

**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 Consultants (a) Team Leader (Forestry) and experts in (b) Eco-restoration (c) Social Institution Development and (d) MIS/ GIS and Research Associates in the fields of forestry, eco-restoration, social / institution development, MIS / GIS for the formulation of Planning Manual and Operational Guidelines for implementation of Green India Mission. Technical and Financial offers are invited from the experts for these assignments on or before 9th August 2011 from the date of the publication of this advertisement in the newspapers.

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 Consultants / Research Associates:

2.1 Team Leader (Forestry)

a) Professionals with Master’s degree in Forestry 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) Retired / serving* Government employees with (i) last pay drawn in the Grade Pay of Rs.10000/- or equivalent and above with qualification and experience in the relevant field as above. The candidate should have wide prior exposure to different systems of natural resource management. Forest management in the country, and should have experience interacting with State Forest Departments in order to accelerate the work.

2.2 Expert in Eco-restoration:

a) Professionals with Master's degree from a recognized university or equivalent. At least 10 years practical experience in ecological restoration/ rehabilitation of degraded forests/ ecosystems, watershed management, adaptive silvi-culture and restoration of degraded lands/ landscapes; or

b) Retired / serving* Government employees with (i) last pay drawn in the Grade Pay of Rs.8,700/- or equivalent and above with qualification and experience in the relevant field as above.

2.3 Expert in Social / Institution Development:

a) Professionals with Master's degree from a recognized university or equivalent. At least 10 years practical experience in working with rural communities and village level institutions in natural resource management, participatory forest management, exposure to sociological issues like gender, livelihood, multi sector intervention in agriculture, horticulture, animal resources etc. in the area of forestry/ tribal welfare/ rural development; or

b) Retired / serving* Government employees with (i) last pay drawn in the Grade Pay of Rs.8,700/- or equivalent and above with qualification and experience in the relevant field as above.

2.4 Expert in GIS / MIS:

a) Professionals with Bachelor's Degree in Computer Engineering/ Master's degree from a recognized university / PG Diploma in NRM / Project Management or equivalent and having expertise in GIS/MIS applications in NRM/ forest management/ landscape management. At least 5 years' experience in MIS, database management, use of GIS and remote sensing in land management/ natural resource management, Monitoring and Evaluation etc; or

b) Retired / serving* Government employees with (i) last pay drawn in the Grade Pay of Rs.8,700/- or equivalent and above with qualification and experience in the relevant field as above.

* 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.

2.5 Research Associates (4 Nos. – One each in the field of forestry, eco-restoration, social institution development, MIS / GIS):

Bachelor's degree with two years' field/ project experience in the area of forestry, eco-restoration, social / institution development, MIS / GIS.

2.6 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 (Team Leader/ Experts) and Research Associates:

3.1 The Green India Mission (GIM) earmarks the year 2011-2012 as the year for preparatory activities. For details, 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 offer.

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

3.3 The Team Leader, working with the team members 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 consultants/ experts. 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 Team Leader 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 31st October 2011. 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 Research associates are expected to provide inputs to the Consultants as per their direction and requirements.

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.

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 Team leader & other consultants 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 Team Leader / Consultants:

5.1 Allowances: The consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Conveyance allowance from residence to office, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc. except for those specified above.

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:

Team Leader/ 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.

Research Associate: Reimbursement of AC III Train fare/ Apex Air fare (economy class) by Air India within North East and Kolkatta to North-east sector. Reimbursement for boarding and lodging up to Rs.1500/- per day as per actuals; reimbursement of local travel charges of up to Rs.300/- per day.

6 Terms and Conditions:

1. Each selected candidate shall be required to sign agreement with Ministry of Environment & Forests (MoEF) consequent upon his/her selection.
2. The headquarters of the Consultants shall be at Delhi.
3. The Consultants (Team Leader/ Experts/ Research Associates) should be prepared to travel extensively anywhere in the country to collect information from the field.
4. The consultants expected to be proficient in computer use as he/she shall be required to carry out the word processing.
5. The Consultants shall not sub-contract any task related to preparation of the publication.

6. Intellectual property rights and copyrights on all the material produced, published, including interim draft and all the information collected, shall lie with MoEF.
7. The Consultants shall not use the information, photographs or data collected, documents produced for any purpose during the contract period or subsequently without the permission of MoEF.
8. The Consultants (Team Leader/ Experts/ Research Associates) will be paid as per payment schedule given below.
 - 20% upon signing of agreement
 - 40% upon delivery of technically edited first draft
 - 20% upon delivery of print ready manuscript
 - Balance amount shall be released after satisfactory completion of the assigned task.
9. MoEF shall not provide any medical or insurance cover to the Team Leader/ Experts/ Research Associates and shall not bear any liability or compensation arising whatsoever during the period of this assignment.
10. The burden of income and other taxes will have to be borne by the consultants (Team Leader/ Expert / Research Associates), and tax will be deducted as per rules.
11. The Team Leader/ Experts / Research Associates will work to the entire satisfaction of the MoEF.
12. MoEF reserves the right to terminate the agreement at any time without assigning any reason by giving a minimum of 15 days' notice or corresponding remuneration in lieu of the notice, and in such event no claim of any sort shall lie against MoEF and the applicant shall expressly note that the voluntary abrogation of his/her rights of appeal and litigation in a mandatory pre-requisite / requirement for entering upon the agreement.
13. 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.
14. In case of any dispute arising out of this agreement the dispute/appeal shall be subject to the jurisdiction of courts at Delhi.
15. 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.
- 16. Procedure for Selection of Consultants/ Experts/ Research Associates**

The technical offers 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 financial offers of only those applicants shall be opened who are found suitable after the interactive

discussion. The applicant selected finally shall be called for discussion on financial offer and finalization the contract.

Evaluation Criteria for Technical Offers

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 Technical and Financial offer (in two separate sealed envelopes marked as Technical and Financial Offer) in the enclosed format (Annexure I) and on the envelop of Financial Offer, it should be clearly mentioned that offer should not be opened till the technical evaluation is completed. These two envelopes should be kept in the third envelop marked as 'Offer for Services as Team Leader/ Expert (in the field of ...) / Research Associate for Green India Mission'. Separate Application should be submitted for each position.

The offer 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 9th August, 2011. NAEB shall not be responsible for delay in receipt of the offer. The Offers will be opened on 10th August, 2011 or any other convenient date as decided by the ministry.

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, containing Technical and Financial Offer, given below.

I. Format for Technical Offer

- (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 Offer

"I _____, after going through the background, scope of work and having agreed to the terms and conditions, payment schedule and other details for the preparation of Forestry Sector Report India submit my financial offer of Rs. _____ (in words _____). In the event of my qualification the technical offer and the interactive discussions, I shall be willing to negotiate for finalization the contract value.

Place:

Signature:

Date:

Name:

The technical and financial offers in above formats shall be submitted in two sealed envelopes each bearing name and address of the applicant, and super-scribed with words **'Technical Offer'** and **'Financial Offer'** respectively, and these two envelopes shall be put in a third envelope super-scribed with words **'Offer for services as Team Leader/ Expert (field of ...)/ Research Associate for Green India Mission'** and **sealed properly.**

Mere submission of offer 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 offers 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.