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Development of Management Plan for Village Common Forests and Adjacent Streams

Type of Assignment	Development of management plan for village common forests and adjacent streams
Objective	MJF is working to conserve 4 village common forests and their adjacent streams in Rangamati and Bandarban to enhance biodiversity and enrich water availability. MJF is planning to develop a comprehensive management plan for each VCFs and its adjacent streams for enriching biodiversity, uplifting livelihood and enhancing availability of water through better management of natural resources.
Project title	Community-based Resilience, Women's Empowerment and Action (CREA)
Project goal	Build women's leadership capacity and increase the resilience of the most vulnerable communities to address climate change impact.
Component highlights	i) Strengthening Public Institutions, ii) Building Resilience towards Climate Change Impact and Disaster, iii) Combating Gender-Based Violence, iv) Capacity Building and Knowledge Management.
Project Locations	The project is implementing targeted activities through 13 partner organizations from climate-vulnerable coast, flood plain/char, haor and hill tracts areas. The selected districts are Shatkhira, Bagerhat, Barguna, Bhola, Patuakhali, Kishoreganj, Sunamganj Shirajganj, Kurigram, Gaibandha, Jamalpur, Rangamati and Bandarban.
Project Duration	September 2022-August 2026
Technical and Financial Proposal submission date	10 May 2024
Duration of Assignment	Two months and ten days
Start & End Date	1 June to 10 August 2024
Development Partner	The Embassy of Sweden

Introduction

Manusher Jonno Foundation (MJF) a non-government and non-profit organization works with local organizations to improve the well-being of poor and marginalized communities, through increasing their voices, capacities, realization of their fundamental rights and demand-driven institutional responsiveness. MJF believes in equal rights of all human beings and therefore, is working for upholding the dignity of socially excluded and marginalized people. MJF is dedicated to mainstreaming gender in its operation in terms of participation, capacity, and programmatic focus. It is one of the largest national non-governmental organization in Bangladesh providing grants and capacity building support for human rights and good governance.

MJF is implementing a four-year project titled “Community based Resilience, Women’s Empowerment & Action (CREA)” funded by the Embassy of Sweden with the goal to build women’s leadership capacity and increase resilience of the most vulnerable communities to address climate change impacts. Under this project, MJF has already established partnerships with 13 organizations to work directly for addressing impacts of climate change, GVB, and child marriage. A total of 22680 HHs from climate vulnerable coast, floodplain, haor and hill areas are engaged with the project. The project is working to achieve 5 outcomes and those are a) Service providers both public and local government institutions are responsive, and increased access to the quality services of the community especially women and girls b) Improved resilience of most vulnerable coastal, char, hill and haor communities to climate change impacts c) Empowered women and girls are dealing with inequality, social injustice, violence incidences and participated in voice raising and protests d) Strong voices and decisions are in place against DVAW and child marriage and reduced the rate of child marriage, SRHR and DVAW in the selected climate vulnerable areas e) Risks related to poverty will be decreased with increased family income and alternative livelihoods options.

Conservation of Village Common Forests (VCFs) and adjacent streams with an aim to improve biodiversity and availability of water in the streams is one of the key activities of the project. VCF fulfills the needs of many indigenous people by providing bamboo, timber, medicinal plants, fuel wood, and other minor forest products. Furthermore, VCF safeguards village water sources such as springs and irrigation canals. Therefore, the protection and preservation of VCF become crucial for livelihood, environmental, medicinal, cultural and religious needs of indigenous communities¹. Besides, conservation of VCFs will contribute in carbon sequestration and ultimately support in reducing negative impacts of climate change as well as global warming.

In this context, a total of four VCFs (2 at Rangamati and 2 at Bandarban) were taken under the project to improve their management by engaging communities living around the VCF. MJF has planned to identify the status of VCFs and adjacent streams, capture traditional practice of VCF management, and finally come up with a management plan for each VCFs so that communities can manage those properly.

Objective: Develop a comprehensive management plan for each VCFs and its adjacent streams for enriching biodiversity, uplifting livelihood and enhancing availability of water through better management of natural resources

Scope of the assignment:

1. Develop GIS map of each VCF and adjacent stream
2. Identify floral biodiversity of each VCF and adjacent streams
3. Identify and suggest suitable native species for long, medium and short rotation plantation for VCF to support biodiversity and livelihood
4. Explore & suggest suitable alternative climate-smart & environment friendly livelihoods
5. Identify and suggest suitable native species to plant around the streams to enhance water availability
6. Explore traditional practice of VCF management by the communities

¹ Baten, M. A., Khan, N. A., Ahammad, R., & Misbahuzzaman, K. (2010). *Village common forests in Chittagong Hill Tracts, Bangladesh: balance between conservation and exploitation*. Unnayan Onneshan-The Innovators, Dhanmondi, Dhaka, Bangladesh.

