



**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**

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

**COUNTRY:** INDIA

**NAME OF PROJECT:** ECOSYSTEM SERVICES IMPROVEMENT PROJECT

**Grant No.:** TF0A3990

**Assignment Title:** Policy cum Knowledge Management Consultant

**Reference No.:** IN-ICFRE-31733-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 natural resource management and biodiversity assessment related activities of ESIP in the States of Chhattisgarh and Madhya Pradesh. 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 Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- i. Essential qualification is Postgraduate degree in Environmental Laws/ Policy and Knowledge Management/ Social Science/ Forestry/Natural Resource Management/ Environmental Science or equivalent and desirable qualification is doctorate degree in the relevant field.
- ii. Minimum 10 years of experience in analysis of policies and knowledge management particularly in the context of natural resource management/ forestry projects etc. Candidates with diverse practical and research experience in the field will have an advantage.
- iii. Experience of working with government agencies and of working in natural resource management/ forestry projects/policies and knowledge management.

- iv. Proven record of scientific peer-reviewed publications and development of knowledge products with respect to natural resource management.
- v. Strong background in analysis policies, knowledge management and framing of policies activities is an advantage.
- vi. Knowledge of and experienced in project cycle management and well versed in logical frameworks.
- vii. Extensive knowledge of conventions on climate change, combating desertification and biodiversity (UNFCCC, UNCCD and CBD).
- viii. Fluent in speaking and writing English.
- ix. Strong communication skills.
- x. Computer skills.
- xi. Ability to work effectively in a team interacts persuasively with a range of stakeholders, and travel extensively.

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 CV as per the prescribed format (Annexure - II). 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 10 August 2018 and date for participation in the interactive discussion at ICFRE Hqs. for selection of consultant is 13 August 2018.**

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

Project Director  
Ecosystem Services Improvement Project (ESIP)  
Room No: 48  
Indian Council for Forestry Research and Education  
P.O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)  
Tel: +91-135-2224823, 2224803, Tele Fax: +91-135-2750296  
Email: projectdirectoresip@gmail.com, rsbrawat@gmail.com  
Website: www.icfre.gov.in

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**Terms of Reference**

**(Policy cum Knowledge Management 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. To ensure that the program outputs contribute to strengthening the policy foundations for scaling-up of integrated SLEM approaches for reducing land degradation and desertification.
- ii. Ensure development of knowledge products related to scaling-up of SLEM approaches.
- iii. Develop strategies for scaling-up of integrated SLEM approaches for reducing land degradation and desertification
- iv. Building national capacity for land degradation and desertification monitoring, and implementation of a national knowledge network.

- v. Establish system for collection and dissemination of information, experiences and success stories pertaining to the project to a wide audience for scaling up SLEM best practices at national level.
- vi. Connect stakeholders with common interest in adopting SLEM approaches.
- vii. Develop national data base of SLEM best practitioners.
- viii. Technical support for preparation and dissemination of SLEM knowledge products.
- ix. To liaise with agencies like NRSC, FSI and other line Ministries/ departments etc. to get updated information for putting up on web portal for ESIP.
- x. To develop extension networks of forest, agriculture and other line departments for promoting NRM best practices.
- xi. To build awareness of SLEM best practices among different stakeholders/beneficiaries and extension workers.
- xii. Bringing out quality publications, policy documents, knowledge products and other documentations etc. related to the project.

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

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

- i. Provide technical leadership and facilitate relevant strategy development for promoting and facilitating coordination with State Governments and project implementation agencies and other stakeholders.
- ii. Support development of annual action plans in consultation with the Project Director, Project Manager and other technical consultants, focusing on coordination with all the stakeholders.
- iii. Support in preparation of relevant guidelines, operational manuals, policy documents and knowledge products.
- iv. Support in organizing and facilitating meetings with State Governments, technical expert committees, civil society organizations and other stakeholders related to project implementation.
- v. Support in quality implementation of other thematic activities in the project, such as training programs, communication strategy, project MIS and operations research etc.
- vi. Support in documentation and dissemination of best practices as well as development of knowledge products on SLEM.
- vii. Analysis of policies related to natural resource management and SLEM.
- viii. Support the Project Director and Project Manager in implementation of project, preparation of progress reports and other documents related to the project.
- ix. In addition to the above listed tasks, the consultant may be called upon to assist in any other tasks (related to project) assigned by Project Director and Project Manager of ESIP related to the core expertise of the consultant.

#### *(b) Expected Deliverables*

- i. Contribute to prepare coordination framework documents of the project.

- ii. Contribute to write the annual work plan for the project in consultation with other project experts.
- iii. Contribute to prepare regular progress report of the project.
- iv. Contribute to prepare technical reports, technical papers, policy papers and approach papers related to coordination with all stakeholders under the project.
- v. Development of knowledge products and knowledge sharing platform related to SLEM
- vi. Undertake thematic visits related to the project works.
- vii. Conceptualize the training modules and conduct the training for capacity building of communities and other stakeholders etc. on NRM, SLEM, land degradation and desertification monitoring etc.
- viii. 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 Postgraduate degree in Environmental Laws/ Policy and Knowledge Management/ Social Science/ Forestry/Natural Resource Management/ Environmental Science or equivalent and desirable qualification is doctorate degree in the relevant field.
- ii. Minimum 10 years of experience in analysis of policies and knowledge management particularly in the context of natural resource management/ forestry projects etc. Candidates with diverse practical and research experience in the field will have an advantage.
- iii. Experience of working with government agencies and of working in natural resource management/ forestry projects/policies and knowledge management.
- iv. Proven record of scientific peer-reviewed publications and development of knowledge products with respect to natural resource management.
- v. Strong background in analysis policies, knowledge management and framing of policies activities is an advantage.
- vi. Knowledge of and experienced in project cycle management and well versed in logical frameworks.
- vii. Extensive knowledge of conventions on climate change, combating desertification and biodiversity (UNFCCC, UNCCD and CBD).
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- ix. Strong communication skills.
- x. Computer skills.
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## **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. @ 1 days 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 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 consultant and requirement of project. The consultant will report to the Project Director and Project Manager of ESIP. Contracts involve extensive long duration touring in the project sites under the states of Chhattisgarh and Madhya Pradesh for project related activities.

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

The consolidated remuneration of the consultant will be INR 75,000/-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 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  
Policy cum Knowledge Management Consultant 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 10.08.2018 *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 field of Policies and Knowledge Management related to Natural Resources/ Forests:

| Name of Employment/<br>Designation | Name of the Organisation<br>where worked | Duration of Experience |    | Year of Experience | Nature of Duty Performed |
|------------------------------------|--|------------------------|----|--------------------|--------------------------|
|                                    |  | From                   | To |                    |                          |
|                                    |  |                        |    |                    |                          |
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|                                    |  |                        |    |                    |                          |
|                                    |  |                        |    |                    |                          |
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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 Policy cum Knowledge Management 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:

Signature of the candidate

Date: