



वन अनुसंधान संस्थान, देहरादून
FOREST RESEARCH INSTITUTE, DEHRADUN

Subject: Request for Expression of Interest (EoI) for engaging CBSA Experts and other project professionals

Forest Research Institute has been awarded a consultancy assignment by the Government of India Department of Land Resources, Ministry of Rural Development, New Delhi as Capacity Building Support Agency. Under this assignment, Director, FRI invites the applications from the suitable experienced candidates for the following assignment.

1. Capacity Building Expert
2. Institutional & Social Expert
3. Print Visualizer
4. Manager Administration & Finance
5. Office Assistant/Clerk (1)
6. Technical Fellow(Computer Operator) (3)
7. MTS worker (3)

Detailed TOR can be downloaded from the FRI website <http://www.fri.res.in>. Interested and eligible applicants are invited to submit a letter expressing their reasons for interest in the job along with attested copy of curriculum vitae including details of similar assignments/experiences undertaken in the past. The last date of submission of duly signed applications is on or before 16th February .2018 (before 3.00PM). Late received applications will not be entertained.

**Project Coordinator,
Neeranchal Project
Forest Research Institute**

P.O. New Forest, Dehradun, Uttarakhand-248006

Tel.No. 0135-2224446; 9456744532

email- cbsa.neeranchal@gmail.com.



**Neeranchal Project – Capacity Building Support Agency (CBSA)
Forest Research Institute, P.O. New Forest Dehradun**

Title of assignment: MTS worker

1. Background

The Department of Land Resources (DoLR), Ministry of Rural Development Government of India has been tasked to implement the World Bank supported Neeranchal National Watershed Management Project. Neeranchal is expected to positively influence the outcomes of the ongoing Watershed Development Component of Pradhan Mantri Krishi Sinchai Yojana (WDC-PMKSY) by way of technical and financial support for better delivery and impacts through improved planning approaches, capacity building, coordination and convergence, and supportive research and development. The MoRD, DoLR, New Delhi has entrusted a Consultancy task to Forest Research Institute (FRI), Dehradun, and engaged as a Capacity Building Support Agency (CBSA) and FRI is expected to contribute towards Capacity Enhancement at National Level during the project tenure. FRI Dehradun proposes to engage MTS worker for the purpose.

2. Objectives of assignment:

- i. General office works like file movement from one section of FRI to other
- ii. Dak distribution
- iii. Office maintenance

3. Scope of Work/ Main Tasks

The MTS worker engaged for the Neeranchal Project will render all assistance in achieving above stated objectives for smooth running of project activities undertaken by CBSA. In addition MTS worker will perform various duties as assigned from time to time by Project Advisor, Project Leader and other senior team members. Further, the MTS worker will undertake official /field tours to DoLR/various partner Organization/ project field sites etc in connection with the organization and conduct of Workshop, Seminars, Brainstorming Sessions, Meetings, Trainings and render all general help for smooth conduct of activities. The MTS worker will report to the Project Leader/Project Coordinator through Manager Administration & Finance.

4. Selection Criteria/ Essential Educational and Professional Qualifications

- i. Candidate must possess High School or Intermediate pass certificate and experience in working in governmental setup.

Above is just an indicative criterion for selection. Applications will be shortlisted adopting suitable criteria in view of above essential/desirable qualifications and experience. Candidates may be called personal interview to judge his/her suitability.

5. Duration and Location

Initial engagement of the MTS worker will be for one year. However, engagement can be renewed on annual basis for the project period based on his/her performance and the specific needs of the project. The engagement MTS worker is purely temporary and can be terminated by the Project Leader for poor performance, misconduct, indiscipline and any other short comings at any time by giving one month notice or one month salary in lieu of notice period. The MTS/unskilled worker can be permitted to leave the project assignment by submitting one month notice. The temporary services of the MTS worker will be governed by Project Rules and regulations as practiced by FRI, Dehradun. The Selected candidate will be stationed at FRI, Dehradun (Uttarakhand).



