

(For Advertisement in the website)  
F. No. 9(2)/2014-GIM (Part-II)  
Government of India  
Ministry of Environment, Forest and Climate Change  
Green India Mission Division

**Engagement of Consultants for Ecosystem Service Improvement Project under the National Mission for a Green India**

The Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India has launched a comprehensive Mission, the "National Mission for a Green India (GIM)" as part of National Action Plan for Climate Change through a consultative process involving relevant stakeholders. The Mission takes a holistic approach to greening and focuses not only on carbon sequestration targets alone, but on multiple ecosystem services, especially, biodiversity, water, biomass, etc.

The Ministry is implementing a World Bank Aided Ecosystems Service Improvement Project (ESIP), which has been designed to enhance the outcomes of the GIM. The project will include components on technical assistance and capacity building in the areas of spatial planning, measuring and monitoring carbon sequestration, undertaking selected demonstrative pilots on improving forest quality and enhancing biodiversity linked livelihoods of forest dependent communities.

The Directorate of Green India Mission invites applications from eligible candidates for engagement as consultants on contract basis. The engagement of consultants will be initially for a period of 01 (one) year or termination of the project whichever is earlier. The engagement of consultant may be extended after review of the performance of the incumbent.

Interested individuals fulfilling the requisite qualification and experience may apply in prescribed form (Annexure-1) along with CV in triplicate along with all supporting documents (photographs, qualification, experience, two reference) in an envelope clearly superscribed "Engagement of Consultant-ESIP" along with reference number to the Under Secretary, Green India Mission, 1<sup>st</sup> Floor Prithvi Wing, Indira Paryavaran Bhawan, Aliganj, Jorbagh Road, New Delhi-110003, either by post or by hand, latest by 5.00 PM at the end of 21<sup>st</sup> Day from the date of publication of the advertisement. Applications received after 5.00 PM of 21<sup>st</sup> day shall not be considered. The candidates applying for the post will have to submit atleast two references from persons of repute.

The Ministry of Environment, Forest and Climate Change reserves the right to either accept or reject application in part or in full without assigning any reason. Only candidates whose candidature has been provisionally accepted shall be called for interview. No TA/DA will be provided for appearing for the interview. The details including the eligibility criteria, Terms of Reference (TOR) etc., are as under:

**1. Financial Management (FM) Consultant (Project Management Unit)**

**Duties and Responsibilities:**



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- a) Overall responsibility for financial management including budgeting, funds management, compliance with reporting requirement and audit. This includes 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.
  - b) Preparation of annual budgets, provide support to timely preparation of project annual budget estimate keeping in view the approved allocations, past expenditure under the project and revised estimates (if any). This will include obtaining budget/revised estimates from states in a timely manner so as to feed into the budget for the project at the Ministry level
  - c) Liaison with the FD/Budget Section/Plan Unit of MoEF&CC for budget allocation, reallocations and other approvals as may be necessary from time to time.
  - d) Release of funds to the Project Implementing Partners: Process timely release of funds to the Project Implementing Partners (States and Technical Partners); keep track and maintain database of funds released and the yearly utilization certificates submitted by the States; process timely revalidation of unspent balances, if any.
  - e) Prepare and submit Interim Unaudited Financial reports (IUFs) to the World Bank and Controller of Aid Accounts & Audit (CAA&A): Ensure timely (quarterly) receipt of the IUFs from the States; review and consolidate the State IUFs and submit in the prescribed format to the World Bank and to CAA&A (electronically).
  - f) Keep track of disbursement under the project category wise, maintain record of the same, using the World Bank's Client Connection website and CAA&A website.
  - g) Keep track and maintain ledger book of all expenditures incurred in the PMU and ensure reconciliation with the Pay & Accounts Office on a quarterly basis.
  - h) Consolidate and advance contingency bills and receipt of utilization certificates (UC) from NGOs/other agencies where funds are released to NGOs/other agencies from the PMU budget.
  - i) Liaison at the central level for annual audit of the project financial statements for expenditures at the PMU level: this will involve preparation of annual financial statements based on reconciled project expenditures with the Pre-Arrears Clearance (PAC), schedules of pending AC Bills and UCs as of March 31 of each year and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of each year and submit it to the World Bank by September 30 of each year. Responsibility will also include liaison and follow up with the project states for timely completion of audit for expenditures at the State level.
  - j) Addressing audit objections: Coordinating with the States to address the audit objection/internal control weaknesses, issues of disallowances, if any.
  - k) Provide financial and commercial advice and assistance in various procurement proposals for goods and services as per the World Bank Procurement Guidelines.
  - l) Provide orientation training as required to the PIU on the Financial Management Manual prepared for the project. This will involve periodic visits to the States.
  - m) Coordination with the World Bank, DEA and CAA&A: Maintain close coordination with the Financial Management Specialist in the World Bank Task Team, concerned Officials in the CAA&A and the DEA on matters related to funds disbursement under the project.
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- n) Any other finance related activities of the project that may be assigned by the project, including payment of bills etc. and ensuring adequate internal controls to support the payments.
  - o) Attending fieldwork as required.

