



No. 12(2)/2011-CS(BCRLIP)
GOVERNMENT OF INDIA/BHARAT SARKAR
Ministry of Environment & Forests
Biodiversity Conservation and
Rural Livelihood Improvement Project

Dated: 1st May, 2012

The Ministry of Environment & Forests, Govt. of India is implementing a World Bank aided Project titled 'Biodiversity Conservation and Rural Livelihood Improvement Project' (BCRLIP) at biodiversity rich landscapes in forested regions of the country. A National Project Management Unit (PMU) has been established in New Delhi for coordinating the implementation of the BCRLI Project which is spread in two landscapes i) at Askot, (Uttarakhand) ii) Little Rann of Kutch (Gujarat) and three Field Learning Centres at Gir (Gujarat), KMTR (Tamilnadu), Periyar (Kerala) and National Capacity Centre at the WII, Dehradun.

Applications are invited for the following posts of specialists and support staff in the Project Management Unit. The appointments are purely contractual and temporary and the appointees will not have any claim to seek regular appointment in the Ministry of Environment & Forests. The appointees will not be treated as Government employee at any stage.

Post No.	Designation	Educational Qualification	Experience /Qualities	Duty/Responsibilities	Consolidated remuneration /month
1.	2.	3.	4.	5.	6.
1	FINANCE SPECIALIST- 1 (ONE)	Should have Bachelors or Honors Degree in Economics/Commerce with 5 years experience. Alternatively, the candidate should be Chartered Accountant with 3 years experience in dealing with Central/State Governments Departments.	The candidate should have at least five years of suitable financial management work experience preferably in the development sector. The candidate should possess sufficient experience of finance and accounts relating to Government departments, apart from undergoing successful training of cash & accounts. The candidate should have a proven ability and good track record in the field of accounting, financial / budgetary management and procurement system. He / she should have adequate accounting skills in computerized as well as manual accounting. Prior experience in development of financial manual and working on bank projects will be an asset. The candidate should be proficient both in English and Hindi.	<ul style="list-style-type: none"> • Assess the capacity of the implementing agencies of the project States (separately for each) including financial staffing. Working with each State to bridge the identified gaps and building their capacity to manage the prescribed financial management system for the Bank project. • Develop a training strategy for training the finance staff of the project at all levels including the States on finance, accounting and record keeping procedures. • Build capacity to manage the project at Ministry of Environment & Forests (CS) including review of accounting software as applicable, and ensuring internal controls in consultation with the World Bank. • Ensure that all matters pertaining to accounts, financial and budgetary management and auditing of the Biodiversity Conservation and Rural Livelihood Improvement project expenditure/accounts, preparation of reimbursement claims of expenditure incurred by project States as well as activities at National level are done as per project agreements. • Will be responsible for preparation of financial management reports relating to the project and submission of disbursement claims. • Ensure that audit (auditing of accounts at National level and States), and reporting requirement for the project are complied with. • Undertake any other work as assigned by the Joint Secretary /Additional Director of the concerned project. 	Rs. 35,000/- (with no D.A. HRA, CCA, or any other relief)