Neeranchal Project – Capacity Building Support Agency (CBSA) Forest Research Institute, P.O. New Forest Dehradun

Title of assignment: Office Assistant

1. Background

The Department of Land Resources (DoLR), Ministry of Rural Development Government of India has been tasked to implement the World Bank supported Neeranchal National Watershed Management Project. Neeranchal is expected to positively influence the outcomes of the ongoing Watershed Development Component of Pradhan Mantri Krishi Sinchai Yojana (WDC-PMKSY) by way of technical and financial support for better delivery and impacts through improved planning approaches, capacity building, coordination and convergence, and supportive research and development. The MoRD, DoLR, New Delhi has entrusted a Consultancy task to Forest Research Institute (FRI), Dehradun, and engaged as a Capacity Building Support Agency (CBSA) and FRI is expected to contribute towards Capacity Enhancement at National Level during the project tenure. FRI Dehradun proposes to engage an Office Assistant for the purpose.

2. Objectives of assignment:

1. To maintain office/ project (general, administrative, technical, procurement, stores and finance) related filing system, and various records.
2. To prepare official notes, administrative and financial reports of the project for submission to FRI/ICFRE/ MoEF&CC/ Neeranchal , DoLR, etc.
3. To assist in the procurement process and maintain project stores.
4. To undertake bill processing and settlement of bills/vouchers submitted by commercial suppliers, project team members, etc.
5. To prepare cash book, ledger and maintain project accounts including periodic bank reconciliation.
6. To prepare Utilization Certificate for submission to FRI/DoLR.
7. To prepare and process of quarterly financial expenditure reports, project accounts and physical verification of records/assets.
8. To render help in periodic audit of Project Accounts by various project related agencies.

3. Scope of Work/ Main Tasks

The office Assistant engaged for the Neeranchal Project will render all assistance in achieving above stated objectives for smooth running of project activities undertaken by CBSA. In addition, Office Assistant will perform various duties as assigned from time to time by the Project Advisor, Project Leader and other senior team members. Further, the Office Assistant will undertake official /field tours to DoLR/various partner Organization/ project field sites, etc in connection with the organization and conduct of Workshops, Seminars, Brainstorming Sessions, Meetings, Training Courses and render all administrative and financial assistance for smooth conduct of activities. The Office Assistant will report to the Project Leader/Project Coordinator through Manager Administration/Finance.

4. Selection Criteria/ Essential Educational and Professional Qualifications

- i. **Essential:** Candidate must possess Bachelor degree in Commerce
Desirable: Master degree in Commerce.
- ii. Adequate knowledge, skills and experience in using computer- Word processing, Excel Sheet, Power point, Tally, account maintenance and office equipments.
- iii. Extensive relevant knowledge and professional experience (minimum 5 years) and well versed with governmental Institutions, their setup and operations.

Above is just an indicative criteria for selection. Applications will be shortlisted adopting suitable criteria in view of above essential/desirable qualifications and experience. Candidates may be called for Computer/Tally account Skill test and personal interview to judge his/her suitability.

5. Duration and Location

Initial engagement of the Office Assistant will be for one year. However, engagement can be renewed on annual basis for the project period based on his/her performance and the specific needs of the project. The engagement Office Assistant is purely temporary and can be terminated by the Project Leader for poor performance, misconduct, indiscipline and any other short comings at any time by giving one month notice or one month salary in lieu of notice period. The Office Assistant can be permitted to leave the project assignment by submitting one month notice. The temporary services of the Office Assistant will be governed by Central Government/ Project Rules and regulations as practiced by FRI, Dehradun. The Selected candidate will be stationed at FRI, Dehradun (Uttarakhand).



