

Dated: 21st November, 2020

Engagement of Consultants for National Authority

The National Compensatory Afforestation Fund Management and Planning Authority (National Authority) invites applications from eligible candidates for engagement as consultants on contract basis. The engagement of consultants will be initially for a period of one year, which may be extended after review of the performance of the incumbent.

Interested individuals fulfilling the requisite qualification and experience may apply and send his/her application through e-mail to adhoc-campa-mef@nic.in in the given application form (Annexure-1) along with CV and all supporting documents (photographs, qualification, experience, references) latest by 5.00 PM on 12.12.2020.

The Ministry of Environment, Forest and Climate Change reserves the right to accept or reject in part or in full or all the responses without assigning any reason whatsoever. 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. Consultant (Forestry and Wildlife) - 02 posts

Duties and Responsibilities

- (i) Assisting the National Authority in examining the Annual Plans of Operation (APO) received from the States
- (ii) Assisting the National Authority in appraisal of schemes
- (iii) Assisting the National Authority in identification and assessment of areas in which new schemes can be designed and providing necessary data and research support for the same
- (iv) Facilitation and coordination for wider discussions on designing of schemes through workshops and seminars; preparation of scheme draft
- (v) Assisting the National Authority in designing a research and development component under the Authority and supporting research on state specific priority areas
- (vi) Providing data and research support for preparation of new schemes
- (vii) Assisting the National Authority in carrying out reforms in Forest Departments, CAF Act and Rules
- (viii) Organizing meetings, workshops etc. and coordinating with State CAMPA and other organizations
- (ix) Any other work assigned by the CEO, National Authority

Qualification and Experience

Essential

- (i) Master's degree in forestry/forest management/wildlife management from a recognised university
- (ii) 5-10 years of experience of working in forestry/wildlife related projects
- (iii) Knowledge of policies and legislation relating to forests, wildlife and biodiversity conservation
- (iv) Proficiency in computer operations and MS office applications
- (v) Strong written and verbal communication skills

Desirable

(i) Degree in Law from a recognised University

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

Age Limit: 45 years

2. Consultant (Monitoring and Evaluation) - 01 post

Duties and Responsibilities

- (i) Supporting the Monitoring Group with adequate data and reports from time to time and following up on the decisions of the Monitoring Group
- (ii) Examining monitoring reports received by the National Authority from the States and organizations using CAMPA fund
- (iii) Defining indicators and parameters to measure outcomes and methodology for reporting
- (iv) Providing support to National Authority in devising new technology/upgrading existing technology for monitoring and performance assessment of approved APOs and schemes with the aim to bring transparency in the system
- (v) Facilitating development of GIS-enabled platform and its integration with existing GIS platform (e-Green watch) for monitoring
- (vi) Gathering data to compile progress reports and monitoring reports and assessing improvements attributed to activities undertaken by State Authorities and organizations utilizing CAMPA fund
- (vii) Facilitating the documentation of best practices
- (viii) Organizing workshops and seminars through identification of topics, resource persons, and participants
- (ix) Any other work assigned by the CEO, National Authority

Qualifications and Experience

- (i) Master's degree in Science/ Bachelor's Degree in Engineering (relevant field)/IT from a recognised University
- (ii) 5-10 years of experience in monitoring and evaluation of forestry/agriculture/rural development/similar projects at the National level
- (iii) Knowledge and experience of using GIS, Remote Sensing and other technologies for monitoring of forestry/agriculture/ ural development works
- (iv) Proficiency in computer operations, MS office applications and database software
- (v) Experience of undertaking quantitative and qualitative analysis of data
- (vi) Strong written and verbal communication skills

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

Age Limit: 45 years

3. Consultant (Strategy, Programme implementation and Information Technology) - 01 post

- (i) Assisting the National Authority in developing strategies for improving the quality and timeliness of task delivery, improving the quality of planning and identification of critical gaps
- (ii) Assisting the National Authority in developing an effective mechanism for coordination with the State Authorities and organizations utilizing CAMPA fund
- (iii) Developing a framework for preparation of a standardized APO by the States
- (iv) Collating and managing data related to diversion of forest land and mapping it with afforestation works being carried out in the states from CAMPA funds

- (v) Suggesting ways to improve processes, systems and technology
- (vi) Developing/upgrading an integrated data management system for real-time access, retrieval, analysis and reporting
- (vii) Designing reports and/or data extracts for the purpose of providing information customized to meet specific needs
- (viii) Assisting the National Authority in creating a dashboard for CAMPA works
- (ix) Assisting the National Authority or any committee constituted by the Authority in the preparation of plan/strategy for the Authority; organizing consultations for
- (x) finalization of the plan/strategy
- (xi) Organizing workshops and seminars through identification of topics, resource persons, and participants
- (xii) Any other work assigned by the National Authority.

Qualifications and Experience

- (i) Master's (or equivalent) degree in Science/Bachelor's degree in Engineering / Computer Science / Information Technology with specialization in Database Administration and MIS from a recognised University
- (ii) 5-10 years of experience of providing strategic, programme implementation and technological support to Government organizations/industries/academic institutions
- (iii) Strong analytical and quantitative skills
- (iv) Ability to work effectively in teams as well as independently
- (v) Strong written and verbal communication skills

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

Age Limit: 45 years

4. Consultant (Finance and Accounts) - 01 post

Duties and Responsibilities

- (i) Assisting the National Authority in maintenance of accounts, head-wise reconciliation of compensatory levies deposited in the erstwhile Ad-hoc CAMPA/National Authority and its transfer to the States
- (ii) Assisting the National Authority in examination of APOs/proposals received from financial angle
- (iii) Assisting the National Authority in devising a transparent system for inspecting and undertaking financial audit of works executed by utilising fund released by the National Authority and State Authorities in the States/UTs
- (iv) Examining audit reports and preparation of replies to audit objections, facilitating completion of audit
- (v) Coordinating with the States and with the other Divisions of the Ministry to prepare replies to audit and address audit objections
- (vi) Liaison with the States/Budget Section/IFD of the Ministry
- (vii) Economic analysis of APOs, schemes, projects and their cost benefit analysis etc.
- (viii) Providing assistance to the National Authority in procurement of goods and services as per the guidelines of the Govt. of India
- (ix) Any other work assigned by the National Authority

Qualifications and Experience

- (i) Qualified Chartered Accountant/Cost Accountant/ M. Com /MBA (Finance) from a recognised University
- (ii) 5-10 years of experience relating to finance and accounts in Government organizations / industries/ academic institutions
- (iii) Experience of commercial negotiations, financial management, internal controls, systems development, government treasury accounting, auditing & reporting, taxation, general management
- (iv) Experience of preparation of TORs for consulting services, Request for Proposal documents and bidding documents for procurement of goods and services
- (v) Proficiency in computer operations, accounting software and MS office applications

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

Age Limit: 45 years

Terms and conditions of Engagement

The appointment of the above Consultants will be of a temporary (non-official) nature and can be cancelled at any time by the Ministry without assigning any reason. Absence from duty for a continuous period of 8 days without any information shall lead to automatic termination of contractual agreement. Other conditions of engagement of the Consultants will be as per the Guidelines issued by the Ministry from time to time in this regard.



Application Form for the Post of Consultant

- (i) Name
(ii) Father's Name
(iii) Date of Birth
(iv) Domicile
(v) Nationality
(vi) Mailing Address (Telephone/ Mobile No., e-mail address)
(vii) Permanent Address
(viii) Educational Qualification

Paste your recent
passport size
photograph

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

- (ix) Work Experience

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

- (x) 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)