2.	COMMUNICATION SPECIALIST - 1(ONE)	Should have a Degree in Mass Communication /Journalism or related fields with at least 3-5 years experience in dealing/working with press media.	<p>The candidate should have proven ability and good track record in the field with at least 10 years of previous experience in strategic communications. In addition, the following qualities are highly desirable:</p> <ul style="list-style-type: none"> • A passionate commitment to values and mission of Biodiversity Project. • Knowledge of basic concepts of biodiversity conservation and communication theory and strategy. • Proven creativity, strategic judgment and vision coupled with the ability to listen to others and learn from their best ideas, practices. • Organizational capability to set up de-centralized site-specific communication units at the different Project landscapes. • Superb organizational and interpersonal skills combined with an ability to diplomatically prioritize sometime conflicting demands. 	<ul style="list-style-type: none"> • Conduct a Communication Need Assessment for the MoEF(CS) at the national level vis-a-vis the Biodiversity Conservation and Rural Livelihood Improvement Project, as well as for the two Project sites specifically. • Design and implement an effective, inclusive and benchmarked communication strategy and plan at the national, state, and landscape levels during the implementation phases of the Project. The strategy and the plan should ensure that local communities, local opinion leaders, stakeholders and media have good understanding of the issues involved. The plan should be prepared in consultation with the MoEF (CS), States and site project officials. It should also draw upon the recommendations provided in the project preparation report and Environment and Social Assessment Report. • Design and maintain an interactive Website for the MoEF(CS) highlighting the Biodiversity Conservation and Rural Livelihood Improvement Project initiative. • Organizing consultations to facilitate engagement and collaboration with stakeholders, including representative of the civil society, to <ol style="list-style-type: none"> a. get inputs and feedback on specific Project design issues; b. invite experience –and innovation-sharing so as to bring a country –or site-specific perspective and; c. Help reach collective decisions on critical issues. • Assist in the preparation and maintenance of a transport disclosure mechanism as benchmarked by the Right to Information legislation. This will require: <ol style="list-style-type: none"> a. Setting up and running Project Information 	Rs. 35,000/- (with no D.A. HRA, CCA, or any other relief)
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			The highest level of professional integrity and quality standards.	<p>Centers at the National level as well at each Project site:</p> <p>b. Compiling and making available to interested stakeholders Project-specific information as well as other related information, including outputs from monitoring and evaluation, in a timely and user-friendly manner through newsletters, websites emails and brochures etc.</p> <p>c. Responding in real-time to questions and issues that may arise in the public domain.</p> <p>The candidate shall also be expected to ensure the smooth implementation of the communication strategy and plan through the full-time deployment of communication personnel in the MoEF (CS) office. This Nodal Communication Officer shall work in coordination with and under the strategic guideline of the Nodal Central Unit of the MoEF(CS) for</p> <ul style="list-style-type: none"> • ground-level implementation of the agreed communication plan; • Day-to-day coordination of communication activities with communication units/individuals deployed in the two project states; • Acting as spokesperson on behalf of the MoEF(CS) vis-a-vis the Project under the guideline of the Nodal Central Unit. 	
3.	MONITORING AND EVALUATION SPECIALIST – 1 (ONE)	Bachelor or Master Degree in Human Resources, Social Sciences, Statistics, Economics, Public Policy or in a field related to the terms of reference.	<ul style="list-style-type: none"> • Minimum 5 years of relevant professional experience in project management, project monitoring and evaluation and relevant connected fields; • Experience in working with international organizations and a good knowledge of 	<ul style="list-style-type: none"> • Implement the project monitoring and evaluation strategy, and recommend any possible changes based on the lessons learned at regional/local level; • Identify information requirements of components concerning planning, monitoring and evaluation; • Review the performance indicators and reports produced by different stakeholders and suggest necessary changes; • Set up operational arrangement for collecting, analyzing, and reporting project data, and for 	Rs. 35,000/- (with no D.A. HRA, CCA, or any other relief)

			<p>Non Governmental Organizations and other local development agencies will be considered an asset;</p> <ul style="list-style-type: none"> • Familiarity with contractual procedures; • Good communication and social skills; • Computer skills (Word, Excel, Access) and MIS system; 	<p>investing in capacity building, to sustain the Monitoring and Evaluation function;</p> <ul style="list-style-type: none"> • Coordinate with the State/District staff on meeting the monitoring and evaluation requirements; • Coordinate with communities, service providers, and local governments in the region to ensure a long-term approach to participatory monitoring and evaluation process; • Assist in improving communication and information sharing between different stakeholders; • Assess, training needs relevant to monitoring, evaluation and management information systems and provide, if required, training to local stakeholders; • Coordinate and assist in all institutional strengthening and capacity building activities in monitoring and evaluation for local government, communities, and other stakeholders; • Prepare quarterly and annual reports, and assist in the preparation of the annual work plan; • Undertake field on a periodic basis, to ensure compliance with operational procedures and assess progress. <p>Overall Office Management (including Information System)</p> <ul style="list-style-type: none"> • Assist in the setting-up and implementation of the management information system (MIS) database for the project; • Coordinate, whenever possible with local vendors, in resolving hardware problems in the MIS system; • Ensure reliable MIS data communication between the National Coordinator and the states; • Continuously evaluate the MIS and consult with project staff and other project stakeholders to ensure that it meets their needs; recommend changes or additions to the MIS, when deemed necessary. 	
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				<ul style="list-style-type: none"> • Help timely accurate data storage and dissemination of information; • Develop MIS reports as required by the Joint Secretary/Coordinator. <p>M&E Specialist will assume full responsibility for overseeing monitoring and evaluation aspects of the Biodiversity Conservation and Rural Livelihood Improvement Project. He/she will report directly to and execute other tasks identified by the Joint Secretary/Coordinator.</p>	
4.	PROJECT ASSISTANT (Administration) – 1 (ONE)	<ul style="list-style-type: none"> • Bachelors Degree or at least 10 years experience in the Government departments and in the field related to the terms of reference. 	<ul style="list-style-type: none"> • Persons having experience of working in the World Bank aided Project will be preferred. • Good communication and social skills. 	<ul style="list-style-type: none"> • Make all correspondence relating to the BCRLI Project matters with the World Bank and other project states. • Organize BCRLI workshops/seminars including national level workshops in New Delhi and outside and handle all Parliamentary work including questions relating to the BCRLI Project. • Examine and process Annual Plan of Operation of Project states with reference to the World Bank norms. • Obtain approval of the APOs of the State Governments by the World Bank and submission of APOs to the Integrated Finance Division for their concurrence to the release of funds. • Issues of sanction for each installment of funds authorizing project officers for issue of cheques of suitable authority to the RBI for transfer of funds to the concerned State Government. • Examination of UCs and refund of unutilized funds. Reconciliation of accounts of grants in aid with the Pay & Accounts Office. Handle all matters relating to appointments/ filling up of posts in BCRLI Projects. • Undertake any other work relating to BCRLI Project as may be assigned by Joint Secretary/ Additional Director of the project. 	Rs.20,000/- (with no D.A. HRA, CCA, or any other relief)

