

Terms of Reference (TOR)

for

Consulting Services for Preparation of 25 years Master Plan for Madhabkundo Eco-park.

1. Context and Background:

The concept of ecotourism is now a common issue for the developed countries whereas it is still a new area for the tourism industry in Bangladesh. Although there are a number of barriers in ecotourism in Bangladesh such as natural disaster, population pressure, inadequate physical infrastructural support, still Bangladesh has rich bio-diversified natural habitats, wild life and ancient heritages. If proper steps can be taken to protect the ecotourism spots along with adequate measures to make the destinations as eco-tourist-friendly with appropriate policy to allow ecotourism, then undoubtedly the socio-economic condition of remote local people will be improved and Bangladesh will be able to earn a huge amount of foreign exchange through it. Ministry of Environment, Forest and Climate change supports the development of eco-tourism across the country along with conservation of forests.

Madhabkundo Eco Park is situated at Barlekha Upazila of Moulvibazar district under Sylhet Forest Division. The total area of Madhabkundo Eco Park is 500 acres (202.34 hectares) is surrounded by tea estates, Khasia punji, bangali villagers and reserved forest. There is a largest (200 feet or 61 meters) waterfall in Bangladesh. Every year, thousands of tourists are visited to Madhabkundo because of its natural beauty, especially in winter (Nov-Feb) for picnics or longer pleasure trips. Stones of various sizes, nearby forest and the continuous waterfall attract the tourists very much. The 200 feet high water fall, water flow and huge stone block of that area fascinates the tourists. Madhabkundo eco-park is targeted for establishment of further facilities to promote ecotourism in Sylhet region. There is also an attractive forest area which is full of various type of trees, wild animals, birds. Near the water fall there is a mandir named 'Madhabeswar Mahadeb Mandir' is also very attractive to the tourist.

The project will identify the current facilities, conservation status and develop a master plan for improving tourism facility. Madhabkundo Eco Park is the hilly area consist of a lot of rocky hillock, water flowing Chara, deep forest, wet area etc. There is also huge stone block everywhere. General idea is that, digging is very difficult because of underground stone. That is the main challenges to do the work smoothly.

The fund will be provided by Government of Bangladesh (GoB). Divisional Forest officer, Sylhet Forest is the PD of the project. The Project Director (PD) will be the financial authority. PD will be responsible for whole physical and financial activities. CF, Central circle will check and verify the expenditure prior sending it to the Office of the Chief Conservator of Forests (CCF).

2. Objectives of the assignment:

The main Objective of this assignment/Service is:

- (i) To assess existing facilities, opportunities and constraints of the site and identify future interventions for Biodiversity Conservation and Ecotourism Development.

- (ii) Prepare Baseline survey for flora and fauna.
- (iii) To analyze visitor carrying capacity. and
- (iv) Finally, to prepare a 25 years Master plan to upgrade Madhabkundo Eco Park to an international standard.

3. Scope of services:

The scope of services of the firm but not limited to the following:

1. Review the existing literature and data.
2. Stakeholder consultation, meetings, workshop to collect the information and data.
3. Coordinate with feasibility study team for getting information to be included in the master plan.
4. Mapping Existing Conditions for Madhabkundo eco-park in collaboration with the RIMS unit of Forest Department
5. Assess the existing conditions of land use, moveable and immoveable property, infrastructure and utilities.
6. Collect socio-economic and environmental information.
7. Review the existing development program of Madhabkundo eco-park.
8. Collect tourist and transport information of Madhabkundo eco-park.
9. Prepare a set of infrastructure and utility line drawings (not construction drawings) to match the master plan/land use plan, zoning plan.
10. Identify the components to be included in the master plan and share with FD for finalization;
11. Coordinate with RIMS unit for getting the land use/cover information and mapping for the area.
12. Prepare Waste Management Plan for both solids and liquids.
13. Conduct a consultation workshops at regional and national level to validate the master plan.
14. Prepare 25-year master plan based on the data and information collected and client's requirements.
15. Prepare an animated presentation of masterplan with detail structural and landscape plan.
16. Conduct local and national level workshop to finalize the master plan.
17. Any other task relevant to the assignment.

4. Data, facilities & Local services to be provided by the Client:

Within the Capacity/ability, the client will provide possible necessary support to the consultant related to field work. Resource Information Management System (RIMS) unit of Bangladesh Forest Department at Dhaka could be coordinated to get support for information collection and map preparation for master plan development.

5. Team Composition:

In order to complete the assignment, the Consultant will assemble a multi-disciplinary team of technical experts with substantial experience and adequate educational backgrounds to ensure that the services are carried out in a professional and timely manner. The team will include, but may not be limited to:

