



Indian Council of Forestry Research and Education
(An Autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India)
P.O. New Forest, Dehradun – 248 006 (Uttarakhand), INDIA

REQUEST FOR EXPRESSIONS OF INTEREST
(Individual Consultant - Selection)

COUNTRY: INDIA

NAME OF PROJECT: ECOSYSTEM SERVICES IMPROVEMENT PROJECT (ESIP)

Grant No.: TF0A3990

Assignment Title: Procurement Consultant-cum-Financial Expert

Reference No.: IN-ICFRE-32612-CS-INDV

The Government of India has received financing from the World Bank toward the cost of the Ecosystem Services Improvement Project (ESIP), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include engagement of Individual Consultant (IC) for implementing of one of the component of ESIP *i.e.* Scaling up Sustainable Land and Ecosystem Management in Selected Landscapes. The consultant would need to look into the procurement and financial related matter of the project. The initial duration of the contract for this assignment is for a period of two years. Terms of Reference for selection of Consultant is given in Annexure - I.

The Indian Council of Forestry Research and Education (ICFRE), Dehradun now invites eligible individual consultants to indicate their interest in providing the Services. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience in procurement and financial management etc. The shortlisting criteria are:

- i. Essential qualification is Post Graduation in Commerce/ Economics/ Business Administration/ Finance Management/ Finance and Procurement Management or equivalent
- ii. Minimum 5 years of experience in handling of works related to procurement and financial management.
- iii. Expertise in preparation of TORs for consulting services, request for proposal documents and bidding documents for procurement of goods and services.
- iv. In-depth knowledge and expertise in commercial negotiations, financial management, accounts, internal controls/systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgment.
- v. Good knowledge of all concepts and principles of and approaches to procurement, and of public procurement systems followed by the Government of India and the World Bank.
- vi. Knowledge and understanding of technical, commercial and legal aspects of procurement at all phases.
- vii. Experience of working in a Government aided project/ institution or in the project funded by external agencies in government organisations will be preferred.

- viii. Knowledge of and working experienced in handling of procurement and finance related computer skills (Tally etc.).
- ix. Well versed with the financial accounting and procurement procedures of the World Bank and Government of India.
- x. Fluent in verbal and written Hindi and English with strong communication skills in presenting, discussing and resolving difficult issues, both orally and in writing.
- xi. Computer skills.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers [Government of India, 16 August 2017]* ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Selection Based on the individual consultant selection method set out in the Consultant Guidelines. A consultant shall submit individual CVs as per the prescribed format. The individual consultants are to be selected on the basis of their relevant experience, qualifications, and capability to carry out the assignment.

Expression of interest must be delivered in a written form either through postal mail or by email using the prescribed format on or before 04 December 2017.

Further information can be obtained at the address below during office hours [0900 to 1730 hours]:

Assistant Director General (Biodiversity and Climate Change) &

Project Director, Ecosystem Services Improvement Project

Room No: 42

Indian Council for Forestry Research and Education

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TERMS OF REFERENCE
(Procurement cum Financial Expert)

1. Background

The Government of India has received financing from the World Bank toward the cost of the Ecosystem Services Improvement Project. Indian Council of Forestry Research and Education (ICFRE) is one of the implementing partners of 'Ecosystem Services Improvement Project (ESIP)' and may implement one of the components of ESIP, *i.e.*, Scaling up Sustainable Land and Ecosystem Management (SLEM) in Selected Landscapes. The main objectives of this component are to prevent land degradation and desertification and increase above-ground forest carbon stock through a combination of investments to implement and scale-up tried-and-tested SLEM best practices, to increase national capacity for monitoring land degradation and track associated indicators, and to generate knowledge exchange on SLEM approaches. The goal is to benefit small and marginal farmers and other rural poor and to develop a national knowledge platform for supporting a community of practice on SLEM. These activities are designed to overcome the twin challenges of arresting land degradation and meeting food security targets. This component will finance on-the-ground sustainable land management investments in private land holdings and common property lands and enhance knowledge and capacity for further scaling up of SLEM approaches at the national level. It will draw heavily from the best practices and approaches that were tried and successfully developed under SLEM project. This component can help increase national capacity for monitoring the status of land degradation and desertification and SLEM outcomes, as well as the results of UNCCD action programmes at the country level.