5.	PROJECT ASSISTANT (Procurement) - 1(ONE)	<ul style="list-style-type: none"> Bachelors Degree or at least 10 years experience in the Government departments and in the field related to the terms of reference. 	<ul style="list-style-type: none"> Persons having experience of working in the World Bank aided Project will be preferred. Good communication and social skills 	<p>1. General</p> <ul style="list-style-type: none"> Prepare the procurement plan for the project and monitor/update the same regularly. While preparing the plan, inputs shall be obtained from Deptt. and other Implementing Agencies on prioritizing the urgent procurement and packaging so as to ensure optimum competition, economy and efficiency. Support the Implementing Agency in preparation of the Bidding Documents and its subsequent clearance as and when required. Maintain systematically the procurement related records and documentations for audit/review by the World Bank as well as CAG. Provide procurement related reports/updates to the Implementing Agency and the World Bank as and when required. Provide support to the Implementing Agency and Project Management Unit in any and all procurement activities. <p>2. Procurement of Goods</p> <ul style="list-style-type: none"> Coordinate with Implementing Agency and other members of the Cell in finalizing the technical specifications of the goods to be procured. Based on the standard bidding documents of the World Bank, prepare the bid document for various packages contained in the procurement plan as per agreed timelines. Co-ordinate with the World Bank for obtaining “No Objection” for the technical specifications and the bid document (only for prior review cases). After finalization of the bid document, issue the advertisement in newspapers (only for QCBS) (through the World Bank only for QCBS). Handle selling of the bid documents to the interest bidders. Coordinate the pre-bid conference, if proposed for the package the Minutes of pre-bid conference and circulate the same to all the 	Rs. 20,000/- (with no D.A. HRA, CCA, or any other relief)
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				<p>bidders who have purchased the bid documents, under information to the World Bank (only for prior review cases),</p> <ul style="list-style-type: none"> • Prepare and issue addendum to the bid document, if required, under information to the World Bank (only for the prior review cases) • Arrange the reply of queries, if received from potential bidders before the deadline for submission of bids. • Receive the bids till the agreed deadline, and open the bids as per the time indicated in the bid document. • Coordinate with the Implementing Agency and other members of the Cell in the technical and commercial evaluation of the bids. • Share the bid evaluation report with the World Bank and obtain the “No Objection” (only for prior review cases). • Prepare and issue the contract document to the winning bidder and provide the feedback to unsuccessful suppliers, if requested. • Publish the contract award notice (only for prior review cases) • Coordinate the pre-shipment and post-shipment inspections, if required. • Monitor the contract management including timely supply of the goods, release of payment, issuing contract amendments, inventory management etc. <p>3. Procurement of Services:</p> <ul style="list-style-type: none"> • Coordinate with the Implementing Agency and other members of the Cell in finalizing the Terms of Reference (TOR) of the services to be procured. • For consultancy assignments above US\$ 200,000 in value, invite expression of interest (EOI) through advertisements in Newspapers (through the World Bank). Coordinate with Implementing Agency and other members of the Cell in the 	
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				<p>evaluation of the EOI and finalization of the Shortlist.</p> <ul style="list-style-type: none"> • Based on the standard request for proposal documents of the World Bank, prepare the request for proposal (RFP) for various packages contained in the procurement plan as per agreed timelines. • Co-ordinate with the World Bank for obtaining “No Objection” for the TOR (all cases), the shortlist and the RFP document (only for prior review cases). • Issue the RFP document to the shortlisted consultants. Arrange the reply of the queries, if received from invited consultants before the deadline for submission of proposals. • Coordinate the pre-proposal conference, if proposed for the package, prepare the Minutes of pre-proposal conference and circulate to the invited consultants, under the information to the World Bank (only for prior review cases). • Receive the proposals till the agreed deadline, and open the technical proposals as per the time indicated in the bid document. • Coordinate with Implementing Agency and other members of the Cell in the evaluation of the technical proposals. • Share the technical evaluation report with the World Bank and obtain the “No Objection” (only for prior review cases). • Open the financial proposals of the technically qualified consultants and coordinate with Implementing Agency and other members of the Cell in the valuation of the commercial proposals. • Decide the top ranked consultant and seek the No Objection of the World Bank for contract award recommendations (only for prior review cases). • Prepare and issue the contract document to the winning consultant and provide the feedback to unsuccessful consultants, if requested. 	
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				<ul style="list-style-type: none"> • Publish the contract award notice (only for prior review cases) • Monitor the contract management including timely completion of the assignment, release of payment, issuing contract amendments etc. 	
6.	ACCOUNTANT – 1 (One)	B.Com from a recognized University or equivalent and ii) at least five years experience in the field related to the terms of reference.		<ul style="list-style-type: none"> • Establish and maintain accounts; • Prepare and review budget, expenses and invoices and other accounting documents; • Develop and maintain financial data basis, computer software system; • Assist Financial Specialist in accounts, income tax matters, sanction letters, release of grants, utilization certificate and SOE and correspondence in this regard; • Interact with internal and external auditors in completing audits; • Other duties as assigned. 	Rs. 15,000/- (with no D.A. HRA, CCA, or any other relief)
7.	DATA ENTRY OPERATOR- 2 (TWO)	<ul style="list-style-type: none"> • Bachelors Degree from a recognized University or equivalent and ii) at least three years experience in the field related to Terms of Reference. 	<ul style="list-style-type: none"> • Typing speed of 40 words per minute in English, should be well conversant with various computer applications including MS Word, Excel and simple statistical packages. 	<ul style="list-style-type: none"> • Type out on Computer letters, notes, and statements and all other typing work. • Assist in Computer Programming • Management of Internet System. • Up-grade information on the WEB site. • Download and upload mails from Internet. • Respond to the Query related to Project States of BCRLI Project. • Publish records and information related to Project States of BCRLI Project. 	Rs. 15,000/- (with no D.A. HRA, CCA, or any other relief)
8.	PA/ STENO – 1(ONE)	Should be (10+2) passed or the past experience in the field related to Terms of Reference.		<ul style="list-style-type: none"> • Take dictation in short hand and its transcription • Have proficiency in the use of computer, especially word processing software • Keep accurate list of engagements, meetings etc. • Maintain in proper order the papers required to be retained by the officer • Diaries and record movement of files/letters/notes. • Fix up appointment and logistic support to the AD (EAP) 	Rs. 15,000/- (with no D.A. HRA, CCA, or any other relief)