**Qualifications and Experience:**

**Essential:**

- a) Qualified Cost Accountant/MBA (Finance) with 5-10 years of post-qualification experience.
- b) Expertise in preparation of TORs for consulting services, Request for Proposal documents and bidding documents for procurement of goods and services.
- c) In-depth knowledge and expertise in commercial negotiations, financial management, 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.
- d) Willing to travel, often to remote and inhospitable areas.
- e) Proficiency in computer operations, accounting software and standard MS office applications (Word, Excel, Power point).
- f) Fluency in English and Hindi.

**Desirable:**

- i. Minimum of 3-5years experience in a Government aided Project/Institution or in a Project funded by external agencies.
- ii. Knowledge and work experience of at least 2 years in a World Bank Funded Project including World Bank procurement guidelines.

**Consolidated remuneration:** 80,000/- Per Month.

**Reporting:**

The FM Consultant will be based in New Delhi and will function in the Directorate of Green India Mission headed by Mission Director (GIM).

**2. Management Information System (MIS) Consultant (Project Management Unit)**

**Duties and Responsibilities:**

- a) Assist PMU/PIU procurement team(s) to develop the TOR or Scope of Work (SOW) and develop web based MIS for the project.
  - b) Facilitate meetings, workshops and coordinate with selected developer and other functional team within project during planning, designing/development and implementation stage to set up and maintain the MIS.
  - c) Designs report options and/or data extracts for use by individual and/or other department users (e.g. HR, Financial Accounting, Procurement, Payroll, Technical Outputs etc.) for the purpose of providing information customized to meet specific needs.
  - d) Responsible for implementing IT infrastructure in all offices of the project, including guiding the PIUs.
  - e) Ensure that the security of the project's data is protected through weekly and monthly backups.
  - f) Produce daily, weekly, monthly, quarterly, annual reports as required.
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- g) Provide training and capacity building in information technology to enable staff to operate and manage MIS.
  - h) Assess information activities provided by other service providers (NGOs, community associations, Krishi Vigyan Kendras (KVKs), Van Vigyan Kendras (VVKs), private sector, FDAs etc.) with a view to developing partnerships for the dissemination of project's information in the various components;
  - i) To prepare a strategy for the two-way communication of information between PMU and other implementation units of the project.
  - j) Assist the PMU to prepare a training program in communications and information for PMU, PIU and field staff and assist in implementing the training;
  - k) Based on results achieved by the time of the progress review in the second year, prepare a report on achievements and a detailed proposal for any adjustments needed to the program;
  - l) Any other work instructed by the project authorities.

**Qualification and Experience:**

**Essential:**

- a) Bachelor's degree of Engineering/Technology in Computer Science or Information Technology with specialization in Database Administration, MIS and software.
- b) 5-10 years of experience of delivering successful systems/working in project(s) assisted by any international/national organization/Government using MIS.
- c) Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.
- d) Ability to work effectively in teams as well as independently.
- e) Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;
- f) Ability to work independently with large volumes of data with problem solving ability.
- g) Fluency in English and Hindi.

**Desirable:** Master degree of Engineering/Technology in Computer Science or Information Technology with specialization in Database Administration, MIS and software.

**Consolidated remuneration:** 80,000/- Per Month.

**Reporting:**

The MIS Consultant will be based in New Delhi and will function in the Directorate of Green India Mission headed by Mission Director (GIM).

