

Application from Individuals for Appointment as Consultant in the Ministry of Environment & Forests, Government of India, Paryavaran Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 110 510

The Ministry of Environment and Forests is looking for Two Consultants (1) One Senior Consultant from the field of Forestry (preference to retired forest officer will be given) and (2) One Consultant/ Expert from the field of Eco-restoration/ Social Institution Development/ GIS / MIS etc. for the formulation of Planning Manual and Operational Guidelines for implementation of Green India Mission. Applications are invited from the individual Consultant for the assignments on or before **15th May, 2012.**

1. Background:

The National Action Plan on Climate Change (NAPCC) launched by the Government of India has identified the approach to be adopted to meet the challenges of impact of climate change through institutionalization of eight national missions which *inter-alia* includes a “National Mission for a Green India (referred to herein after Green India Mission or GIM)”. Ministry of Environment & Forests has drafted a comprehensive mission document on the “National Mission for a Green India” through a consultative process involving various stakeholders. It aims at the increase in forest cover by 5 million ha. as well as to improve the quality of existing forest cover over another 5 million ha. in a period of ten years. Among other aspects the mission interventions are expected to result in improving provisions of ecosystem services especially water, biomass and mitigation of climate change due to global warming. The mission proposes a holistic view of greening on the basis of a landscape approach and not merely focuses on meet carbon sequestration targets. The Comprehensive Mission document was considered by the Prime Minister’s Council on Climate Change during its meeting held on 22nd February, 2011, and was accorded in-principle approval. The mission document of GIM may be seen on the website of Ministry www.naeb.nic.in under head “What is New”.

The GIM document is meant to provide strategic intent for developing plans at different levels including local plans and the State Action Plans (SAPs) for GIM. The State Action Plans would provide site specific details for Mission interventions and will be required to propose a clear roadmap for forest governance reforms. The SAPs will be developed using an inclusive process, engaging the forest department, line agencies, civil society organisations, community groups, academia etc. The SAPs will provide convergence with overall State Climate Change Action Plans.

2. Essential Qualifications for the Senior Consultant / Consultant:

2.1 Senior Consultant :

- a) Professionals with Master's degree in Science from a recognized university or equivalent. At least 20 years' experience in management of natural resources in the areas of forestry, degraded ecosystems, watershed, institutional development and participatory planning. or
- b) The candidate should have expertise in the field of Forestry. The preference will be given to the experienced retired forest officer.

2.2 Consultant :

- a) Professionals with Master's degree from a recognized university or equivalent. At least 10 years' experience from the field of ecological restoration/ rehabilitation of degraded forests/ ecosystems, watershed management, adaptive silvi-culture and restoration of degraded lands/ landscapes / GIS/MIS applications / MIS, database management/ use of GIS and remote sensing in land management/ natural resource management, Monitoring and Evaluation etc. or
- b) The candidate should have expertise in the field of Forestry, expertise in the field of Eco-restoration/ Social Institution Development/ GIS / MIS etc.

2.3 Desirable Qualifications for the above positions:

Knowledge of computer application & desktop applications and good Academic Record. Strong communication skills- both oral & written. Analytical & presentation skills with ability to generate well researched written report. Experience in collection, compilation & analysis of statistical data, computer skills & preparation of project reports/reviews/ notes/ brief etc.

3. Terms of Reference for Consultants (Senior Consultant/ Consultant):

3.1 The candidate may go through the Green India Mission document available on the website www.naeb.nic.in (under 'What is new' head) before submitting the Application.

3.2 The Senior Consultant is expected to guide, co-ordinate, plan, organise and advise other consultant of the GIM to achieve overall objectives and goal and to provide individual inputs in the field of forestry.

3.3 The Senior Consultant, working with the team member as a team would prepare the structure of the manual and draft outline and lay down contents like broad generalization, case studies, tables, visuals and formats for further discussions with the other Consultant. For developing these, similar documents of other ministries/ MGNREGA and broad guidelines of government on equity, transparency, gender and policy issues would be referred. The Senior Consultant also shall identify sources of data, method of collection and collation and will arrange meeting, communicate with state departments and other agencies in order to achieve the output by **30th September 2012**. He / she should be in communication continuously with IGF / DIGF, NAEB regarding the works related to the assignment.

3.4 The consultants are expected to give specific inputs for preparation of guidelines and manual etc. based on their previous experiences in the sector and come out with comprehensive output. Since the time is limited, the scope for field visits is limited.

3.5 The services of two Research Associates to each Consultant are provided by the Ministry for assisting them in their day to day work of Green India Mission.