**Neeranchal Project – Capacity Building Support Agency (CBSA)
Forest Research Institute, P.O. New Forest Dehradun**

Title of assignment: Capacity Building Expert

1. Background

The Department of Land Resources (DoLR), Government of India is tasked to implement the World Bank supported Neeranchal National Watershed Management Project. Neeranchal is expected to positively influence the outcomes of the ongoing Watershed Development Component of Pradhan Mantri Krishi Sinchai Yojana (WDC-PMKSY) by way of technical and financial support for better delivery and impacts through improved planning approaches, capacity building, coordination and convergence, and supportive research and development. The WDC-PMKSY follows the operational guidelines of the erstwhile Integrated Watershed Management Programme (IWMP) that was implemented between 2009 -2015 across 28 Indian States. The main objectives of the WDC-PMKSY are to restore the ecological balance by harnessing, conserving and developing degraded natural resources such as soil, vegetative cover and water. The outcomes are prevention of soil run-off, regeneration of natural vegetation, rain water harvesting and recharging of the ground water table. This enables multi-cropping and the introduction of diverse agro-based activities, which help to provide sustainable livelihoods to the people residing in the watershed area.

2. Objectives of assignment:

1. A comprehensive assessment of the systemic and specific CB-related challenges encountered within the Watershed Development Component -PMKSY with special reference to the Project States and recommend realistic solutions to address these within the given framework of the programme.
2. A broad-based needs assessment of various stakeholders, both individuals and institutions to understand the appropriateness and adequacy of current CB initiatives and recommend appropriate solutions. This effort would include identification of the various stakeholders, understand their specific requirements and recommend appropriate and cost-effective solutions for these requirements. Solutions recommended must be relevant to their region and agro-climatic contexts. (During the project preparation phase, a preliminary CB assessment was undertaken to get an overview of the current status and look at initial recommendations for incorporation into future strategy. The CBSA would build upon this as required.)
3. Development of training material including online courses/training material for all components of the PMKSY with special focus on watershed activities. Review of all training material/ resources available with the Project states is a pre-requisite prior to developing or recommending the use of new training material. In the development of training material keep in focus other components of the Neeranchal.

3. Scope of Work/ Main Tasks

- Setting standards for various CB inputs,
- Advisory support and assistance to States and PIU CB Cell as required and requested, in terms of development of materials and modules, appropriate delivery mechanisms, identifying appropriate institutions and resource persons for both pan-India and State-specific needs,
- Identifying appropriate nodal and specialised training institutions suited to various requirements,
- Assist SLNAs/State CBSAs to develop training calendars and customize trainings as per local requirements,
- Sharing CB-related best practices and learnings across States,
- Defining monitoring and evaluation benchmarks and indicators,
- Developing a framework for quality assurance and ensuring quality CB inputs,
- Taking a key role in trainings that would be imparted centrally and assist the nodal CB institute as required ,
- Recommend non-traditional and innovative modes and models for CB eg. video presentations at community level, satcoms, peer reviews, etc,
- Ensure that CB-related inputs are hosted and updated on the Neeranchal Knowledge Portal. For this to work in close co-ordination with the Consultant/partner assigned with the responsibility of the Knowledge Portal.

4. Reports and Schedule of Deliverables

No	Deliverable (*Notes are not exclusive)
1.	Preparation and Submission of Project Inception Report and work plan with timelines as per contract.
2.	Preparation and Submission of Assessment Report on current systemic and State-specific challenges in implementing various components of project.
3.	Develop and submit specific ToRs for hiring of State's CBSA.

