



**Government of Andhra Pradesh**  
**Andhra Pradesh State Biodiversity Board**  
**Flat No. 308, 311 & 209 Walnut Block, Raintree Park,**  
**NH-5, Guntur District, Andhra Pradesh - 522508**  
**apsbiodiversityboard@gmail.com, Office: 0863-2293844,**  
**Fax: 0863-2293833**

**REQUEST FOR PROPOSALS (RFP)**

Proposals are invited from the competent experts, agencies (including Scientific and Technical Institutions), Universities, Non-Governmental Organizations and CBOs within the State of Andhra Pradesh capable in preparation of Peoples Biodiversity Registers (PBRs) along with associated Traditional Knowledge in prioritized 50 Biodiversity Management Committees (BMCs) constituted in 13 districts of Andhra Pradesh state.

The experts/agencies/organizations having thorough knowledge in preparation of Peoples Biodiversity Registers (PBRs) along with associated Traditional Knowledge are eligible for applying. The applying experts/agencies/ organizations must have experience of working on rich biological wealth, mainly preparation of Peoples Biodiversity Registers (PBRs) in Andhra Pradesh state. The experts/agencies/organizations interested to undertake this assignment must have skilled professionals with good liaising capabilities at stakeholder level.

The duration of the assignment is 06 months which will be in accordance with the terms and conditions of the work. Interested experts/agencies should submit their proposals in prescribed format (enclosed). The last date for submission of application is **15<sup>th</sup> March, 2018, 5:00 PM** in the office of the undersigned.

Andhra Pradesh State Biodiversity Board reserves the right to accept or reject the **proposals received** without assigning any **reason**.

The detailed information can be obtained on any working day between 11.00 AM to 5.00 PM from the office of the undersigned or can be downloaded from the website: <http://apbiodiversity.ap.nic.in/>

  
Member Secretary

A. P. State Biodiversity Board

## REQUEST FOR PROPOSAL (RFP)

### **BACKGROUND**

The Andhra Pradesh Biodiversity Board was established under Section 22(1) of the Biological Diversity Act, 2002 vide G.O.Ms.No.68, EFS&T Dept., dated 11.5.2006 which was notified in the Andhra Pradesh Gazette No.290 dated May 20, 2006 as a follow up action of International Convention of Biological Diversity and the Earth Summit held at Rio-De Janeiro in 1992.

In pursuant to the notification of Biological Diversity Act, 2002 and Biological Diversity Rules 2004, the State Government have framed the Biological Diversity Rules 2009 for implementing and carrying out the Biological Diversity Act, 2002 in A.P. State vide G.O.Ms.No.70, EFS&T Department dated 21.08.2009.

The Andhra Pradesh State Biodiversity Board objectives are as follows:

1. Conservation of Biological Diversity.
2. Sustainable utilization of the Biological Diversity.
3. Fair and equitable sharing of benefits of biological resources among all stake holders.

A.P. State Biodiversity Board has identified a total of 50 Biodiversity Management Committees (BMCs) on priority basis in 13 districts of Andhra Pradesh while inviting the **proposals** for preparation of PBRs in these BMC **areas**.

### **OBJECTIVES**

- Documentation of biodiversity components such as plants, animals, microbes, insects and their possible use by the local communities **for** the selected Biodiversity Management Committees (BMCs).
- Carrying out the secondary research to document the topographic and socio-economic features of the selected BMC **areas** with special emphasis on human population, climate, topography, natural ecosystems, livestock resources, livelihood patterns, etc.
- Carry out field activities with knowledgeable groups/individuals/officials to document the accurate information about the BMC areas' ecosystems and its natural resources.
- Facilitating and engaging the trained youth in developing the Peoples Biodiversity Registers (PBRs) along with technical support groups/institutions/state biodiversity board/development agencies.
- Developing the reports on the programme using the suitable self-monitoring and evaluation tools.
- Establishing suitable links with Botanical Survey of India (BSI)/ Zoological Survey of India (ZSI)/Universities/Subject experts while implementing the projects and its activities.

