



भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
(पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त संस्था)
पो. ऑ.न्यू फॉरेस्ट, देहरादून- 248 006 (उत्तराखण्ड)

No. 1-64/2023/BCC/ICFRE

Dated: 01/09/2023

रुचि की अभिव्यक्ति के लिए अनुरोध
(व्यक्तिगत प्रामर्शदाता की नियुक्ति)

परियोजना का नाम: RECAP4NDC परियोजना के तहत वन परिदृश्य बहाली के लिए क्षमता, ज्ञान और संचार तंत्र का विकास

पद: प्रामर्शदाता (खरीद और वित्त)

पद संख्या: 01

भारतीय वानिकी अनुसंधान और शिक्षा परिषद् RECAP4NDC परियोजना के वन परिदृश्य बहाली के लिए क्षमताओं, ज्ञान और संचार तंत्र के विकास पर घटक के कार्यान्वयन के लिए कंसोर्टियम भागीदारों में से एक है।

भारतीय वानिकी अनुसंधान और शिक्षा परिषद्, देहरादून योग्य उम्मीदवारों से प्रामर्शदाता की नियुक्ति हेतु रुचि की अभिव्यक्ति के लिए अनुरोध प्रस्ताव/ आवेदन आमंत्रित करता है। इच्छुक व्यक्ति/उम्मीदवार को यह प्रदर्शित करने के लिए जानकारी प्रदान करनी चाहिए कि उनके पास प्रामर्शदाता के रूप में सेवाएं देने के लिए आवश्यक योग्यताएं और प्रासंगिक अनुभव हैं। शॉर्टलिस्टिंग मानदंड निम्नलिखित हैं:

1. उम्मीदवार के पास वाणिज्य/अर्थशास्त्र/बिजनेस एडमिनिस्ट्रेशन/वित्त प्रबंधन/वित्त और खरीद प्रबंधन में मास्टर डिग्री या समकक्ष होना चाहिए।
2. खरीद और वित्तीय प्रबंधन से संबंधित कार्यों के निष्पादन में कम से कम 8 वर्ष का अनुभव होना चाहिए।

व्यक्तिगत प्रामर्शदाता की नियुक्ति के लिए 'संदर्भ की शर्तें' अनुबंध में दी गई हैं और आवेदन जमा करने के लिए निर्धारित प्रारूप अनुबंध में दिया गया है (आईसीएफआरई की वेबसाइट www.icfre.gov.in पर उपलब्ध है)।

शैक्षणिक योग्यता और अनुभव के प्रमाणपत्रों की स्व-प्रमाणित प्रतियों और प्रकाशनों की प्रतियों के साथ निर्धारित प्रारूप के अनुसार विधिवत भरा हुआ आवेदन 21 सितंबर 2023 (1730 बजे) तक या उससे पहले नीचे दिए गए पते पर व्यक्तिगत रूप से या डाक द्वारा या ईमेल द्वारा पहुँच जाना चाहिए:

सहायक महानिदेशक (जैव विविधता एवं जलवायु परिवर्तन)
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
पी.ओ. न्यू फॉरेस्ट, देहरादून, उत्तराखण्ड-248006 (भारत)
फ़ोन: 91-2224803, 2224819, 2224823
ईमेल: adg_bcc@icfre.org, वेबसाइट: www.icfre.gov.in



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)

No. 1-64/2023/BCC/ICFRE

Dated: 01/09/2023

REQUEST FOR EXPRESSIONS OF INTEREST Engagement of an individual Consultant (Procurement and Finance)

Name of Project: Development of Capacities, Knowledge and Communication Mechanisms for Forest Landscape Restoration under RECAP4NDC Project

Position: Consultant (Procurement and Finance)

Indian Council for Forestry Research and Education (ICFRE) is one of the consortium partners for the implementation of the component on Development of capacities, knowledge and communication mechanisms for forest landscape restoration of the RECAP4NDC Project.