3.6 Outline of the Proposed Task:

1. To draw up a detailed Planning Manual and Operational Guidelines covering all aspects of implementation of the Green India Mission, which should inter-alia include the following-
 - a. Detailed document giving the process of planning, budgeting, implementation, monitoring and evaluation in consonance with current state of knowledge in large Government Programmes, and best practices such as multi-stakeholder monitoring developed in MGNREGA.
 - b. Develop guidelines for identifying landscapes, prioritizing them, shortlisting and selecting the landscape for treatment under Green India Mission.
 - c. Guidelines to achieve Reform Agenda envisaged in the GIM document.
 - d. Analyse the proposed intervention model, assess them based on feedback from the states and suggest appropriate afforestation models based on the experience of previous programmes including NAP implementation.
 - e. Develop formats of reporting, suggest and develop the structure and contents of a dedicated website for Green India Mission.
 - f. Any other work related to Green India Mission.
2. To visit the sample states, interact with the stakeholders and evaluate the existing afforestation models, subject to availability of time.

3.7 Scope of Work: The Planning Manual and Operational Guidelines are expected to facilitate development of State Action Plans, on selection of areas/ landscapes, interventions under sub-missions, planning at the level of local bodies, cluster and sub-landscape level, on the process of carrying out institutional reform, identification of partner organisations, etc. Operational guidelines will stress site specific bottom up planning at the level of Gram Sabha and its forest committees. It will specify linkages of such village based plans with forest working plans, which will be based on sound silvicultural prescriptions, blending both traditional knowledge and scientific forest management to ensure sustainable management of forests and natural resources.

3.8 The support and inputs to be provided to the consultants

- a. Documents and reports available with the Ministry.

- b. Office space along with laptops/ desktops with printers.
- c. Facilities for communication i.e. telephone, fax, stationery, photocopier.
- d. Secretarial assistance of two assistants and two data entry operators to the team and one Research Associate to each consultant.
- e. Infrastructure support and other logistic support for meetings.
- f. The IGF / DIGF, NAEB will act as the coordinating officer.

4. Period of Engagement:

- 4.1 The initial terms of appointment for Senior Consultant & Consultant shall be **three (3) months** and subsequent extension(s), if any shall be decided on case to case basis depending upon the specific job performance and the time frame for its completion.
- 4.2 The appointment of Consultants would be on full time basis and the consultants would not be permitted to take up any other assignment during the period of Consultancy. The consultants may be required to work on holidays also, if need be, for which no additional remuneration will be paid.
- 4.3 The Consultant is expected to complete the assignment and not leave it mid way.
- 4.4 The appointment of Consultants is of a temporary nature and the appointment can be cancelled at any time by the Ministry without assigning any reason.

5. Other Entitlements for the Senior Consultant / Consultant:

5.1 Allowances:

5.1.1 Terms of Payment*: The payment for Senior Consultant / Consultant would not be more than Rs.90,000/ Rs.70,000 per month. The same would be made on monthly basis as per monthly remuneration agreed to at the time of appointment.

* Serving officer shall have to produce a No-Objection Certificate from his/ her employer along with their application with a firm undertaking that they will be relieved from the post to take the assignment on fulltime basis. if a retired government servant is engaged as Sr. Consultant / Consultant, his remuneration with monthly pension should not exceed the last pay drawn.

5.1.2 Tax Deduction at Source: The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

5.1.3 No extra charge: The monthly fees approved by the Department in the Contract, will be inclusive of the costs of Consultant's travel, lodging and boarding, and also all incidental expenses, professional fees etc. No separate charges will be payable by the Department on any such account. However, in case the Consultants are required to travel outside Delhi in the context of the work/assignment, the Department shall reimburse the actual cost as per the Rules/Regulations of the Central Government.

5.1.4 Confidentiality of data and documents The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Department shall remain with the Department. No one shall utilise or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the Department, without the express written consent of the Department. The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department.

5.1.5 Conflict of interest: The consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.

5.1.6 The Department reserves the rights, as follows: To decide to cancel this advertisement, and not to proceed in the matter, at any stage accept or reject any or all offers, without giving any explanation, whatsoever.

5.1.7 Termination of Agreement: The Department may terminate a contract to which these Terms apply if: The Consultant is unable to address the assigned works, Quality of the assigned works is not to the satisfaction of the Department. The Consultant fails in timely achievement of the milestones as finally decided by the Commission. The Consultant is found lacking in honesty and integrity. The Department reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant.

5.2 Leave: Consultant shall be eligible for not more than one day leave each month and holidays during the period of consultancy.

5.3 TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. Consultant will not be allowed foreign travel at Government expenses. However consultant shall be allowed TA/DA for their travel inside the country in connection with the official work as per following details. Conveyance charges in connection with normal duties and function within the city during working hours shall be reimbursed on actual.

