

## **REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANT-SELECTION)**

Name of Project : Ecosystem services improvement Project  
Grant No. : TF0A3990  
Assignment Title : Procurement Consultant-cum-Financial Expert  
ReferenceNo. : IN-SPIU-MP-64230-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 implementing of one of the component of ESIP i.e. scaling up sustainable Land and Ecosystem Management in Selected Landscapes. The consultant would need to look into the procurement and financial related matter of the project. The initial duration of the contract for this assignment is for a period of two years. The detailed TOR along with format for submitting REO is available [www.mpforest.gov.in](http://www.mpforest.gov.in) The Principal chief conservator of forest, Madhya Pradesh, section - Green India Mission, Satpuda Bhavan, Bhopal (M.P.) now invites eligible individual consultants to indicate their interest in providing the Services. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience in procurement and financial management etc. The shortlisting criteria are:

### **Essential Qualification:**

1. Post-Graduation or higher in Commerce/Economics/Business Administration/Finance Management/Finance and Procurement Management/ Forest Management with finance as subject.
2. Minimum 10 years of experience in handling of works related to procurement and financial management.

### **Desirable Qualification:**

Candidate is expected to have the following qualification/experience.

1. Expertise in preparation of TORs for consulting services, request for proposal documents and bidding documents for procurement of goods and services.
2. Good knowledge of all concepts and principles of and approaches to procurement and of public procurement systems followed by the Government of India and the World Bank.
3. Knowledge and understanding of technical, commercial and legal aspects of procurement at all phases.
4. Experience of working in a Government aided project/institution or in the project funded by external agencies in government organisations will be preferred.
5. Fluent in verbal and written Hindi and English with strong communication skills in presenting, discussing and resolving difficult issues both orally and in writing.
6. Computer skills.

**Process of selection:**

Selection of the candidate shall be through interview held by an expert panel.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines:

Selection and Employment of Co

nsultants of Consultants (under IBRD Loans and IDA Credits & Grant s) 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. A consultant shall submit individual CVs as per the prescribed format. The individual consultants are to be selected on the basis of their relevant experience, qualifications and capability to carry out the assignment.

**Expression of interest must be delivered in a written form either through postal mail or by email using the format available on [www.mpforest.gov.in](http://www.mpforest.gov.in)**

Further the information can be obtained at the address below during office hours (1030 to 1730 hours).

**Office of the Principal Chief Conservator of Forest, Madhya Pradesh,  
Green India Mission, Satpuda Bhavan, Bhopal (M.P.)**

**Phone: - 07552524305] E-Mail [apccfgim@mp.gov.in](mailto:apccfgim@mp.gov.in)**

**Date of issue : 25-07-2018**

**Last date of submission: 13-08-2018**

## **Pro-forma for application**

1. Advertisement number
2. Post applied for
3. Photograph (to be affixed on top right hand side of the application)
4. Name (in block letters)
5. Date of birth
6. Nationality
7. Father's / Husband's name
8. Gender
9. E-Mail ID/Mobile No.
10. Permanent Address
11. Address for correspondence
12. Educational qualifications from secondary level in following format (Along with copy of self-attested certificates)

S. No.	Course	Board/University/Institute	Year	Marks in %

13. Details of desirable qualification

S.No.	Details of qualification	Remark

14. Experience relevant to the post applied for in following format (in months)  
(Along with copy of self-attested certificates)

Name of Organization	Period (from – to)	Position	Nature of work

15. Declaration: I affirm that information given in this application is true and correct. I also fully agree that if at any stage it is found that any attempt has been made by me to will-fully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

Place:

(Name/ Signature of the applicant)

**ECOSYSTEM SERVICES IMPROVEMENT PROJECT**  
**Madhya Pradesh Forest Department**  
**Terms of Reference: Procurement cum Financial Management Consultant**