**3. Safeguards Consultant (Project Management Unit)**

**Duties and Responsibilities:**

- a) Ensure that the project's Environment and Social Management Framework (ESMF), including recommendations, tribal development plan, mitigation measures etc. is applied fully during project implementation. The safeguards specialist will review sub-projects, help prepare safeguards documents to ensure the incorporation of environmental and social issues and their resolution.
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- b) The safeguards specialist will be responsible for the dissemination of project information at various stages, including good practices and lessons learned from the field to all implementing partners.
  - c) S/he would be required from time to time to undertake field visits to the selected project areas, hold discussions with the village institutions/community members, NGOs, Project Staff, and contractors and guide them in addressing safeguards issues with particular reference to issues such as conflict resolution, tribal and gender development etc.
  - d) In collaboration with the relevant staff in the Project Implementation Units (PIU) of Implementing Partners, ensure that community representatives are adequately mobilized for participation in project activities, where required.
  - e) Gather data to compile beneficiary community profiles and assess improvements attributed to the project activities.
  - f) Assist the states to identify and address implementation challenges (Environment and Social) of all sub-projects in the region and advise on appropriate solutions and/or preventive mitigation measures.
  - g) Prepare half-yearly safeguards updates/progress reports, including data as required.
  - h) Identify training needs of the key counterparts and deliver relevant trainings to target implementing agencies and contractors for developing their understanding and capacity on safeguards and for applying specific provisions/mitigation actions included in the ESMF.
  - i) Conduct regular monitoring of the proposed mitigation measures as identified in the ESMF.
  - j) Conduct periodic field visits to the states sub-project sites to review ESMF compliance during sub project planning, design and execution.
  - k) Review monitoring reports submitted by implementing agencies on ESMF/TDP.
  - l) In conjunction with other specialists in the Implementing Partner PIUs, compile semi-annual progress reports on the status of social and environmental aspects of the sub- projects under implementation, sub project screening and classification, preparation of safeguards instruments, amongst other stakeholders followed by: (i) consultations and disclosure; (ii) the deviations in implementing environmental measures, if any; (iii) positive measures taken at the sub-project level etc.

**Qualification and Experience:**

**Essential:**

- a) Post Graduate in Social Sciences/Natural Resource Management.
  - b) 5-10 years of relevant experience in the areas of Environment and Social Management with suitable experience in community development, participatory management, community mobilization, gender and rural development.
  - c) Knowledge and experience in preparing Environmental and Social Impact Assessments, Environmental and Social Management Frameworks/Plans, including social aspects of development projects (e.g. gender components), operations monitoring and compliance assessment.
  - d) Should be conversant with the participatory approaches, monitoring and evaluation and have practical experience in stakeholder engagement and consultation, community participation.
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- e) Should be well versed with the socio-economic conditions of the project areas.
  - f) Should be willing to travel, often to remote and inhospitable areas.
  - g) Fluency in standard MS office applications (Word, Excel, Power point).
  - h) Fluency in English and Hindi.

**Desirable:**

- a) Experience of doing similar work in an externally aided project by World Bank, Asian Development Bank or other donors.

**Consolidated remuneration:** 80,000/- Per Month.

**Reporting:**

The safeguards specialist will be based in New Delhi and will function in the Directorate of Green India Mission headed by Mission Director (GIM).

**Contact person:**

Vijay. P. Dwivedi  
Under Secretary to the Govt. of India  
Directorate of Green India Mission,  
1<sup>st</sup> Floor, Prithvi Wing,  
Indira Paryavaran Bhawan, Aliganj,  
Jorbagh Road, New Delhi-110003  
Email: [gim-mef@nic.in](mailto:gim-mef@nic.in)



## Application Form for the Post of \_\_\_\_\_ Consultant

1. Name
2. Father's Name
3. Date of Birth
4. Domicile
5. Nationality
6. Mailing Address (With Telephone/ Mobile No. e-mail address)
7. Permanent Address
8. Educational Qualification

S. No.	Course	Subject	University/Institute	Year of Passing	Division/Class/Percentage

9. Work Experience

S. No.	Organization/Institute	Period (From-To)	Nature of Work	Remarks

10. List of Publications and Awards:

11. Any other information

**Declaration:** I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.

Date and Place:

(Signature of Applicant)

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