				<ul style="list-style-type: none"> • Compilation/collate of information /data pertinent to project • Any other work assigned by AD (EAP) 	
9.	DISPATCH RIDER/HELPER-2(TWO)	Should be Class X passed or the past experience in the field related to Terms of Reference.		<ul style="list-style-type: none"> • Registration of Dak, maintenance of Diary and Dispatch • Preparation of set / photocopying • Field movement and their proper arrangement • Any other work assigned by the officer 	Rs. 12,000/- (with no D.A. HRA, CCA, or any other relief)

A. General conditions

- (i) Candidates applying for more than one post should submit separate applications.
- (ii) Persons working in Government/Public Sector undertaking /Autonomous organizations should submit their application through proper channel.
- (iii) Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.
- (iv) Applications received after due date, unsigned applications, applications where the post number is not filled in/not filled correctly, applications if not followed by the copy through proper channel, and applications incomplete in any respect, will not be considered.
- (v) Only Indian Nationals need apply.
- (vi) Canvassing in any form will be a disqualification.
- (vii) It may be noted that if at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.
- (viii) The applications must be sent in neatly hand written or typed out in A-4 size paper 210x297 mm.

B. Interested candidates may send their applications by speed post/ email at the following address latest by 16th May, 2012.

Address:
 Dr. Tashi Wangdi
 Additional Director (EAP)
 Ministry of Environment & Forests
 Room No. 110, Paryavaran Bhawan
 CGO Complex, Lodi Road
 New Delhi-110003.
 Email: tashi_ind@yahoo.com

C. Proforma for application

1. Advertisement number and post applied for
2. Name (in block letters)
3. Date of birth (Christian era)
4. Nationality
5. Father's /Husband name
6. Address for correspondence
7. Nearest railway station
8. Whether General or SC or ST or OBC or PH
9. Educational Qualifications
10. Secondary and tertiary skill, if any
11. Total experience directly relevant to the post (in months)
(attested copies of certificates indicating the period to be attached)
12. Total employment experience and details (in months)
13. If selected, minimum time required to join the post
14. Any other information

D. Declaration: I affirm that information given in this application 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 willfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

Place:

Date:

(Signature of applicant)