1. **Background:** The Ministry of Environment, Forests and Climate Change (MoEFCC) is implementing the Ecosystem Services Improvement Project (ESIP) with the financial and technical assistance of the World Bank. The main objective of the project is to strengthen the institutional capacity of the state forest departments and community organizations to enhance forest ecosystem services and improve the livelihoods of forest dependent communities in Central Indian Highlands. The project funding would devolve financing activities ranging from support for capacity building and training to procurement of materials and consultants. For ensuring that the project adheres to the agreed World Bank guidelines on Procurement and Financial Management, Procurement cum Financial Management Specialist (PFMS) is being recruited to support the State Project Director in implementing the project. The position being offered is for two years.
2. **Key Duties and Responsibility:** The PFMS would be directly responsible for supporting all aspects of procurement and financial management in relation to the implementation of ESIP activities. The specific tasks would include:

**Procurement related:**

- a) Ensure that all procurement at the PIU is as per World Bank Procurement procedures. S/he would also maintain and regularly update the Procurement Plan.
- b) Provide Procurement support during project implementation (including prior and post reviews of all procurement documents and decisions).
- c) Provide guidance on the preparation of the bidding documents and draft contracts for goods, works, and consulting/non-consultant service contracts.
- d) Prepare requests for EOI, bidding documents/request for proposals and draft contracts for goods, works, consultants and non-consultant service contracts in accordance with the schedule in the procurement plan. S/he would also help in coordinating the bid evaluation process, including preparing reports and obtaining World Bank No Objection.
- e) Liaise with the World Bank for obtaining 'no objection' on procurement activities.

**Financial Management related:**

- a) Assume overall responsibility for financial management including budgeting, funds management, compliance with reporting requirement and audit. This may include 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) Process timely release of funds to the project implementing entities and keep track and maintain database of funds released. S/he would ensure that the yearly utilization certificates are prepared and submitted to relevant authorities in a timely fashion.
- c) The Specialist would be responsible for preparing and submitting Interim Unaudited Financial reports (IUFR) to the World Bank and CAA&A. For this, S/he will keep track of disbursements under the project-category-wise, maintain record of the same, using the World Bank's Client Connection website and CAA&A website.
- d) Keep track and maintain ledger book of all expenditures incurred in the PIU and ensure reconciliation with the Pay & Accounts Office on a quarterly basis,
- e) Coordinate with the relevant authorities for ensuring timely audits and to address the audit objection/internal control weaknesses, issues of disallowances, if any.
- f) Maintain close coordination with the Financial Management Specialist in the World Bank Task Team, in MoEFCC, concerned Officials in the CAA&A and the DEA on matters related to funds disbursement under the project.

### **3. Qualification and Experience:**

- Post-Graduation or higher in Commerce/Economics/Business Administration/Finance Management/Finance and Procurement Management/ Forest Management with finance as subject.
  - Minimum 10 years of experience in handling of works related to procurement and financial management.
  - Expertise in preparation of terms of references for consulting services, RFP documents and bidding documents for procurement of goods and services as per the World Bank's Procurement Guidelines will be an essential requirement.
  - The incumbent should have knowledge and expertise in 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.
  - The incumbent should also have proficiency in computer operations and applications specially, Excel, MS Office, Power Point presentation and Accounting software.
  - Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential issues related to procurement and financial management.
  - Knowledge and experience in e-procurement and procurement MIS will be an added advantage.
4. **Reporting and Output :** The PFMS shall report to the State Project Director, (GIM Nodal Officer) in the PIU and shall provide outputs by way of monthly reports, technical supervision reports, reviews on various documents and other procurement and financial Management related matters of the project.
5. The remuneration for the service will be approximately Rupees 1,00,000/- (one lakh rupees only) per month. It would be revised at the end of the financial year based upon annual performance of the assignee.
6. The assignee will be entitled to avail the benefit on TA and DA applicable to class II officers of state of Madhya Pradesh for conducting/attending official tour, field works attending workshops/trainings, seminar and will be debited under the budget available with the Green India Mission(GIM) for implementation of ESIP.
7. The assignee shall be entitled for 13 (Thirteen) days casual leave with 15 (Fifteen) days earned leave including 3 (Three) optional leave. Besides the above, no other kind of leave will be admissible.