7. Prepare management plan incorporating modern knowledge and considering traditional practice of community in Bangla for each VCF and adjacent streams

Location of VCFs

District	Upazila	Union	Village/Para under VCF	Area (tentative in acre)	Number of Hills under VCF
Bandarban	Rowangchori	Nowapotong	Gongkhang Para	30	3
		Alekhyong	Sadhuchandra Headman Para	6	4
Rangamati	Naniarchar	Burighat	Vangamura Para & Garjantali Para	70	14
		Sabekyong	Maracenge Para & Lambachara Para	10	3

Output/deliverables of the assignment: The outputs of the assignment will be as follow:

1. An inception report by 07th June 2024 days detailing methodology, questionnaire, and others.
2. Draft Management Plan (1 soft copy for each VCF) by 30th July 2024.
3. Final Management Plan (1 soft and hard copy for each VCF) by 10 August 2024.

Time Period:

The consultative services will be provided by **10th August 2024**.

Proposal and Budget:

The consulting firm/research organization/individual will provide a proposal outline on methodology (including data plan, standard sample size) prior experience of the firm/individual consultant on similar study, evidence) and budget etc. The budget will include consultancy fee, preparation and making copy of report, transport, accommodation, food and data collection cost of consulting farm/consultant's any other cost (if applicable). VAT and tax will be deducted at source as per government rule of Bangladesh.

Mode of Payment:

A payment schedule is given below against the deliverables

Sl. No	Deliverable	Payment schedule
1	Submission of Inception report and invoice	30% of the total amount
2	Submission of draft management plans (4 plans) and invoice	40% of the total amount
3	Submission of final management plans (4 plans) and invoice	30% of the total amount

Copyright and Ownership of Assignment:

MJF reserves the copyright of all information, findings and the final documents produced through this process.

General Clause:

All documents prepared during the assignment will be treated as MJF property. Assignment will not be sub-contracted to anyone.

- If any additional time is required to complete the contract, over and above that previously agreed to, without changing the scope of work, then it has to be agreed by MJF in writing to Focal point (Md. Ahsanul Wahed, Deputy Program Manager, ahsan@manusher.org), before 10 days ending of Consultancy period. Request for Extension must be submitted with proper justification.
- If required any changes in the **Scope of Work** by MJF, it should be rationalized in written with required cost or time, or any part of the work under the contract, equitable adjustment in the contract price, delivery schedule, or both will be amended in writing.
- The consultant/team will be responsible for all their costs including taxes, subsistence, transport and accommodation.
- Submissions which do not meet all the basic requirements will not be reviewed.

Penalty Clause: If the agreed deadline and / or deliverables are not adhered to by the consultant/team, financial penalties will be imposed upon the consultant/team in terms of payment. This is specified as follows:

- ✓ In case of delayed submission of the deliverables up to one-month delay, 30% of the contract amount will be deducted.
- ✓ Delay of more than one month, will result in auto cancelation of the contract and forfeit of the remaining 50% of the contract value.
- ✓ Confidentiality of all aspects of the assignment is to be assured by the consultant/team at all times.

Disclaimer:

Manusher Jonno Foundation reserves the right to accept or reject any or all proposals/ application without assigning any reason what so ever.

Disclosure of information:

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not disclose, unless authorized in writing by Manusher Jonno Foundation, any information obtained in the assignment of the performance of the Contract. Information will be made available for the consultants on a need-to-know basis.

Safeguarding /Protection Policy:

The individual consultant /team/Firm shall comply with the MJF's Policy on safeguarding and child Protection policy. Any violation /deviation in complying with MJF's Policy on Children Protection and vulnerable adults will not only result-in termination of the agreement but also MJF will initiate appropriate action in order to make good the damages/losses caused due to noncompliance of MJF's safeguarding policy.

Please send your proposal on or before **10th May, 2024**. **Hard copy** of the technical and financial proposal along with organizational profile, copy of TIN, BIN, Tax return acknowledgement etc. should be send to: Manusher Jonno Foundation (MJF), Plot #3 & 4, Avenue#3, Haji Road, Rupnagar, Mirpur-2, Dhaka-1216 and **Soft copy** of the technical & financial proposal by e-mail To: jasim@manusher.org.

Terms and Conditions:

1. The proposal must include the following legal documents:

- a. Updated Trade License
- b. TIN Certificate
- c. BIN Certificate
- d. Income Tax deposit slip of last FY
- e. Bank information (Branch name, A/C name, A/C number, routing number).

Failure to submit any of these documents will result in automatic cancellation of the proposal.

2. The consultant's proposal will be reviewed by MJF according to their recommendation before starting the assignment.

3. The consultant must agree to MJF safeguard policies.

4. Either party can terminate this agreement with a written notice within 15 days from the date of signing this agreement. However, MJF reserves the right to unilaterally terminate the contract if:

- a. The External Consultant/organization cannot fulfill any clause of the Terms of Reference.
- b. The External Consultant/organization cannot submit their reports within the specified time.

5. Any document, information or data entrusted to or produced by the External Consultant/organization in connection with this assignment shall be strictly confidential and cannot be used by the external consultant/organization for any other purpose without the written consent of MJF authority. This provision shall remain valid even after the completion of this assignment.

6. In the event of a major natural disaster, war or major civil or political unrest, this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.

7. There will be a provision for a fine for delaying report delivery (MJF Procurement Committee will set the percentage, which will not be more than 5%).

8. Proposals (technical and financial) should be submitted in non-editable mode with the signature of the authorized person.

9. Manusher Jonno Foundation (MJF) reserves the right to accept/reject any/all the proposal/s fully/partially at its own discretion. MJF is not bound to accept the lowest bid.