



## **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**

No. 3/2018/ESIP/BCC/ICFRE

Dated: 15/06/2022

### **REQUEST FOR EXPRESSIONS OF INTEREST (Individual Consultant - Selection)**

**COUNTRY:** INDIA

**NAME OF PROJECT:** Ecosystem Services Improvement Project

**Grant No.:** TF0A3990

**Assignment Title:** Engagement of Establishment-cum-Secretarial Consultant

**Reference No.:** IN-ICFRE-299329-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 establishment and secretarial related matter of the project. The duration of the contract for this assignment is up to 30 July 2023. 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 to perform the Services. The short listing criteria are:

- i. Essential qualification is post graduation
- ii. More than 5 years upto 10 years of experience in handling of works related to establishment matters, office management and secretarial assistance.
- iii. Expertise in preparation of TORs for consulting services.
- iv. Expertise in drafting and typing of official correspondences, noting/dictations and minutes of meetings etc in Hindi and English.
- v. Good knowledge of all concepts and principles of office procedures, rules, record keeping & maintenance and office management.
- vi. Knowledge and understanding of technical, commercial and legal aspects of establishment, procurement and finance related matters.
- vii. Experience of working in a Government aided project/institution or in the project funded by external agencies to the government organisations will be preferred.

- viii. Fluent in Hindi and English typing and computer skills.
- ix. Fluent in verbal and written Hindi and English with strong communication skills in presenting, discussing and resolving difficult issues, both orally and in writing.

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.

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

Expression of interest (with individual CV to be furnished as per Annexure-II) must be delivered in a written form to the address below (in person, or by post or by email) on or before 30 June 2022 (17:30 hrs).

Project Director,  
Ecosystem Services Improvement Project  
Room No: 143  
Indian Council for Forestry Research and Education  
P.O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)  
Tel: +91-135-2224803, 2224823, 2224831 Tele Fax: +91-135-2750296  
Email: projectdirectoresip@gmail.com, Website: www.icfre.gov.in

**Terms of Reference  
(Establishment-cum-Secretarial Consultant)**

**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. Maintain the office procedures and proper documentation of the records of the project.
- ii. Deals all the establishment matters related to the project.
- iii. Preparation of documents/reports related to the project.
- iv. Maintenance and upkeep of the assets and records of the project.
- v. Assistance in conducting the external and internal audit of the project and reply (if any) of the same.
- vi. Drafting of official correspondence, noting/dictations and minutes of meetings in Hindi and English.
- vii. Provide secretarial assistance to the Project Director and Project Manager, ESIP Project
- viii. Provide typographical assistance in preparation of documents/reports related to the project.

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

#### *(a) Scope of Services, Tasks (Components)*

- i. Overall responsibility establishment related matters of the project and office management.
- ii. Maintain the project related records and documents (pertaining to establishment and procurement) systematically for audit/ review by the World Bank as well as Controller of Accounts and Audit and will apprise them accordingly during audit and World Bank review.
- iii. Assist in uploading the procurement plans related documents on STEP (Systematic Tracking of Exchanges in Procurement) portal of the World Bank.
- iv. Carrying out all activities related to contracting including negotiation, signing of contract, publishing contract, award notice and performance of contracts etc.
- v. Preparation of the official correspondences related to the project.
- vi. Proper maintenance of assets and records of the project.
- vii. In addition to the above listed tasks, the Consultant 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 establishment related records of the project.
- ii. Prepare fixed asset reports of the project on quarterly basis.
- iii. Prepare all the documents related to project implementation.
- iv. Prepare, maintain and upkeep all the records of the project.
- v. Prepare all the documents for internal and external correspondence of the project.
- vi. Any other tasks (related to project) assigned by Project Director and Project Manager of ESIP.

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

Performance of the Consultant will be measured against assigned work plan and it will be updated every six months. Consultant 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. Qualification Requirements**

- i. Essential qualification is post graduation
- ii. More than 5 years upto 10 years of experience in handling of works related to establishment matters, office management and secretarial assistance.
- iii. Expertise in preparation of TORs for consulting services.

- iv. Expertise in drafting and typing of official correspondences, noting/dictations and minutes of meetings etc. in Hindi and English.
- v. Good knowledge of all concepts and principles of office procedures, rules, record keeping & maintenance and office management.
- vi. Knowledge and understanding of technical, commercial and legal aspects of establishment, procurement and finance related matters.
- vii. Experience of working in a Government aided project/institution or in the project funded by external agencies to the government organisations will be preferred.
- viii. Fluent in Hindi and English typing and computer skills.
- ix. 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 consultant 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 Consultant's Team: Nil*

## **6. Duration and Location**

The duration of the contract for this assignment is up to 30 July 2023. The consultant will report to the Project Director and Project Manager of ESIP.

## **7. Remuneration and Payment Terms**

The consolidated remuneration of the consultant will be INR 80,000/- per month and TDS will be deducted as per the Income Tax Norms. Annual hike @8% of consolidated monthly remuneration may be provided subject to the satisfactory performance of the consultant. Travel expenditure, to the travel undertaken by the consultant 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 consultant.

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**Annexure – II**

**Format for Submission of Proposal of Expression of Interest for Selection of  
Establishment-cum-Secretarial Consultant under  
Ecosystem Services Improvement Project**

1. Name of Candidate (in block letters):

2. Father's Name :

3. Permanent Address :

4. Full Postal Address for  
Correspondence :

5. Mobile No. Telephone No.

6. E-mail ID :

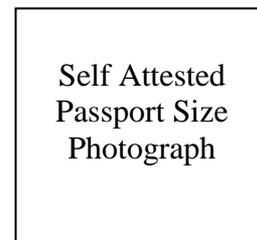
7. (a) Date of Birth :

(b) Age as on 31.05.2022 :

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 works related to establishment matters and office management:

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 Published Peer Reviewed Documents/Reports/ Papers:

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

13. Training Programmes Attended:

14. Computer Skills:

15. Communication Skills:

16. Other Professional Skills:

17. Two References:

18. Justification as to, why he/she should be considered as a suitable candidate for engaging as a Establishment-cum-Secretarial Consultant?

### **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