2. Objective(s) of Assignment

- i. Procurement and financial management including budgeting, funds management, compliance with reporting requirement and audit. This may include development of satisfactory financial and accounting policies and procedures for the project and its adherence to these policies and procedures, including an operational internal control mechanism.
- ii. Prepare periodic interim unaudited financial reports of the project for submission to MoEF&CC, CAA&A and the World Bank.
- iii. Keep track of disbursement under the project, maintain financial records and procurement records of the project.
- iv. Keep track and maintain ledger book of all expenditures incurred in the project and ensure reconciliation of same with the Accounts Office, ICFRE on monthly basis.
- v. Provide financial and commercial advices and assistance in various procurement proposals for goods and services as per the World Bank Procurement Guidelines.
- vi. Any other finance related activities of the project that may be assigned by the Project Director and Project Manager, including payment of bills etc. and ensuring adequate internal controls to support the payments.
- vii. Prepare procurement plan, financial reports and other documents related to project.

- viii. Assistance in conducting the external and internal audit of the project and reply (if any) of the same.

3. Scope of Services, Tasks (Components) and Expected Deliverables

(a) Scope of Services, Tasks (Components)

- i. Overall responsibility for procurement and financial management of the project.
- ii. Prepare procurement plan, financial reports and other documents related to project.
- iii. Maintain and update the procurement plan and records regularly.
- iv. Provide procurement support during project implementation (including prior and post reviews of all procurement documents and decisions).
- v. Work in coordination with the technical specialists and staff in the project team and advise them on procurement and financial issues.
- vi. Preparation of the bidding documents and draft contracts for goods, works and consulting/non-consulting services.
- vii. Prepare requests for EOI, bidding documents/ request for proposals and draft contracts for goods, works, consultants and non-consultant service contracts in accordance with the schedule in the procurement plan.
- viii. Preparation of documents related to short-listing of consultants/consulting firms, and bid and proposal evaluations.
- ix. Preparation of specifications and bidding documents and evaluation.
- x. Review and handle the technical, commercial and legal aspects of procurement (in consultation with Legal and Policy teams as necessary) at all stages of the project cycle.
- xi. Provide support to timely preparation of project annual budget estimate keeping in view of the approved allocations and past expenditure under the project, revised estimates (if any).
- xii. Prepare and submit Interim Unaudited Financial reports (IUFs) to MoEF&CC, CAA&A and the World Bank on periodically.
- xiii. Keep track of disbursement under the project - category-wise, maintain the financial records.
- xiv. Keep track and maintain ledger/cash book of all expenditures incurred under the project and ensure reconciliation with the Accounts Office and CA&FO on a quarterly basis.
- xv. Consolidate and control over advance contingency bills and receipt of utilization certificates.
- xvi. Prepare a range of procurement-related documents and reports, particularly the procurement plan, pre-post reviews, contract lists and semi-annual procurement updates/progress report for submission to the World Bank.
- xvii. In addition to the above listed tasks, the expert may be called upon to assist in any other task (related to project) assigned by Project Director and Project Manager of ESIP.

(b) Expected Deliverables

- i. Develop and maintain database related to procurement and financial part of the project.
- ii. Prepare Interim Unaudited Financial reports (IUFs) of the project on quarterly basis.
- iii. Prepare procurement plan, quarterly interim unaudited financial reports and other documents related to project.
- iv. Prepare regular financial progress report of the project.
- v. Any other tasks (related to project) assigned by Project Director and Project Manager of ESIP.

Data and documents/ reports /papers etc. generated by the expert under ESIP will be the sole property of ICFRE. Expert should ensure to hand over print and electronic copies of data and documents/ reports /papers to the Project Manager, ESIP, ICFRE before completion or termination of the contract.