No	Deliverable (*Notes are not exclusive)
4.	Preparation and Submission of Training Needs Assessments Report <i>[Note: TNA should be based on an approved framework for various categories of stakeholders including supporting organisations and institutions to understand the appropriateness and adequacy of current CB initiatives. As part of the TNA, the consultant shall identify technical and managerial skills that can be centrally imparted, assess the availability of material and modules. On a sample basis, the consultant shall assess application of knowledge/skills amongst a cross section of already trained persons at different levels. Include this in report.]</i>
5.	Develop and submit General guidelines for training design including delivery of training, duration, training equipment, accommodation and other logistics for various target groups including development of training material. <i>[Note: Recommend non-traditional modes of training delivery and include in training design along with steps for their operationalization including specialized agency deliverables, costs, etc. This can be delivered as a second report of this deliverable in about 12th month from the contract.]</i>
6.	Develop and submit ToRs for CB nodal & specialised institutes and assist NPMU and States to identify such institutions by providing long list of identified institutions.
7.	Prepare and submit SLNAs/ State-wise training calendars <i>[Note: Calendar should be for the specific requirements of the respective States and aligned with the watershed activity planning/calendar (trainings and further assistance as required)]</i>
8.	Develop and submit an inventory of institutions and organizations for both general and specialized training requirements, keeping in mind specific needs, target group, distance, etc. <i>[Note: This is to be reviewed and updated annually.]</i>
9.	Develop and submit indicators for impacts and outcomes including process related (intermediate) indicators for M&E
10.	Develop & implement a framework for quality assurance for CB.
11.	Assist the PIU-CB Cell and Nodal institute to deliver trainings that can be centrally imparted on an ongoing basis with appropriate modules, identification of resource persons, training material, etc.
12.	Submit reports for testing of new modules and training materials for their efficacy prior to dissemination and use on a larger scale <i>[Note: Testing to be based on agreed checklist to be a part of the TNA report]</i>
13.	Prepare and submit an inventory of thematic best practices that can form the basis for identification of options for exposure visits both national and international, to be updated on an regular basis
14.	Prepare and submit an inventory of CB best practices including methods, processes and models highlighting their contexts, unique requirements and ease of adoption
15.	Any other project related work

5. Specific Tasks:

The CB Expert will render all Technical assistance to the project team in carrying out main tasks and achieving deliverables of the project. Specifically CB Expert will carry out the Training Need Assessment, Development of Training Contents, Modules of Proposed Trainings based on Training Need Assessment Report. The CB Expert will provide resource inputs in planning, organization, conduct and execute trainings of ToTs and other customized trainings/activities as envisaged under the project.

6. Selection criteria/ Qualifications

- i. **Essential-** Masters degree in Forestry/Agriculture/ Engineering /Environment Science. **Desirable** Ph. D. degree in related subject
- ii. Over 6 years of experience in design and delivery of CB in NRM/ Agriculture/Rural Development/Environment Science/Watershed Sectors in India.
- iii. Extensive knowledge of Indian government institutional set-up and operations;
- iv. Excellent interpersonal, problem-solving, diplomatic and team skills and proven ability to work across boundaries and interest groups; and
- v. Computer knowledge and Strong written and spoken English language communication skills will be a must

7. Duration and Location

Initial engagement of the CB Expert will be for one year. However, engagement can be renewed on annual basis for the project period based on his/her performance and the specific needs of the project. The engagement CB Expert is purely temporary and can be terminated by the Project Leader for poor performance, misconduct, indiscipline and any other short comings at any time by giving one month notice or one month salary in lieu of notice period. The CB Expert can be permitted to leave the project assignment by submitting one month notice. The temporary services of the CB Expert will be governed by Central Government/ Project Rules and regulations as practiced by FRI, Dehradun. The Selected candidate will be stationed at FRI, Dehradun (Uttarakhand).



**Neeranchal Project – Capacity Building Support Agency (CBSA)
Forest Research Institute, P.O. New Forest Dehradun**

Title of assignment: Institution and Social Expert

1. Background

The Department of Land Resources (DoLR), Government of India is tasked to implement the World Bank supported Neeranchal National Watershed Management Project. Neeranchal is expected to positively influence the outcomes of the ongoing Watershed Development Component of Pradhan Mantri Krishi Sinchai Yojana (WDC-PMKSY) by way of technical and financial support for better delivery and impacts through improved planning approaches, capacity building, coordination and convergence, and supportive research and development. The WDC-PMKSY follows the operational guidelines of the erstwhile Integrated Watershed Management Programme (IWMP) that was implemented between 2009 -2015 across 28 Indian States. The main objectives of the WDC-PMKSY are to restore the ecological balance by harnessing, conserving and developing degraded natural resources such as soil, vegetative cover and water. The outcomes are prevention of soil run-off, regeneration of natural vegetation, rain water harvesting and recharging of the ground water table. This enables multi-cropping and the introduction of diverse agro-based activities, which help to provide sustainable livelihoods to the people residing in the watershed area.