### **IMPORTANT INFORMATION**

- These PBRs are the legal documents. Therefore information collected for preparation of PBRs should not be shared with outsiders without following the due procedure.
- PBR addresses the major objectives of Biological Diversity Act, 2002 such as conservation, sustainable use, Accesses and Benefit Sharing & safeguarding Traditional Knowledge. Therefore PBR should be linked with management plans of Biodiversity Management Committees (BMCs).
- PBR should focus on conservation of threatened species.
- PBR is not a mere documentation exercise but be used to develop an agenda for conservation action, based on local knowledge and biological resources.
- Possibilities of linkage to school curriculum is critical and PBR can also be as part of secondary/tertiary education/curriculum.
- PBR should serve as biodiversity impact assessment tool for developmental activities.
- PBR should emphasize on sustainable management of bio-resources and ways to accrue benefits (ABS) to the community.
- Prior informed consent (PIC) of local community (BMC) will be mandatory for PBR preparation.
- After screening of the proposals, eligible agencies will be required to make brief presentation before the panel of experts.
- Based upon technical suitability of the proposals and competence of the applicant, number of PBRs allocated to each expert/agency/organization may vary from 1 to 5.

## **MAJOR AREAS TO BE COVERED**

Major areas to be covered under the PBR are: 1) agricultural crop plants, 2) fruit plants, 3) fodder crops, 4) medicinal plants, 5) ornamental plants, 6) timber plants, 7) weeds, 8) pests and insects of crops, 9) microbial diversity, 10) domesticated animals, 11) fish diversity, 12) market for domesticated animals, 13) market/fairs for domesticated animals, medicinal plants and other products, 14) people-scape, 15) landscape, 16) water scape, soil type, 17) trees, 18) shrubs, 19) herbs, 20) tubers, 21) grasses, 22) climbers, 23) wild plant species of importance, 24) wild plants of medicinal importance, 25) wild relatives of crops, 26) wild ornamental plants, 27) wild fumigate/chewing plants, 28) timber plants, 29) other plants in the wild, 30) wild animal species, 31) wild aquatic biodiversity, 32) wild aquatic species of importance.

## **BUDGET ALLOCATED FOR PREPARATION OF EACH PBR**

As per the guidelines of National Biodiversity Authority, Chennai Rupees 1,15,000/- has been allocated for preparation of one PBR. Therefore, the budget proposed for each PBR will be below the allocated amount not exceeding Rs.1,00,000/- per PBR.

## **AUTHENTICATION AND VALIDATION**

PBRs once drafted, will be authenticated and validated by the Expert Committee formed for the purpose in consultation with the BMCs and endorsed by the State Biodiversity Board.

## **STEPS INVOLVED IN FORMATION OF PBRs/TIMELINE**

1. Familiarizing community members with provisions of Biological Diversity Act, the concept of People's Biodiversity Register and possible advantages to the local stakeholders.
2. Confirming people's interest to be engaged in the PBR process
3. Delineation of user groups and identification of knowledgeable individuals
4. Participatory Rural Appraisal (PRA) mapping of the landscape in the study area
5. Preparing an inventory of locally known life forms and traditional practices
6. Documentation of local geographic, social and economic setting
7. Identification of local issues
8. Identification of species and habitats pertinent to focal issues.
9. Documentation of ecological setting in terms of habitats of interest, traditional practices, trends of change and patterns of management of these habitats
10. Documentation of occurrence of focal species, trends of change in populations and patterns of management of these species
11. Simultaneous compilation of scientific/ technical information available on focal issues and habitats and focal species to feed into plans of management and value addition
12. Documentation of local knowledge of habitats and of focal species
13. Processing of data
14. Documentation of current and desired patterns of management of habitats and focal species
15. Preparation of a biodiversity management plan and PBR

## **PRE-QUALIFICATION REQUIREMENTS FOR THE EXPERTS/AGENCIES/ ORGANIZATIONS:**

- Experts/Agencies/Organizations with experience in documenting Traditional Knowledge Systems (TKS), plant folklore, folk-medicine, ethno-botanical studies, taxonomic identification and documentation of natural resources are eligible for applying.
- The applying experts/agencies/organizations must have an experience of working in the tough and inaccessible rural & tribal areas of Andhra Pradesh and have familiarity with the local customs of Andhra Pradesh.
- The experts/agencies/organizations interested in RFP must have skilled professionals with good liaising capabilities at stakeholder level.
- Should have good in-house infrastructure facilities including Computers, Printers, Scanners, Cameras, Audio-Visual equipment etc. required for the documentation and development of PBRs.
- Should have sound scientific, technical and professional expertise/advisory group required for the purpose.
- Should be a recognized entity with good profile having skilled professionals to undertake the assignment.

