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Expression of Interest

for

Biodiversity Interpretive Programme and Eco-museum (with a focus on medicinal plants and its cultural association) for Himalayan Botanical Garden, Nainital, Uttarakhand, India

United Nations Development Programme (UNDP) is seeking Expressions of Interest (EOI) from eligible and professional organization/agencies who can provide professional expertise to design and develop a biodiversity interpretive programme with a focus on medicinal plants which includes an eco-museum at the Himalayan Botanical Garden, Nainital, Uttarakhand, India. The organization/agency involved must have sound professional work experience in the area of designing and developing various biodiversity interpretive programmes as well as interpretation centres. Understanding of the concept of eco-museums will be preferred. Detailed Terms of Reference shall be provided in the Request for Proposals (RFP) document that will be issued to short-listed organizations. Upon the completion of the RFP bidding process, Short Term Agreement (STA) shall be concluded with one or more successful bidders for a period of 8 – 10 months.

Brief background and Scope of Services:

Biodiversity is integral to the lives of everyone and is a topic that interpretive centres are well-suited to address the central theme for the biodiversity conservation. Himalayan region of Uttarakhand, India is a rich repository of endemic flora and fauna. In order to conserve the endemic endangered flora of Himalayas, the Himalayan Botanical Garden (HBG) was established in 2005 and is located in the Middle Himalayas at an altitude of 1200-1500 MSL. HBG acts as a centre of rescue, recovery and rehabilitation of such rare, endangered and threatened species and endemic species of plants and other genetic resources of Himalayas. HBG also plays an important role in education, and as a centre of training in areas such as ex situ biodiversity conservation and environmental awareness. As its close proximity to Nainital, and located next to Nainital-Kaladhungi Highway, if developed a proper biodiversity interpretive programme, HBG could become a multi-experience destination. It is therefore essential that biodiversity interpretive programme shall be strengthened at national as well as regional level for biodiversity conservation.

Presently, HBG is having a good collection of Himalayan medicinal plants, grasses, herbs, trees etc. The garden is having a very good collection of ferns and orchids and a repository of hosts' plants for butterflies. A 3 km undulating nature trail can be a very good source for interpretation of Himalayan biodiversity. More than 1200 herbarium collection, an auditorium, meeting hall, bamboo cottages and nature shop etc are added attraction of HBG.

Scope of Services:

UNDP is looking for highly competent Organization/Agency/Company to support UNDP in providing high quality professional work experience in the area of designing and developing biodiversity interpretive programmes including a biodiversity interpretation centre and an eco-museum. The HBG is 3 km from Nainital, Uttarakhand and is on Nainital-Kaladhungi-Delhi route. The HBG spreads in an area of 30 hectares and has collection of several native Himalayan plant species. HBG is a study centre for scientist, botanist and at the same time it serves as a huge attraction for tourist visiting the area.

The broad scope of work will include:

- Designing and development of Biodiversity Interpretation Centre with a focus on medicinal plants
- Designing and development of exhibition message and exhibit materials(Indoor)
- Designing and development of exhibit materials(Outdoor)
- Development of Self-guided Nature Trail and effective Wayside Exhibits
- Designing and development of directional and other signages
- Designing and development of effective interpretation spots by effective use of local resources.
- Suggesting a model of eco-museum within and in the vicinity of the Himalayan Botanical Garden
- Designing and development of public outreach materials like brochure, maps, handbook etc.
- Designing and development of souvenir items like bookmark, cups, pen, cap ,T-shirts etc

List of attributes	Criteria
Vendor Type and General qualification	<ul style="list-style-type: none">• The service provider/organization/agency should have specialization and experience (minimum 3 years) in the area of designing and development in environmental/ biodiversity interpretation sector.• A team of highly qualified, service oriented, competent and experienced professionals, possessing minimum 3-5 years of experience. Some understanding of the subject of Eco-museum is desirable.
Legal Registration	<ul style="list-style-type: none">• The Service provider/organization/agency must be legally registered in India or is able to provide services in India
Relevant experience	<ul style="list-style-type: none">• Well experienced with evidence of good track record• The organization should have performed at least one (1) contract in similar environmental/ biodiversity interpretation sector. At least one of such contract should have been performed for an India-based organization.
Financial Soundness	<ul style="list-style-type: none">• Financial statements should demonstrate financial soundness of the service provider in order to undertake high profile/value contracts.• The vendor should have a minimum average annual turnover of INR 5 Lakh during the past 3 years.

In submitting their Expression of Interest, the prospective service providers shall provide the following information:

1. Vendor Type& General Qualification :

- a. Organization/Agency/Company Profile, which should not exceed fifteen (15) pages, including: printed brochures and product catalogues relevant to the services being procured; ownership (sole proprietorship, partnership, or corporation); list of name(s) (if any) and address(s) ; company structure and number of personnel employed (CVs of relevant personnel are not requested at this stage).

2. Legal Registration:

- a. Certificate of Registration of the Organization/Agency/Company

3. Relevant Experience:

- a. Major Clients: To be provided in a table showing [minimum] one ongoing or completed contract for same or similar services executed in the last 36 months. For each contract, provide details of: client name, contract dates, contract values, contract focal point name and email, work location. [Note: UNDP reserves the right to conduct reference checks with one or more of the listed clients of the Vendor]
- b. Letter or statement of Satisfactory Performance from the clients in terms of Contract Value the past 3 years.

4. Financial soundness:

- a. Audited financial statements for the last three years.

This EOI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds. The Service Provider will be selected according to the procedures set forth in the UNDP Procurement Guidelines.

Contact person for clarifications: Vikram Elavarasan at vikram.elavarasan@undp.org

The Expression of Interest and accompanying documents must be received no later than **5th November 2014 at 5.30 P.M (Indian Standard Time)** and be forwarded to the following address in one sealed envelope:

United Nations Development Programme (UNDP)
55 Lodi Estate,
New Delhi 110003, India
Attention: Procurement Unit