2. Objectives of assignment:

1. A comprehensive assessment of the systemic and specific CB-related challenges encountered within the Watershed Development Component -PMKSY with special reference to the Project States and recommend realistic solutions to address these within the given framework of the programme.
2. A broad-based needs assessment of various stakeholders, both individuals and institutions to understand the appropriateness and adequacy of current CB initiatives and recommend appropriate solutions. This effort would include identification of the various stakeholders, understand their specific requirements and recommend appropriate and cost-effective solutions for these requirements. Solutions recommended must be relevant to their region and agro-climatic contexts. (During the project preparation phase, a preliminary CB assessment was undertaken to get an overview of the current status and look at initial recommendations for incorporation into future strategy. The CBSA would build upon this as required.)
3. Development of training material including online courses/training material for all components of the PMKSY with special focus on watershed activities. Review of all training material/ resources available with the Project states is a pre-requisite prior to developing or recommending the use of new training material. In the development of training material keep in focus other components of the Neeranchal.

3. Scope of Work/ Main Tasks

- Setting standards for various CB inputs,
- Advisory support and assistance to States and PIU CB Cell as required and requested, in terms of development of materials and modules, appropriate delivery mechanisms, identifying appropriate institutions and resource persons for both pan-India and State-specific needs,
- Identifying appropriate nodal and specialized training institutions suited to various requirements,
- Assist SLNAs/State CBSAs to develop training calendars and customize trainings as per local requirements,
- Sharing CB-related best practices and learnings across States,
- Defining monitoring and evaluation benchmarks and indicators,
- Developing a framework for quality assurance and ensuring quality CB inputs,
- Taking a key role in trainings that would be imparted centrally and assist the nodal CB institute as required ,
- Recommend non-traditional and innovative modes and models for CB eg. video presentations at community level, satcoms, peer reviews, etc,
- Ensure that CB-related inputs are hosted and updated on the Neeranchal Knowledge Portal. For this to work in close co-ordination with the Consultant/partner assigned with the responsibility of the Knowledge Portal.

4. Reports and Schedule of Deliverables

No	Deliverable (*Notes are not exclusive)
1.	Preparation and Submission of Project Inception Report and work plan with timelines as per contract.
2.	Preparation and Submission of Assessment Report on current systemic and State-specific challenges in implementing various components of project.
3.	Develop and submit specific ToRs for hiring of State's CBSA.
4.	Preparation and Submission of Training Needs Assessments Report <i>[Note: TNA should be based on an approved framework for various categories of stakeholders including supporting organisations and institutions to understand the appropriateness and adequacy of current CB initiatives. As part of the TNA, the consultant shall identify technical and managerial skills that can be centrally imparted, assess the availability of material and modules. On a sample basis, the consultant shall assess application of knowledge/skills amongst a cross section of already trained persons at different levels. Include this in report.]</i>

No	Deliverable (*Notes are not exclusive)
5.	Develop and submit General guidelines for training design including delivery of training, duration, training equipment, accommodation and other logistics for various target groups including development of training material. <i>[Note: Recommend non-traditional modes of training delivery and include in training design along with steps for their operationalization including specialized agency deliverables, costs, etc. This can be delivered as a second report of this deliverable in about 12th month from the contract.]</i>
6.	Develop and submit ToRs for CB nodal & specialised institutes and assist NPMU and States to identify such institutions by providing long list of identified institutions.
7.	Prepare and submit SLNAs/ State-wise training calendars <i>[Note: Calendar should be for the specific requirements of the respective States and aligned with the watershed activity planning/calendar (trainings and further assistance as required)]</i>
8.	Develop and submit an inventory of institutions and organizations for both general and specialized training requirements, keeping in mind specific needs, target group, distance, etc. <i>[Note: This is to be reviewed and updated annually.]</i>
9.	Develop and submit indicators for impacts and outcomes including process related (intermediate) indicators for M&E
10.	Develop & implement a framework for quality assurance for CB.
11.	Assist the PIU-CB Cell and Nodal institute to deliver trainings that can be centrally imparted on an ongoing basis with appropriate modules, identification of resource persons, training material, etc.
12.	Submit reports for testing of new modules and training materials for their efficacy prior to dissemination and use on a larger scale <i>[Note: Testing to be based on agreed checklist to be a part of the TNA report]</i>
13.	Prepare and submit an inventory of thematic best practices that can form the basis for identification of options for exposure visits both national and international, to be updated on a regular basis
14.	Prepare and submit an inventory of CB best practices including methods, processes and models highlighting their contexts, unique requirements and ease of adoption
15.	Any other project related work