Sl. No.	Position	Academic & Experience Requirement	Description of Input (core responsibilities)
1	Team Leader	At least Master's degree in the related field. S(he) must have at least five (05) years of experience in the field of preparation Master plan of Eco Park/ Industrial park.	Lead and manage inputs of consultant team; responsible for overall product delivery and for timely and quality execution of services; primary contact point for contract execution.
2	Architect/Structural Engineer	At least Masters in Structural Engineering and shall be fluent in latest Structural Code Requirement for structural design. S(he) must have at least five (05) years of experience in structural analysis and design of similar nature project.	Structural analysis and Design of civil structures; Structural feasibility, cost estimation etc. required for the project.
3	Mechanical Engineer	At least Masters in Mechanical Engineering. S(he) must have at least five (05) years' experience in Mechanical analysis and design of mechanical works.	Mechanical analysis and Design required for the project.
4	Forestry expert	At least Masters in Forestry or related field. S(he) must have the at least five (05) years of experience in the field of Forest and natural resources management.	Required Support for the project.
5	Wildlife Expert	At least Masters in the related field. S(he) must have the at least five (05) years of experience in the field Wildlife Management.	Required Support for the project.
6	Landscape designer	At least Masters in the related field. S(he) must have the at least five (05) years of experience in the field of landscape design.	Required Support for the project.
7	Environmental Specialist/Ecologist	At least Masters in Environmental Engineering/ Environment Science or related field. S(he) must have the at least five (5) years of experience in the field of	Environmental Impact Assessment, Environmental Management Plan and Environmental Feasibility; all aspects concerning project

		environmental assessment, study and feasibility analysis. of similar nature projects.	environmental assessment requirements
8	Economist/Financial expert	At least Masters in Economics or related field. S(he) must have the at least five (05)years of experience in the field of financial & economic analysis of large projects.	Financial and Economic Analysis.

6. Deliverables and Schedule of Deliverables

A. Deliverables:

The Consultant will produce the following deliverables (described further below):

1. Inception Report
2. Monthly progress report.
3. Draft 25 years Master Plan.
4. Final 25 years Master Plan
5. Animated Presentation of the Master Plan with detail structural and landscape plan.

The preparation and delivery of the above documents will be organized in three steps, as follows:

1. Inception Report and monthly progress report: Submitted within 1(one) months of contract signing: The Consultant will submit an Inception Report detailing the methodology, approach and work plan for the entire assignment covering all items under "Scope of Services" as outlined in this Terms of Reference. The Inception report will in detail describe the method of data collection including field work plan and analysis. The Inception report will provide an outline of the team tasks and team members' inputs and deliverables. This inception report will be subject to review and comment by the client. The Consultant will revise the inception report based on those comments. The final inception report will be submitted to the Client after incorporation of comments. Monthly progress report will be submitted within the 2nd week of each month.

2. Draft 25 years Master Plan Submitted within 5 (five) months after contract signing: The Consultants will prepare a Draft 25 years Master Plan covering all tasks under the assignment with specific recommendations. It will be accompanied by a draft executive summary. This deliverable should include all the comments suggested by the client and other relevant stakeholders. It will include all relevant data in a tabulated format used by the Consultant for the baseline, raw and processed data, toolkits and questionnaires used for the economic, environmental, social-cultural assessment, and other supplemental information that will constitute the project file.

After submission of the draft 25 years Master Plan, a presentation shall be disseminated to the Client for obtaining feedback. Client's comments on draft final report will be incorporated in the final Master plan.

3. Final 25 years Master Plan of Madhobkundo Eco park and animated presentation: Submitted with 6(six) months after contract signing:

B. Schedule of Deliverables:

The consulting firm will submit all the deliverables to the client in due time. All reports will be submitted in Softcopy (PDF) – 1 copy and Hardcopy – 3 copies.

Sl.No.	Deliverables	Timelines
1.	Inception Report	Within 1 (one) month of contract signing
2.	Monthly progress report	Within the 2 nd week of each month.
3.	Draft 25 years Master Plan.	Within 05 (five) months of contract signing
4.	Final 25 years Master Plan.	Within 06 (Six) months of contract signing
5.	Animated Presentation of the Master Plan.	Within 06 (Six) months of contract signing.

7. Institutional Arrangements

Divisional Forest Officer (DFO) of Sylhet Forest Division represents the Client for this assignment. The Consultant will work under the direct supervision of the DFO of Sylhet Forest Division and Conservator of Forests (CF) of Central Circle, Dhaka. DFO will assist the Master plan team as required, particularly with regard to available forest data of the study area. S (he) will also support the Consultants that the objective of the assignment, as detailed in the ToR, would be achieved within the agreed time schedule, and that the contents of the Master plan are acceptable to the Government of Bangladesh. (S) he will supervise the execution of the Master plan study and will monitor progress according to the objectives set in the ToR. S(he) will facilitate meetings between the consultants and BFD professional staffs to discuss technical issues. Any unresolved issues, either technical or otherwise, will be taken up with BFD’s senior technical personnel or other GoB agencies as required.

8. Consultant Responsibilities

Data, personnel, required equipment, facilities and services will be provided by the Consultant as detailed in this ToR. The Consultant will mobilize the necessary expertise for the effective delivery of the services as stipulated in the scope of works and ToR. The Consultant will carry out the services in the best interest of the Client with reasonable care, skills and diligence in line with sound professional, administrative and financial practices. Field surveys and field data collection will be carried out in coordination with field officers of BFD (Division/Range/Beat Officers). The Consultant will be responsible to the client for the execution of the contract according to the terms and conditions spelled out therein.

9. Other requirements:

- i) The firm have valid government registration.
- ii) Proven record of financial and institutional soundness of the firm
- iii) Have valid Trade License, Income Tax return certificate, VAT registration, Bank solvency statement, experience certificate etc.

iv) The Consulting firm shall have adequate working equipment, IT facility, survey equipment, logistic supports, financial capability such as turnover, liquid assets etc.

10. Duration:

The duration of the consultancy services is 7 (seven) months from the commencement date of the Contract.

Divisional Forest Officer
Sylhet Forest Division, Sylhet and
Project Director