

National Biodiversity Authority
Government of India
Ministry of Environment and Forests
5th Floor, TICEL BioPark, Taramani, Chennai - 113.

NOTICE INVITING EOIS FROM INDIVIDUALS TO WORK AS EVENT COORDINATOR CUM PLANNER FOR CELEBRATIONS OF INTERNATIONAL YEAR OF BIODIVERSITY, 2010.

The **National Biodiversity Authority (NBA)** has been established by the Government of India under the Biological Diversity Act, 2002 as a statutory body under the Ministry of Environment and Forests, for the purpose of conservation and sustainable use of biodiversity of India.

The United Nations General Assembly (UN GA) has proclaimed the year 2010 as “the International Year of Biodiversity (IYB)”. The Mission of IYB 2010 is to: enhance public awareness on the importance of conserving biodiversity and its underlying threats; celebrate and promote successes and accomplishments in saving biodiversity by communities and governments; encourage individuals, organizations and governments to take immediate steps needed to halt the loss of biodiversity; and promote innovative solutions to reduce the threats to biodiversity.

The Ministry of Environment & Forests (MOEF), Government of India has developed a plan of action for celebrating the IYB 2010. Under the guidance of the plan of action of MOEF, an Executive Committee for carrying out the plan of action for celebrating the IYB 2010 has been constituted by NBA. The preparations for the celebrations will commence from 1st of January 2010 and celebrations be carried out through out the Year 2010”.

The NBA invites Expression of Interest from interested persons to work as Event Coordinator cum planner for the proposed celebrations. The EoIs will be scrutinized by an authorized committee to be constituted for this purpose. The NBA reserves the right to accept/reject any or all the EoIs received.

Persons, who are interested to offer the services for coordination of overall event management. The person should be familiar with the procedures being adopted in Government, and should have the experience of working with the departments/Ministries of Government of India, State Governments. The details of eligibility criteria for short listing and a brief Note on International Year of Biodiversity are given below.

1. Background: A Brief Note on International Year of Biodiversity, 2010

To celebrate the year in the most benefiting manner, the Ministry of Environment & Forests (MOEF), Government of India has developed a plan of action for celebrating the IYB 2010. Under the guidance of the plan of action of MOEF, an Executive Committee for carrying out the plan of action for celebrating the IYB 2010 has been constituted by NBA. The preparation for the celebrations will commence from 1st of January 2010 and celebrations will be carried out through out the Year 2010”.

In this connection, NBA proposes to avail the services of consultant for planning and overall coordination of all the events proposed during the year efficiently. The identified consultant is required to play an important role in planning ,organizing and coordinating the proposed events successfully and meaningfully. **The celebrations will be carried out throughout India and at any place specified by NBA.**

2. Eligibility Criteria:

Persons, who are interested to offer the services, may satisfy the following criteria, to be eligible for short listing:

- (i) The person must have familiarity with the procedure followed in various departments/Ministries of Government of India and other independent/autonomous Government agencies and State Governments.
- (ii) The person must have at least five experience of working with or coordinated various events, jointly organized by various departments/Ministries of Government of India and different State Governments.
- (iii) Preference will be given to retired Government servants who are physically fit to undertake frequent tours.

3. Terms and conditions of the Expression of Interest

General

3.1. This consultancy will be only for the specific event i.e. "celebration of International Year of Biodiversity, 2010".

3.2 By submitting an Expression of Interest, the consultant will be taken to have agreed that:

- (a) The NBA does not have any obligation to explain the reasons for any early termination of the consultant selection exercise nor the obligation to answer any queries from the consultant in this regard.
- (b) in the event of selection, the consultant shall execute such documents or other instruments as may be requested by the NBA to carry out the work.

(c) in the event of selection, the consultant shall take note that separate consultancy services for the media partner/knowledge partner , and other purposes may be engaged and it is necessary for the selected consultant to work closely with those consultants. The selected consultant is expected to guide the other consultants engaged for carrying out publicity activities during the International year of Biodiversity 2010.

(d) All relevant laws, Acts (including Income Tax Act) will be applicable to this consultancy.

(e) NBA reserves the right to relax the conditions for eligibility and other terms and conditions of the expression of interest.

(f) While firming up/entering into contract agreement, NBA may involve in negotiations, with regard to finances and other conditions with the selected consultant.

Specific Conditions

3.3 The consultant will be required to adopt ethical practices in the performance of the consultancy agreement, particularly in relation to acceptance of advantage, management of conflicts of interest and handling of confidential information.

3.4 The consultant will be provided with need based funding/logistic support for journeys and stay purely at the discretion of NBA. This is in addition to the financial commitment made under para 5.1(B).

3.5 The consultant shall have to help in preparation of proper agenda and minutes of the meeting of the Executive Committee, if required and will be a member of the Executive Committee. He will follow up the decision taken by the Steering Committee and Executive Committee and will coordinate, monitor and attend and guide the selected events. He will work under the overall guidance and directions of the Chairman of the Executive Committee viz. Chairman, National Biodiversity Authority and Secretary, NBA & Chairman of the sub-committee on organizational matters. The consultant shall work in close coordination with the Government Organisations/departments/Ministries/NGOs involved in the celebrations and shall visit those offices to have liason with them. The consultant will consolidate the relevant information to be loaded in IYB website to be established by obtaining the same from all organizations/units.

4. Suggested functions:

Suggested functions of the selected consultant will be as follows:

a) Event Coordination cum planning

- .. Planning the event and plan for the logistics in coordination with media consultant and knowledge partner
- .. Identification and blocking the suitable venue for the Event
- .. Arranging for necessary permissions and NOCs.
- .. Designing the broad infrastructure including for exhibitions if any.
- .. Arranging for other facilities at the venue like separate conference rooms for parallel sessions, auditorium, lounges, catering facilities, rest rooms, etc..
- .. Arranging accommodation for VIPs, guests and resource persons.
- .. Booking accommodation for delegates on request.
- Advance communication to delegates.
- .. planning and coordinating the activities for arranging food & beverage service, finalizing menu, coordination of timely services with caterers / hotel, etc.
- .. Planning the event and managing the nitty-gritty.
- .. Sponsoring initiatives and market strategies if any.
- .. Creation and development of thematic concepts.
- .. Designing the layout and erection of stalls within the vicinity of venue for reception, registration counter, enquiry, business centre, etc., in case event is organised at a permanent venue.
- .. Designing, layout and erection of halls, conference rooms, auditorium, exhibition stalls and other facilities, in case, event is organised at an open place.
- .. Arrangement for evening cultural programmes, artists coordination.
- .. Coordination with Police Dept., RTO, fire & emergency services, Telephones, and other agencies for suitable permission / arrangements.
- ...Any other related matter as decided by Chairman, NBA or Secretary, NBA.

The functions listed above are just indicative and not exhaustive. The consultant will be provided with need based funding/logistic support at the discretion of NBA. The consultant will be required to attend external meetings and coordinate with other Government departments/organizations/statutory bodies and NGOs with Officers of NBA as a part of this consultancy exercise in any place/part of India.

b. The Consultancy is expected to commence in 1st of January 2010 and the key areas of work are expected to be completed by 31st December 2010.

5. Submission of EOI

5.1 The interested persons may submit their EoI within two separate sealed covers subscribing on the top of envelope "Expression of Interest for Selection of Consultant for Event coordinator cum planner for IYB 2010 celebrations" – one containing "**Technical bid**" and another containing "**Financial Bid**".

(A) **Technical bid** by submitting documents containing the following information in a maximum of four pages (A4 size, single-sided) excluding the attachments and a minimum font size of 12 pt in clear legible style for our consideration -

- (a) Possession of relevant experience and expertise as against the eligibility criteria mentioned above.
- (b) The credentials and strengths including the qualifications, experience and knowledge of the consultant
- (c) The consultants 'overall experience, expertise and capability in delivering service of similar nature and scale;
- (d) Any previous similar or relevant consultancies undertaken for projects of similar nature and scale; and
- (e) Broad approach to the assignment as set out above. Attachment such as CVs may be sent.

(B) **Financial bid** containing details of amount in Rupees for consultancy per month for 12 months

The covers are to be addressed to **Chairman, National Biodiversity Authority, 5th Floor, TICEL Biopark, Taramani, Chennai - 600 113** on or before **20th December 2009 before 5 p.m.** In case, **20th December 2009 is declared as a holiday, then the bids may be submitted before 5 p.m. on the following day.**

5.2. Late submissions will not be considered. Two separate covers should be delivered through post/courier/personally. **No electronic mails will be entertained. NBA reserves the right to extend the last date if deemed necessary.**

5.3 The documents submitted in response to this invitation for EOI will not be returned.

5.4 Selection process : The financial bids of those persons who qualify in technical bid will only be opened. The combined score of Technical bid and financial bid will be taken into consideration while selecting the consultant.

5.4. The NBA reserves the right to suspend, not to proceed with or cancel this exercise at any time without prior notice. No compensation or payment will be made to party which submitted an expression of interest. The NBA is at liberty to decline any submission and it will not be responsible for any costs incurred by any body in preparing such submission.

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