The Indian Council of Forestry Research and Education (ICFRE), Dehradun now invites eligible individual to indicate their interest in providing the services. Interested individual/candidate should provide information demonstrating that they have the required qualifications and relevant experiences to perform the services. The shortlisting criteria are:

1. The candidate must hold a Master Degree in Commerce/ Economics/ Business Administration/ Finance Management/ Finance and Procurement Management or equivalent
2. At least 8 years of experience in handling of works related to procurement and financial management.

Terms of Reference for engagement of Individual Consultant (Procurement and Finance) on contractual basis is given at Annexure I and prescribed format for submission of expression of interest proposal/ application is given at Annexure II (available on ICFRE website www.icfre.gov.in).

Duly filled in application along with self-certified copies of the certificates of educational qualifications and experiences must be delivered in person or by post or by email to the address given below on or before **21 September 2023 (1730 hrs.):**

Assistant Director General (Biodiversity and Climate Change)
Indian Council for Forestry Research and Education
P.O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)
Tel: +91-2224803, 2224819, 2224823
Email: adg_bcc@icfre.org, Website: www.icfre.gov.in

**Terms of Reference for Engagement of an individual
Consultant (Procurement and Finance)**

Name of Project: Development of Capacities, Knowledge and Communication Mechanisms for Forest Landscape Restoration under RECAP4NDC Project

Position: Consultant (Procurement and Finance)

1. Project Background: India's forest and tree cover comprises of 24.62% of its total geographical area and play a vital role in ecological and economic development of the country. However, forests are degraded to meet the increasing demand of fuel, fodder, timber and non-timber forest products. Competing uses of land for agricultural, infrastructure developmental projects, human settlement and industries exerts tremendous pressure on the finite land resources of the country. Rising atmospheric CO₂ concentration and climate change are additional stress on the forests and making them more vulnerable. Despite pressures on the forests for development purposes, India is pursuing to achieve its National Forest Policy's Goal and international commitments (Nationally Determined Contribution target, Land Degradation Neutrality target, Biodiversity Targets, Sustainable Development Goals and Bonn Challenge target) by 2030. NDC target for forestry sector is to create an additional carbon sink of 2.5 - 3 billion tonnes of CO₂ equivalent through additional forest and tree cover by 2030. To reduce the pressure on existing forests, to meet the increasing demand of forest produces and to achieve national targets and international commitments, some transformative actions need to be taken for forest landscape restoration. Forest and tree cover can be increased significantly by taking up plantation and afforestation outside the forests, and restoration of degraded forests and scrub forests. Agroforestry, farm forestry and urban forestry can help in increasing the forest and tree cover of the country.

German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV) has commissioned a project titled Restore, Conserve and Protect Forest and Tree Cover for NDC Implementation in India (RECAP4NDC) under International Climate Initiative. The project will be implemented as part of the Indo-German Partnership for Green and Sustainable Development by a six-member consortium (GIZ - coordination and lead, International Union for the Conservation of Nature - India, Forest Survey of India, The Energy and Resources Institute, Indian Council for Forestry Research and Education and the International Centre for Integrated Mountain Development). This project aims to enable actors to effectively plan, finance, implement and monitor forest landscape restoration and trees outside forests measures. Thereby, it aims to contribute to the achievement of India's NDC forestry target, enhance biodiversity conservation and sustainably improve rural livelihoods through increased forest and tree cover.

Indian Council for Forestry Research and Education (ICFRE) is one of the consortium partners and will have main responsibilities in output V (capacities, knowledge and communication) and will also contribute to output I (FLR model implementation) and output IV (policy and planning) of the project. Output V aims to transfer knowledge and capacitate national and international stakeholder groups. Capacity development includes trainings, induction

courses/curricula development on FLR for public staff across different sectors and levels. Efforts will be made to work extensively with premier forestry institutions such as Indira Gandhi National Forest Academy. The output includes community empowerment and concrete community action for on-ground activities, which will be pursued in cooperation with Gram Panchayats, Van Panchayats, Forest Development Committees, Biodiversity Management Committee, Resident Welfare Associations, and other CSOs/NGOs. Another aspect of output V refers to international experience exchange in South-South formats and within the Indo-German cooperation by organising an Indo-German platform on FLR, participation in seminars, conferences, exposure visits with scientific and policy institutions in Germany, Europe and India.