## **TERMS AND CONDITIONS**

- Andhra Pradesh State Biodiversity Board reserves the right to modify, expand, restrict, scrap, re-advertise or cancel the RFP process at any stage without assigning any reasons whatsoever and Andhra Pradesh State Biodiversity Board will not entertain any claim arising out of such action by Andhra Pradesh State Biodiversity Board from any of the applicants.
- The amount will be released in installments as: 20% of the total amount will be released after signing the contract/TOR/MoU **envisaging the terms and conditions** and next 50% amount will be released after the midterm evaluation and the remaining 30% will be released on completion of the project and submission of reports along with Audited Utilization Certificate.
- Responses received after the stipulated time period or those which are not in accordance with the specified format will be summarily rejected. Delivery of the responses along with documents at the prescribed address will be the sole responsibility of the responding agency.
- Since the PBRs are to be made in the selected BMC **areas** located in different districts and prioritized ecosystems of Andhra Pradesh, the agency/ organization must specify their preference of working in different districts **specifically indicating the order of preference**

- The experts/agencies/organizations are required to submit a tentative time plan required for preparing single PBR, keeping in view the steps involved in the process of forming PBRs.
- After screening of the proposals, eligible experts/agencies/organizations will be required to make a brief presentation before the panel of experts.
- The proposals should include the time line and should be submitted in sealed envelopes along with the details of the applying agency as per the format attached.

**THE SIGNED/SEALED PROPOSALS NEED TO BE SUBMITTED IN DUPLICATE TO:**

The Member Secretary  
A.P. State Biodiversity Board,  
Flat No. 308, 311 & 209 Walnut Block,  
Raintree Park, Nambur,  
NH-5, Guntur District, Andhra Pradesh - 522 508  
Email: [apsbiodiversityboard@gmail.com](mailto:apsbiodiversityboard@gmail.com)  
Office: 0863-2293844,  
Fax: 0863-2293833

**APPLICATION FORMAT FOR PROPOSALS FOR PREPARATION OF PEOPLES'  
BIODIVERSITY REGISTERS OF ANDHRA PRADESH**

**A. Format for Proposals**

1.	Name and Address of the Agency/Organization (agencies/organizations in joint applications) Profile of the organization A. Specific experience in the related field B. Outlay of the projects of similar nature undertaken in the past C. Annual Turnover/Budget	
2.	General competence	
3.	Research and Development publications and reports <b>if any</b>	
4.	Additional strength <b>if any</b>	
5.	Name of the Chief Functionary of the Agency/Organization (agencies/organizations)	
6.	Contact Person/s with Designation/s	
7.	Contact Details of the Agency/Organization Address: Phone No: <b>Mobile no</b> E-mail ID: Website:	
8.	Current areas of Operation	
9.	Vision, mission & objectives of the Agency/Organization	
10.	Area(s) of specialization	
11.	Organizational setup of the Agency/Organization	
12.	Details of the Expertise available with the Agency/Organization <ul style="list-style-type: none"> <li>• Availability of the Infrastructure:</li> <li>• Areas of work for which the expertise is <b>already</b> available( please elaborate <b>in connection with the</b> Preparation of Peoples Biodiversity Registers, Traditional Knowledge, herbal medicines, ethno-botanical studies, taxonomic identification, documentation of natural resources and documentation of micro plans <b>etc.</b>):</li> <li>• Details of the Technical Support Group/advisory group of the Agency/ Organization:</li> </ul>	

	<ul style="list-style-type: none"> <li>Scientific, technical and professional expertise available with the agency/organization</li> </ul>	
13.	Districts of Preference ( <b>Indicate order of preference</b> )	
14.	Tentative execution plan and timeline for preparation of PBR	
15.	Methodology proposed for preparation of the PBR	
16.	Total cost (in Rs.) <b>estimated</b> for preparing the PBR (or the fields of preference applied for) and tentative breakup of the budget under different heads	
17.	Proposed Reporting pattern of the PBR	
18.	Extraordinary achievement/credentials of the Agency/ Organization)	
19.	Registration of the organization as a legal entity under the statutes of the State/Central Governments	
20.	Field experience of the organization in biodiversity related activities	
21.	Awards/Merit Certificates of State/Central Governments if any( <b>copies to be enclosed</b> )	
22.	Past experience of the organization in preparation of PBRs & Microplans	
23.	Projects Under Taken (State/National/International)	
24.	References/Testimonials <b>if any</b> from subject related Eminent Personalities /subject experts <b>etc.</b>	
25.	Other <b>information</b> such as composition of Technical Support Group <b>already constituted</b> etc.	

(\* Documentary proof should be submitted for each **relevant** item **where ever applicable**)

Name \_\_\_\_\_  
Designation \_\_\_\_\_

Date  
Place

Office Seal and Stamp