



**Indian Council of Forestry Research and Education**  
(An Autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India)  
**P.O. New Forest, Dehradun – 248 006 (Uttarakhand), INDIA**

No. 3/2018/ESIP/BCC/ICFRE

Dated 04/02/2021

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**(Individual Consultant - Selection)**

**COUNTRY:** INDIA

**NAME OF PROJECT:** ECOSYSTEM SERVICES IMPROVEMENT PROJECT

**Grant No.:** TF0A3990

**Assignment Title:** Selection of Procurement Consultant

**Reference No.:** IN-ICFRE-209455-CS-INDV

The Government of India has received financing from the World Bank toward the cost of the Ecosystem Services Improvement Project (ESIP), and intends to apply part of the proceeds for consulting services. The consulting services (“the Services”) include engagement of Individual Consultant (IC) for implementation of the project components. The consultant would need to look into the procurement related matters of the project. The initial duration of the contract for this assignment is for a period of 18 months or completion of the project period. Terms of Reference for selection of Procurement Consultant is given in Annexure - I.

The Indian Council of Forestry Research and Education (ICFRE), Dehradun now invites eligible individual consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. Educational Qualification: MBA preferably with specialization in finance/ procurement
2. Experience: 5 to 10 years of relevant working experience preferably related to procurement in a large private/ public sector organization or projects/ Government organization/ the World Bank aided project(s).
3. Conversant with procurement practices /systems existing in India.
4. In-depth knowledge and understanding of public procurement and contract management related principles and procedures.
5. Knowledge on rules, regulations, policies, procurement procedures of national and international public procurement systems. Knowledge of the World Bank Procurement guidelines/ procedures would be of advantage.
6. Computer literacy in the use of word processor, spreadsheets and any other application relevant to procurement.
7. Excellent communication and writing skills with ability to prepare concise, timely, analytical and informative documentation in English.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers [Government of India, 16 August 2017]* ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Selection Based on the individual consultant selection method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours [0900 to 1730 hours].

Expression of interest along with CV in prescribed format (as per Annexure- II) must be delivered in person, or by post or by email to the address below on or before 19 February 2021 (1500 hrs):

Project Director  
Ecosystem Services Improvement Project  
Room No: 143  
Indian Council for Forestry Research and Education  
P.O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)  
Tel: +91-135-22248331, 2224803, 2224819, Tele Fax: +91-135-2750296  
Email: projectdirectoresip@gmail.com, Website: www.icfre.gov.in

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**TERMS OF REFERENCE  
(Procurement Consultant)**

**1. Background**

The Government of India has received financing from the World Bank towards the cost of the Ecosystem Services Improvement Project. Indian Council of Forestry Research and Education (ICFRE) is one of the implementing partners of ‘Ecosystem Services Improvement Project (ESIP)’.

ESIP, ICFRE is implementing components of ESIP i.e. Component 1 on Strengthen capacity of government institutions in forestry and land management programs (Sub-component 1.2, Forest carbon stocks measurement, monitoring and capacity building) and Component 3 on Scaling up sustainable land and ecosystem management (SLEM) in selected landscapes. The main objectives of the components are to prevent land degradation and desertification and increase above-ground forest carbon stock through a combination of investments to implement and scale-up tried-and-tested SLEM best practices, to increase national capacity for monitoring land degradation and track associated indicators, and to generate knowledge exchange on SLEM approaches. The goal is to benefit small and marginal farmers and other rural poor and to develop a national knowledge platform for supporting a community of practice on SLEM. These activities are designed to overcome the twin challenges of arresting land degradation and meeting food security targets. This component will finance on-the-ground sustainable land management investments in private land holdings and common property lands and enhance knowledge and capacity for further scaling up of SLEM approaches at the national level. It will draw heavily from the best practices and approaches that were tried and successfully developed under SLEM project. This component can help increase national capacity for monitoring the status of land degradation and desertification and SLEM outcomes, as well as the results of UNCCD action programmes at the country level.

**2. Objective(s) of Assignment**

The objective of the assignment is to obtain the services of a highly qualified Procurement Consultant who will assist ESIP-PIU, ICFRE in achieving efficient procurement of goods, works and services as required. The Procurement Consultant is required to get familiarized with the project documents and World Bank procurement regulations and shall conduct the procurement task at high quality standard under the guidance of the Project Director while maintaining liaison with the World Bank on project procurement matters.

**3. Scope of Services, Tasks (Components) and Expected Deliverables**

*(a) Scope of Services, Tasks (Components)*

1. Prepare periodic procurement plan(s) of the project.
2. Prioritize the urgent procurement and package the procurement in such a way that it ensures optimum competition, economy and efficiency.