5.4 TA/DA (on tour) Entitlements:

Senior Consultant/ Consultant/ Expert: Reimbursement of First AC Train fare/ Apex Air fare (economy class) by Air India. Reimbursement for boarding and lodging up to Rs.3000/- per day as per actual; and reimbursement of local travel charges up to Rs.500/- per day.

5.5 Other Terms and Conditions:

- 5.5.1 Each selected candidate shall be required to sign agreement with Ministry of Environment & Forests (MoEF) consequent upon his/her selection.
- 5.5.2 The headquarters of the Consultants shall be at Delhi.
- 5.5.3 The Consultants (Senior Consultant/ Consultant) should be prepared to travel extensively anywhere in the country to collect information from the field.
- 5.5.4 The Consultants shall not sub-contract any task related to preparation of the publication.
- 5.5.5 In case the information furnished by the applicant is found to be false at any stage, the same will invite disqualification and / or action as deemed appropriate by the MoEF whose decision shall be final and binding.
- 5.5.6 Ministry of Environment and Forests in line with the prevailing Government policies, procedures may specify any other conditions/ guidelines as considered appropriate during the period of engagement of the Consultant.

6. Procedure for Selection of Consultants/ Consultant The Applications received shall be evaluated by an Evaluation Committee constituted for the purpose by MoEF based on the evaluation criteria given below, and prepare a shortlist of suitable applicants. Shortlist candidates shall be called for an interview discussion at New Delhi, for which no TA/ DA shall be paid. The applicant selected finally shall be called for finalization the contract.

Evaluation Criteria for Applications

S. No.	Parameter	Maximum Marks
1.	Qualification	20
i.	Academic Qualification	08
ii.	Professional Qualification	12
2.	Experience	50
i	Year-wise tasks competed in last three years of similar nature	15
ii.	Experience of working with national bodies	10
iii.	Experience of working with international bodies	15
iv.	Works currently in hand	10
3.	Methodology	30

i.	Understanding the nature and Scope of Work.	20
ii.	Plan to complete the report preparation with time schedule and breakup of activities in a time line.	10
Total maximum marks		100
Note: Minimum qualifying marks should be sixty for technical bid. The weightage of Technical bid to financial bid shall be 70 and 30 respectively.		

Interested candidates may send their Application (in sealed envelope) in the enclosed format (Annexure I) and on the top of envelop, it should be clearly mentioned/marked as 'Application for Services as Senior Consultant/ Expert (in the field of ...) for Green India Mission'. Separate Application should be submitted for each position.

The Application for the positions should reach the following address by registered post or dropped in drop box kept in NAEB for the purpose up to 4 P.M. on 15th May, 2012. NAEB shall not be responsible for delay in receipt of the Application.

To,
The Deputy Inspector General of Forests
National Afforestation and Eco-development Board
Ministry of Environment & Forests, Government of India
705, Paryavaran Bhavan, CGO Complex, Lodhi road, New Delhi-110003

How to apply?**Annexure -I**

The persons who fulfill the eligibility conditions after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format as given below.

I. Format for Application

- (i) Name:
- (ii) Date of Birth:
- (iii) Address for correspondence:
- (iv) Contact No.: Landline_____ Mobile:_____
- Email:

Recent self-attested photograph

- (v) Academic Qualification (In reverse order, starting from the latest):

S. No.	Degree	Year	Subjects	University	Class/ Division, distinction (if any)

- (vi) Professional Qualification (In reverse order, starting from the latest):

S. No.	Degree	Year	Subjects	University/ Institute	Class/ Division, distinction (if any)

- (vii) List of relevant technical and academic publications:

- (viii) Relevant experience:

- (a) Year-wise tasks of similar nature carried out during last three years.
- (b) Relevant experience of working for national bodies.
- (c) Relevant experience of working for international bodies.
- (d) Works of similar nature in hand and the expected date of completion.

- (ix) Proposed methodology and plan to achieve the assigned tasks within the given time-frame.

- (a) A brief write up on understanding the nature and Scope of Work.
- (b) Proposed plan to complete the report preparation with time schedule and breakup of activities in a time line.

Place:

Signature:

Date:

Name:

II. Format for Financial Application

"I _____, after going through the background, scope of work and having agreed to the terms and conditions, payment schedule and other details for the proposed works, submit my financial Application of Rs. _____ (in words _____) per month.

Place:

Signature:

Date:

Name:

Mere submission of Application will not confer any right upon the applicant for being awarded the task. The Ministry reserves the absolute right to accept or reject any or all Applications or stop the process of approval at any stage at its sole discretion without assigning any reasons thereof and it shall bear no liability whatsoever to anyone consequent upon such a decision.