



**Government of India,  
Ministry of Environment & Forests,  
National Museum of Natural History,  
Barakhamba Road, New Delhi-110001**

**Notice Inviting Expression of Interest (EoI) for  
Third Party Evaluation of the Activities and Achievements of  
National Museum of Natural History (NMNH)  
for continuation in the XI Five Year Plan.**

The National Museum of Natural History, on behalf of the President of India, invites Expression of Interest (EoI) from professionally competent and experienced consortium of experts in the field/organization/ institution, who/ which have demonstrable expertise in the evaluation of schemes related to Collection, Conservation, Education, Exhibition, Public service etc in the field of Environment, Natural history, Natural heritage interpretation, and or Museology. It should have in-house core competence, skilled manpower and sufficient experience in the above-mentioned fields.

Mere submission of EoI will not confer any right for carrying out the job. The NMNH reserves the right to accept/reject the EoI or stop the process of approval at any stage, at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon such a decision. Submission of EoI will not automatically entitle the consortium /organization/ institution to have any right for receiving the tender job.

The NMNH would shortlist eligible applicants in accordance with the eligibility and qualification criteria posted in the websites of the NMNH (<http://www.nmnh.nic.in>) and Ministry (<http://www.moef.gov.in>).

The EoI for the evaluation may be submitted in duplicate in sealed envelopes through Speed Post/Registered Post super scribing 'Third Party Evaluation' on top of the envelope so as to reach the undersigned within 30 days of the publication of this advertisement. The last date for submission of EoI (Expression of Interest) is 05/08/09

Director, National Museum of Natural History,  
Barakhamba Road, New Delhi-110001

## **NOTICE**

**Ref. :** Advertisement No-13109/11/0007/0910

dated : 06/07/2009

**Subject:** Request for Expression of Interest for Third Party Evaluation of the Activities and Achievements of National Museum of Natural History for continuance in the XI five year plan.

Expressions of Interest (EoI) are invited by the National Museum of Natural History on behalf of President of India from professionally competent and experienced consortium of experts in the field/organization/ institution for the work mentioned.

Details indicating the assignment, the selection criteria, mode of submission of document are as given below. National Museum of Natural History (NMNH) reserves the right to accept/reject EoI or stop the process of approval at any stage, at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon such decision. Mere submission of EoI will not confer any right for carrying out the job. Similarly, the EoI will not automatically entitle them to have any right for receiving the tender job.

### **1. Background:**

The National Museum of Natural History (NMNH) is a sub-ordinate organization under the Ministry of Environment and Forests, Govt. of India for carrying out environmental education in the country through the means of education and exhibition. The NMNH opened its doors to the public in the FICCI Museum Building at Barakhamba Road in New Delhi on 5<sup>th</sup> June 1978 with an Exhibition Gallery on Natural History, coinciding symbolically with the World Environment Day to emphasize its role in environmental education.

The NMNH has at present four regional offices, located in different locations of the country: Mysore (South India), Bhopal (Central India), Bhubaneswar (Eastern India), and West (Sawai Madhopur).

The various activities of the NMNH have been prioritized under (i) primary objectives, and (ii) secondary objectives.

#### **1.1.Primary Objectives:**

- 1.1.1. To develop the Museum in the country's Capital to achieve the highest level of quality to promote environmental education and interpretation of natural heritage of the Country.
- 1.1.2. To develop and structure museum-based educational projects at the formal and non-formal levels.
- 1.1.3. To develop audio-visual aids, interactive exhibits, permanent and temporary exhibitions, school loan kits, etc. to promote environment education.

- 1.1.4. To conduct museological and natural history research consonant with the scope of the Museum.
- 1.1.5. To extend the mandate of the NMNH on a national level by establishing Regional Museums of Natural History in various Regions of the country.
- 1.1.6. To help government agencies and other Museums to establish/ renovate collections/museums of natural history and to extend professional help.
- 1.1.7. To undertake professional development in the fields of Natural Heritage and Museum Studies.
- 1.1.8. To develop international cooperation with museums and professional organisations such as ICOM (International Council of Museums) in all aspects of Natural history Museums including capacity building and training of staff.