3. To prepare, review and finalize procurement documents such as Terms of Reference, Procurement Notices, Request for Quotations (RFQs), Request for Bids (RFBs), Request for Expressions of Interest (EoI), Request for Proposals (RFPs) and other similar documents for all procurement activities in accordance with the applicable procurement guidelines of the World Bank and Govt. of India.
4. Prepare procurement notices for inviting RFQs/RFPs/RFBs for the procurement of goods and services; and assist in publishing procurement notices on ICFRE website and in different print and electronic media – in conformity with the provisions of the World Bank Procurement Regulations
5. To prepare purchase documents ensuring that Terms of References (TOR) and technical specifications etc. are in conformity with the prescribed standards.
6. To facilitate/assist in getting clearances/ no objection from World Bank wherever required.
7. To organize and assist in the opening of request for quotations/ bids/proposals and prepare draft minutes.
8. To act and play role as a mandatory member of the quotation/ bid/ proposal evaluation committee and perform all functions including formulating appropriate evaluation criteria, preparing comprehensive quotation/ bid/proposal evaluation report, making summary points to clarify the experts/ firms/ bidders and other members of the committee in conformity with the World Bank Procurement Regulations.
9. Assist ESIP-PIU, ICFRE in organizing all clarification meetings, pre-proposal meetings etc. with prospective bidders/experts and actively participate and prepare draft minutes.
10. Carrying out all activities related to contracting including negotiation, signing of contract, publishing contract, award notice and performance of contracts etc.
11. To keep progress of procurement activities against procurement timetables, highlight variations in progress, record reasons and identify remedial actions, if any.
12. To prepare necessary details for post review of procurement by the World Bank.
13. Upload the Procurement Plan(s) on STEP (Systematic Tracking of Exchanges in Procurement) and regularly monitor and update the Procurement plan as per need and progress.
14. Maintain the procurement related records and documentations systematically for audit/ review by the World Bank as well as Controller of Accounts and Audit and will apprise them accordingly during audit and World Bank review.
15. Assist the Grievance Redressal Committee in handling procurements related complaints/grievances.
16. In addition to the above listed tasks, the consultant may be called upon to assist in any other task (related to project) assigned by Project Director and Project Manager of ESIP.

*(b) Expected Deliverables*

- a) Preparation of procurement plans and related documents
- b) Review reports and comments on the Procurement Plans
- c) Monthly progress reports on procurement activities
- d) Documentation of all correspondences during implementation of procurement activities
- e) Procurement monitoring reports (Monthly, quarterly, and annual reports)

Data and documents/ reports /papers etc. generated by the consultant under ESIP will be the sole property of ICFRE. Consultant should ensure to hand over print and electronic copies of data and documents/ reports /papers to the Project Manager, ESIP, ICFRE before completion or termination of the contract.

Performance of the consultant will be measured against assigned work plan and it will be updated every six months. The consultant will submit quarterly progress reports stating her/his accomplishments against the agreed work plan and also submit any other reports as required by the project management authorities.

#### **4. Qualification Requirements**

1. Educational Qualification: MBA preferably specialization in finance/ procurement  
Experience: 5 to 10 years of relevant working experience preferably related to procurement in a large private/ public sector organization or projects/ Government organization/ the World Bank aided project(s).
2. Must be conversant with procurement practices /systems existing in India.
3. Must have in-depth knowledge and understanding of public procurement and contract management related principles and procedures.
4. Knowledge on rules, regulations, policies, procurement procedures of national and international public procurement systems. Knowledge of the World Bank Procurement guidelines/ procedures would be of advantage.
5. Computer literacy in the use of word processor, spreadsheets and any other application relevant to procurement.
6. Excellent communication and writing skills with ability to prepare concise, timely, analytical and informative documentation in English.

#### **5. Client's Input and Counterpart Personnel**

*(a) Services, facilities and property to be made available to the consultant by the Client:*

1. Furnished office room
2. Computer, internet facility
3. Relevant documents required for imparting services.
4. @ 1days leave per month
5. Any other services required.
6. Traveling expenditure as per Government of India norms for the consultant/ contract personnel.

*(b) Professional and support counterpart personnel to be assigned by the client to the consultant's Team: Nil*

#### **6. Duration and Location**

Duration of the contract for this assignment will be 18 months or up to project completion date. However, performance of the consultant will be reviewed half yearly basis. In case of unsatisfactory performance during the period, contract can be terminated by giving two months' prior notice to the consultant. The consultant will report to the Project Director and Project Manager of ESIP. Consultant will be based at ICFRE, Dehradun. However, contracts involve extensive long duration touring in the project areas under the states of Chhattisgarh and Madhya Pradesh for execution of project activities.

## **7. Remuneration and Payment Terms**

The consolidated remuneration of the Procurement consultant will be INR 80,000/-per month and TDS will be deducted as per the Income Tax Norms. Annual hike @ 8% of consolidated monthly remuneration may be provided subject to the satisfactory performance. Travel expenditure, to the travel undertaken by the consultant for project works will be reimbursed as per the norms of the Government of India/ICFRE. No other allowances would be reimbursed or paid to the Consultant.

**Annexure – II**

**Format for Submission of Proposal of Expression of Interest for Selection of  
Procurement Consultant under Ecosystem Services Improvement Project**

1. Name of Candidate (in block letters):
2. Father's Name :
3. Permanent Address :
4. Full Postal Address for Correspondence :
5. Mobile No. : Telephone No.
6. E-mail ID :
7. (a) Date of Birth :  
(b) Age as on 30.12.2020 :
8. Nationality :

Self Attested  
Passport Size  
Photograph

9. Educational Qualifications (Graduation onwards):

Examination passed	Subjects of Examination	Name of Board/University	Year of Passing	Division

10. Relevant working experience preferably related to procurement in a large private/ public sector organization or projects/ Government organization/ the World Bank aided project(s):

Name of Employment/ Designation	Name of the Organisation where worked	Duration of Experience		Year of Experience	Nature of Duty Performed
		From	To		

11. List of procurement related tasks or assignments handled/ executed (in chronological order):

12. Training Programmes related to procurement attended:

13. Computer Skills:

14. Communication Skills:

15. Other Professional Skills:

16. Two References:

17. Justification as to, why he/she should be considered as a suitable candidate for engaging as a Procurement Consultant?

### **Declaration**

I affirm that all information supplied by me as stated above 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 is liable be summarily rejected. Curriculum vitae and self-attested copies of all the necessary documents are enclosed for proof of age, essential qualifications and relevant essential experiences.

Place:  
Date:

Signature of the candidate