: sealed and shall be super scribed as:
 - **“Baseline assessment of floral wealth in the city and development of plan for open green spaces in Rajshahi, Bangladesh under Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II) ”**
- The bid shall be valid for a period of 60 days from the date of submission of bid document
- A bidder shall submit the bid documents that satisfies each and every condition laid down in this notice, failing which, the bid will be liable to be rejected by ICLEI South Asia
- In case the bidder wishes to sub-contract part of his deliverables, the final responsibility of delivery and performance solely lies with the bidder

Annexure II: Contract Terms

1 Specific conditions of contract

1.1 Contractor to study conditions:

- The bidder shall be deemed to have carefully examined the work and site conditions'. In this regard, he/she will be given necessary information to the best of knowledge of ICLEI South Asia but without any guarantee to it.
- If he/she shall have any doubt as to the meaning of any portions of these general contract terms, or the scope of the work, or any other matter concerning the contract, he/she shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contact, as given in this TOR, by email in order that such doubts may be clarified authoritatively before tendering. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre clarification.

2 General conditions of contract

- 2.1 The contractor/ consultant shall address all aspects of the proposed outputs and deliverables mentioned in this TOR
- 2.2 The comments and suggestions provided by the bidder on the TOR are not binding and shall not affect the financial proposal
- 2.3 It should be noted that the project is being implemented by ICLEI South Asia and hence instructions to bidders will be given by ICLEI South Asia. ICLEI South Asia will be overall in-charge for all the works that would be executed under the present scope of work
- 2.4 The bidder shall also obtain necessary permission, from concerned government departments related to the work/data collection if deemed necessary, in coordination with ICLEI South Asia.

3 Tender Evaluation & Bid Assessment

- 3.1 The bids received will be scrutinized and evaluated by ICLEI South Asia. The decision shall be informed to the winning bidder.

4 Award of contract:

- 4.1 Detailed Work Order will be issued to winning bidder within 1 day of announcing the winning bidder
- 4.2 The winning bidder is to forward the signed and sealed work order to ICLEI at the earliest or not more than 7 (seven) days of issue of work order

4.3 In case the winning bidder fails to indicate his intent to undertake the said work within the stipulated time of 7 (seven) days and observe the formalities as above, the Letter of Intent will be cancelled and the next bidder will be finalised by ICLEI South Asia.

5 Compensation for delay

5.1 Time is the essence of the contract and as such all works shall be completed within the time stipulated in the contract/ work order

5.2 If the bidder, without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, ICLEI South Asia shall without prejudice to any other right or remedy, be at liberty, by giving 15 days' notice in writing to the contractor to commence the work, to forfeit the balance payment depending on the status of work, and to cancel the Work Order.

6 Extension of date of completion

On occurrences of any events causing delay as stated hereunder, the bidder shall intimate immediately in writing to ICLEI South Asia-

6.1 Force Majeure:

- Natural phenomena, including but not limited to abnormally bad weather, unprecedented flood and draught, earthquakes & epidemics.
- Political upheaval, strikes, lockouts, acts of any Government (domestic/foreign) including but not limited to war, properties, and quarantine embargoes.

Please note that this clause will only account if event occurs during data collection/ site visit/ city visit period.

7 Materials/Appliance at site

7.1 ICLEI South Asia does not undertake any responsibility for supply of any materials/ equipment/ Appliance/ tool for site analysis to the bidder

7.2 All materials/ equipment/ tools brought to site by the bidder shall be the responsibility of the bidder. ICLEI South Asia shall extend help as and when approached by the bidder to keep any materials/ equipment/ Appliance/ tool, however not liable for any loss, theft or damage due to fire or other cause, the responsibility for which shall lie entirely on the bidder.

8 Final Inspection of Work

8.1 ICLEI South Asia team shall make final inspection of all work included in the contract/work order, or any portion thereof, or any completed structure forming part of the work of the

contract, as soon as practicable after notification by the bidder that the work is completed and ready for acceptance.

- 8.2 At the time of such inspection ICLEI South Asia shall the bidder in writing as to the particular concerns to be remedied before final acceptance can be made