2. Scope of Services and Tasks

- a) Overall responsibility for procurement and financial management of the project.
- b) Prepare procurement plan, financial reports and other documents related to project.
- c) Provide procurement support during project implementation
- d) Prepare bidding documents and draft contracts for goods, works, consultants and non-consultant service
- e) Review and handle the technical, commercial and legal aspects of procurement at all stages of the project cycle.
- f) Keep track of disbursement under the project - category-wise, maintain the financial records.
- g) Keep track and maintain ledger/cash book of all expenditures incurred under the project and ensure reconciliation with the Accounts Section
- h) Consolidate and control over advance contingency bills and receipt of utilization certificates.
- i) Perform other necessary duties and tasks assigned by the Project Management for implementation of the project activities

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

Performance of the consultant will be measured against assigned work plan and it will be updated on annual basis. Consultant will submit yearly progress reports stating her/his accomplishments against the agreed work plan and also submit any other reports as required by the project management.

3. Essential Qualifications and Experience

- a. Essential qualification is Post Graduation in Commerce/ Economics/ Business Administration/ Finance Management/ Finance and Procurement Management or equivalent
- b. At least 8 years of experience in handling of works related to procurement and financial management.

4. Desirable Competency

- Expertise in preparation of TORs for consulting services, request for proposal documents and bidding documents for procurement of goods and services.
- 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.
- Good knowledge of all concepts and principles of and approaches to procurement, and of public procurement systems followed by the Government of India
- Knowledge and understanding of technical, commercial and legal aspects of procurement at all phases.
- Experience of working in a Government aided project/ institution will be preferred.
- Knowledge and working experienced of Tally and other computer software.
- 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. Maximum Age Limit: 65 years as on last date of submission of application

6. Services, facilities and property to be made available to the consultant:

- Furnished office space
- Computer, internet facility
- Relevant documents required for imparting services.
- 8 leaves in a single year of consultancy
- Traveling expenses as per Government of India/ ICFRE norms

7. Location

Consultant will be based at ICFRE, Dehradun. However, touring in the project areas for execution of project activities will have to be undertaken.

8. Duration of the Contract

Duration of the contract for this assignment will be for the period of 5 years or completion of the project or whichever is earlier. However, performance of the consultant will be reviewed yearly basis. In case of unsatisfactory performance during the period, contract can be terminated by giving two months' prior notice to the consultant. In case consultant wants to leave the contract, two months prior notice need to be submitted by the consultant.

9. Category of Consultant and Remuneration/ Fee

Category of the Consultant: Consultant "B". The consolidated monthly remuneration of the consultant will be Rs. 80,000/- per month and TDS will be deducted as per the Income Tax Norms. Consultant shall be entitled to 8% annual increase in their remuneration subject to the satisfactory performance of the consultant. Travel expenses for 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.

10. Last date for submission of application: 21 September 2023

Annexure – II

Format for Submission of Proposal of Expression of Interest/ Application for engagement of an individual Consultant (Procurement and Finance Consultant)

1. Name of Candidate (in block letters):

Self-Attested
Passport Size
Photograph

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 21.09.2023 :

8. Nationality :

Educational Qualifications (Graduation onwards)

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

9. Relevant Experience in implementing/coordinating project activities, particularly in the context of natural resource management/ forestry projects etc.

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

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

11. Training Programmes Attended:

12. Computer Skills:

13. Communication Skills:

14. Other Professional Skills:

15. Two References:

16. Justification as to, why he/she should be considered as a suitable candidate for engaging as a State Coordinating Consultant?

Declaration

I affirm that all information supplied by me as stated above is true and correct, I also fully understand that if at any stage, it is discovered that any attempt has been made by me to wilfully 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: