

State Compensatory Afforestation Fund Management and Planning Authority, Haryana

Scope of Work and Terms of Reference for appointment of Monitoring and Evaluation Agencies

1. Background

The State Compensatory Afforestation Fund Management and Planning Authority, Haryana known as State CAMPA, Haryana was constituted in 2010 in accordance with the guidelines of Ministry of Environment and Forests, Govt. of India. The State CAMPA, Haryana receives funds from the Ad-hoc CAMPA, MoEF, GOI. The fund has two components namely Compensatory Afforestation and Net Present Value. Compensatory Afforestation fund is used for plantation while money for Net Present Value is used for activities relating to conservation of forests and wildlife, development of infrastructures in these sectors and other related works. Until now, the State CAMPA has received funds in 2009 and 2010. The funds have been utilized in various activities as per the Annual Plan of Operation duly approved by the Steering Committee chaired by Chief Secretary, Govt. of Haryana. The major activities include plantation; conservation, protection and management of wildlife and its habitat within and outside protected areas; research and tree improvements; soil and water conservation; development of infrastructures; capacity building and other activities.

According to the guidelines issued by Ministry of Environment and Forests, GOI, monitoring of these activities will be carried out by Forest Department. However, a reputed agency will be engaged for the purpose of providing an independent system for concurrent monitoring and evaluation of the works implemented in the state.

2. Scope of work for monitoring agency

- (i) The conservation, development and other related activities are being carried out in all 21 districts of the state.
- (ii) These activities are carried out by four wings of the Forest Department namely Territorial, Community Forestry, Wildlife and Development wings. Territorial wing has four circles, Community Forestry two, Wildlife two and Development wing two circles. There are 21 Territorial Divisions, seven Community Forestry Divisions, four Wildlife Divisions and four Development Divisions. Thus, there are 35 divisions who carried out various activities with CAMPA funds.
- (iii) Major activities include plantations under different models; conservation, protection and management of wildlife and its habitat within and outside protected areas; research and tree improvements; soil and water conservation; development of infrastructures; capacity building and other activities.
- (iv) The Monitoring and Evaluation Agency is required to deploy well qualified team and supporting staff for carrying out assessment of quality of plantations and other activities in a time bound manner.

- (v) The agency will submit a comprehensive report for each circle separately.

3. Terms of Reference

- (i) The agency is required to start the monitoring processes within 15 days of receipt of the letter of engagement.
- (ii) The monitoring work has to be completed in a time bound manner.
- (iii) The agency will consist of experienced and qualified professionals.
- (iv) The agency may quote fee on annual basis.
- (v) The selected Agency will be required to comply with the instructions, if any, issued by the State CAMPA.
- (vi) The agency is required to supervise the sites as and when required to ensure that the work is progressing as per agreed plan.
- (vii) Agency selected by the State CAMPA, Haryana shall have to give an undertaking with an effect to follow all ethics of faith. The information provided by State CAMPA, Haryana shall be kept 'strictly confidential'.
- (viii) In case of any dispute, the decision of Chairman, Executive Committee, State CAMPA, Haryana shall be final and binding.
- (ix) All assignment shall be carried out with due diligence maintaining quality of work and in least possible time.
- (x) The agency will be required to present the final monitoring report before the Executive Committee members
- (xi) Payments to the agency will be made in two instalments, first after completion of half of the assigned job and second after completion of the monitoring and evaluation work and submission of report to the satisfaction of the Executive Committee.
- (xii) State CAMPA, Haryana reserves the right to cancel the engagement of selected firms, if the assigned task is not completed within given time frame or due to unsatisfactory performance.

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