**1.2. Secondary objectives:**

- 1.2.1. Provision of Access to All including Persons with Disabilities,
- 1.2.2. Capacity building in Natural History Museology through professional development, workshops, conferences, training programmes etc,
- 1.2.3. Develop specialized Resource materials for Environmental Education,
- 1.2.4. Extension of resources of the Museum further by establishing a network of Rural Extension Services through many means including Mobile Museums.

**1.3. Ongoing programmes:** There are many regular/ ongoing programmes such as Summer Programme for Teenagers, Winter programmes, Educational programmes in connection with World Environment Day, Wildlife Week, International Ozone Day, and NEAC; Special programmes for Persons with Disabilities, Workshops on Low-cost teaching aids for teachers, National and regional conferences/ seminars on Natural Heritage, and Training programmes for NH Museums staff from India and abroad. A few programmes are arranged in collaboration with UNESCO and ICOM. In addition the Museum has established excellence in a few thrust areas of national/international importance such as Museum Access Studies, Museum Visitor Studies, Intangible Natural Heritage (Traditional Knowledge about Nature) etc.

**1.4. Future programmes:** A major future programme is the establishment of NMNH headquarter campus on a piece of land being acquired in New Delhi. Other programmes will include revival of ENVIS on Natural Heritage/ Museum Studies, Establishment of a few National Centres (National Centre for Museum Visitor Studies, National Centre for Museum Access Studies etc), organisation of a few International Conferences (Intangible Natural Heritage, Museum Social Inclusion and Access), International collaboration on NH Museums etc.

## **2. Terms of Reference**

### **2.1. The Assignment**

- 2.1.1. To find out whether the objectives for which the Scheme was initiated are being achieved,
- 2.1.2. To assess the effectiveness of NMNH in implementing EE,

- 2.1.3. To assess the presence/absence of enabling environments for its personnel in terms of trainings, workshops, skill augmentation, study tours, exchange programmers and other HRD activities,
- 2.1.4. To assess the institutional and financial support, including man-power requirements, to NMNH for achieving the objectives of the scheme,
- 2.1.5. To assess the level of synergy between different regional offices and peer national and international institutions and how its expertise can be utilized by the stakeholders,
- 2.1.6. To assess the effectiveness of NMNH in achieving targets as per National Environmental Policy 2006,
- 2.1.7. To assess the strengths and weaknesses of NMNH (SWOT Analysis),
- 2.1.8. To formulation proposals, with detailed justification, for strengthening and expansion of NMNH to enable it to meet the objectives set out in the scheme,
- 2.1.9. To assess the need for continuing this scheme in the 11th Five Year Plan.

**2.2.Recommendation:** The recommendation part of evaluation should include

- 2.2.1. Overall evaluation of the scheme,
- 2.2.2. How successful the NMNH has been in achieving the objectives and suggests improvements,
- 2.2.3. Specific recommendations on intra-and inter-institutional linkages,
- 2.2.4. Recommendations for improvements in institutional set up, administrative set up (such as autonomy), financial sustainability, human resource requirements, capacity building etc especially applicable to public/ visitor service nature of the institution,
- 2.2.5. Whether the set rules and procedures of Planning, Monitoring & Evaluation of Research, Awareness & Education, Exhibition and Administration need any revision to meet the objectives of the scheme,
- 2.2.6. Recommendations to develop performance indicators, both qualitative and quantitative, and suggest formats for periodical Monitoring & Evaluation,
- 2.2.7. Establishment of the Museum into a national/ international level Museum Training Institute,
- 2.2.8. To suggest modifications and expansion of the Museum for capacity building in Museum Studies,
- 2.2.9. To suggest criteria for establishment of Regional Offices and State-wise offices,
- 2.2.10. Specific recommendations on intra-and inter-institutional linkages,
- 2.2.11. To develop criteria for financial/professional support to other Natural History Collections/ Museums/institutions/organizations in establishing/modifying/ renovating NH Museums/ Environment Resource Centres/ Interpretation Centres similar to such projects prevalent with the Ministry of Culture.

**2.3.Methodology:** The methodology of the evaluation should be very comprehensive, involving both Desk Review and Field Studies. Quantitative as well as Qualitative analyses should be undertaken, using modern pre-tested tools, such as open-ended interview, analyses of responses etc. which include:

- 2.3.1. Detailed discussions with the Director, Scientists/ Curators and other staff at different levels and the staff in both headquarter and regional offices of NMNH and also with concerned officials in the Ministry of Environment

and Forests (MoEF) to know about the present status, their achievements, weakness, future plans, infrastructural requirements (including additional human resource), etc,

- 2.3.2. Discussion with Directors/ HODs of BSI, ZSI, major Museums (such as National Museum, NCSM, IGRMS, Indian Museum), major training institutions (NRLC, Institute of Archaeology, National Archives of India etc), University Departments of Museology (Aligarh, Calcutta, Baroda, National Museum Institute, Centre for Heritage Studies etc) and representatives of other stakeholder groups including Departments of Environment/ Forest,
- 2.3.3. Assessment of the infrastructure availability in terms of buildings/ laboratories, equipment, exhibitions and trained human resource,
- 2.3.4. Collection of all relevant documents necessary for evaluation of scheme and preparation of the report,**
- 2.3.5. The Agency will discuss the final Report with the Director before submitting the same to the appointed authority. The final part shall be prepared as per the TOR and would include background, mandates of NMNH, present status, strength and weakness and their analysis and detailed recommendation for each and every aspect. The report should also have exclusive summary in the beginning.

3. **The Agency:** The study will be undertaken by a consortium of experts in the field/organization/institution (Agency), who/which have demonstrable expertise in the evaluation of schemes containing Collection, Conservation, Education, Exhibition, Public service etc in the field of Environment/ Natural history/ Natural heritage interpretation/Museology/ Science Education. It should have in-house core competence, skilled manpower and sufficient experience in the above field as mentioned below:

- 3.1. Team Leader: A minimum 25 years experience in field of Natural History/ Museology/ Environmental/ Science Education/ Exhibition/ Public service,
- 3.2. Team Members: A minimum 20 years experience in the fields mentioned above.

4. **Outputs:**

- 4.1. Presentation of methodology developed for the evaluation agency, including the details of the samples selected: .....(before completion of 90 days),
- 4.2. Presentation of preliminary findings of the Desk review and the responses of pre-testing of questionnaire for the field study....(before completion of 90 days),
- 4.3. Presentation of draft report ..... ..(before completion of 150 days),
- 4.4. Comments of the NMNH on draft report.. ... (before completion of 180 days),
- 4.5. Submission of final report..... ..(before completion of 195 days)

5. **Terms of Payment:**

- 5.1. The payment would be released in three instalments: (a) 20% on acceptance of offer, (b) 50% on acceptance of draft report at the end of 150 days and (c) 30% on acceptance of final report,
- 5.2. No capital cost would be incurred under the amount provided; neither any liability would be created for NMNH beyond the original amount,
- 5.3. The payments will be subjected to deduction of taxes as per prevailing Government of India's rules.

6. **Other Terms:**

- 6.1. The evaluation study would be open to review by NMNH officials and jointly agreed issues would be duly addressed in a time bound manner.
- 6.2. The Ministry of Environment and Forests reserves the right to terminate the evaluation study at any point of time without assigning any reasons.
- 6.3. The Ministry of Environment and Forests reserves the right to cancel contract awarded to the selected Agency, should it find that the progress of the evaluation is not satisfactory or the quality of the draft report is not satisfactory. In the event of a contract being cancelled, a reasonable opportunity would be given to the Agency to explain why the payment made to them shall be recovered in addition to the difference in the cost of evaluation study awarded to the next higher bidder.
- 6.4. The intellectual property right of the evaluation study and its outputs shall be that of NMNH/ Ministry of Environment & Forests.

**Director, National Museum of Natural History,  
Barakhamba Road, New Delhi-110001**