Performance of the Expert will be measured against assigned work plan and it will be updated every six months. Expert will submit quarterly progress reports stating her/his accomplishments against the agreed work plan and also submit any other reports as required by the project management authorities.

4. Eligibility Criteria

- i. Essential qualification is Post Graduation in Commerce/ Economics/ Business Administration/ Finance Management/ Finance and Procurement Management or equivalent
- ii. Minimum 5 years of experience in handling of works related to procurement and financial management.
- iii. Expertise in preparation of TORs for consulting services, request for proposal documents and bidding documents for procurement of goods and services.
- iv. In-depth knowledge and expertise in commercial negotiations, financial management, accounts, internal controls/systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgment.
- v. Good knowledge of all concepts and principles of and approaches to procurement, and of public procurement systems followed by the Government of India and the World Bank.
- vi. Knowledge and understanding of technical, commercial and legal aspects of procurement at all phases.
- vii. Experience of working in a Government aided project/ institution or in the project funded by external agencies in government organisations will be preferred.
- viii. Knowledge of and working experienced in handling of procurement and finance related computer skills (Tally etc.).
- ix. Well versed with the financial accounting and procurement procedures of the World Bank and Government of India.
- x. Fluent in verbal and written Hindi and English with strong communication skills in presenting, discussing and resolving difficult issues, both orally and in writing.

5. Client's Input and Counterpart Personnel

(a) Services, facilities and property to be made available to the expert by the Client:

1. Furnished office room
2. Computer, internet facility
3. Relevant documents required for imparting services.
4. @ 1days leave per month
5. Any other services required.
6. Traveling expenditure as per Government of India norms for the consultants/ contract personnel.

(b) Professional and support counterpart personnel to be assigned by the client to the Expert's Team: Nil

6. Duration and Location

The initial duration of the contract for this assignment is for a period of two years and likely to be extended further depending upon the performance of expert and requirement of project. The expert will report to the Project Director and Project Manager of ESIP.

7. Remuneration and Payment Terms

The consolidated remuneration of the expert will be INR 45,000/-per month and TDS will be deducted as per the Income Tax Norms. Annual hike @10% of consolidated monthly remuneration may be provided subject to the satisfactory performance of the expert. Travel expenditure, to the travel undertaken by the expert for project works will be reimbursed as per the norms of the Government of India/ICFRE. No other allowances would be reimbursed or paid to the expert.

**Format for Submission of Proposal of Expression of Interest for
Procurement Consultant cum Financial Expert under
Ecosystem Services Improvement Project**

1. Name of Candidate (in block letters):

2. Father's Name :

3. Permanent Address :

Self Attested
Passport Size
Photograph

4. Full Postal Address for
Correspondence :

5. Mobile No. Telephone No.

6. E-mail ID :

7. (a) Date of Birth :

(b) Age as on 04.12.2017 *i.e.*, the last date of submission of expression of interest proposal:

8. Nationality :

9. Educational Qualifications (Graduation onwards):

Examination passed	Subjects of Examination	Name of Board/ University	Year of Passing	Division

10. Relevant Experience in the Handling of Procurement and Financial Management of Projects/ Institutions:

Name of Employment/ Designation	Name of the Organisation where worked	Duration of Experience		Year of Experience	Nature of Duty Performed
		From	To		

11. List of Forestry Projects handled/ executed (in chronological order):

12. Training Programmes attended:

13. Computer Skills:

14. Communication Skills:

15. Other Professional Skills:

16. Two References:

17. Justification as to, why he/she should be considered as a suitable candidate for engaging as a Procurement Consultant cum Financial Expert?

Declaration

I affirm that all information supplied by me as stated above is true and correct, I also fully understand that if any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature is liable be summarily rejected. Curriculum vitae and self attested copies of all the necessary documents are enclosed for proof of age, essential qualifications and relevant essential experiences.

Place:

Date:

Signature of the candidate