5. Specific Tasks

The Institution & Social Expert will render all technical assistance to the Project Team in carrying out main tasks and achieving various deliverables of the project. Specifically the expert is expected to contribute professional inputs towards Participatory Community Approach including PRA, RRA, Focused Group Discussions, development of Capacity Building material and conduct of ToTs, etc as envisaged under the Project.

6. Selection criteria/ Qualifications

- i. Essential: Master Degree in Life Sciences/Forestry/Agriculture/Social Works (MSW)/ Environment Science. **Desirable** Ph. D. degree in related subject

- ii. Over 6 years of professional experience in design and delivery of CB in NRM/ Agriculture/Rural Development/Environment Science/Watershed Sectors in India.
- iii. Extensive knowledge of Indian government institutional set-up and operations;
- iv. Excellent interpersonal, problem-solving, diplomatic and team skills and proven ability to work across boundaries and interest groups.
- v. Computer knowledge and Strong written and spoken English language communication skills are preferred.

7. Duration and Location

Initial engagement of the Institution and Social Expert will be for one year. However, engagement can be renewed on annual basis for the project period based on his/her performance and the specific needs of the project. The engagement Institution and Social Expert is purely temporary and can be terminated by the Project Leader for poor performance, misconduct, indiscipline and any other short comings at any time by giving one month notice or one month salary in lieu of notice period. The Institution and Social Expert can be permitted to leave the project assignment by submitting one month notice. The temporary services of the Institution and Social Expert will be governed by Central Government/ Project Rules and regulations as practiced by FRI, Dehradun. The Selected candidate will be stationed at FRI, Dehradun (Uttarakhand).



Neeranchal Project – Capacity Building Support Agency (CBSA) Forest Research Institute, P.O. New Forest Dehradun

Title of assignment: Manager Administration & Finance

1. Background

The Department of Land Resources (DoLR), Ministry of Rural Development Government of India has been tasked to implement the World Bank supported Neeranchal National Watershed Management Project. Neeranchal is expected to positively influence the outcomes of the ongoing Watershed Development Component of Pradhan Mantri Krishi Sinchai Yojana (WDC-PMKSY) by way of technical and financial support for better delivery and impacts through improved planning approaches, capacity building, coordination and convergence, and supportive research and development. The MoRD, DoLR, New Delhi has entrusted a Consultancy task to Forest Research Institute (FRI), Dehradun, and engaged as a Capacity Building Support Agency (CBSA) and FRI is expected to contribute towards Capacity Enhancement at National Level during the project tenure. FRI Dehradun proposes to engage Manager Administration & Finance for the purpose.

2. Objectives of assignment:

- a. To maintain office facilitation project administration, financial control, management, accounting and audit.
- b. To supervise and scrutinize official notes, administrative and financial reports of the project for submission to FRI/ICFRE/ MoEF&CC/ Neeranchal , DoLR etc.
- c. To supervise and execute the general administration, procurement process and financial management of the project.
- d. To supervise and scrutinize bill processing and settlement of bills/vouchers submitted by commercial suppliers, project team members etc
- e. To supervise and scrutinize cash book, ledger and maintain project account including bank reconciliation
- f. To supervise and scrutinize Utilization Certificate for submission to FRI/DoLR
- g. To supervise and scrutinize quarterly financial expenditure reports, project account and physical verification of records/assets.
- h. To facilitate periodic audit by consultant CA, C&AGs, and project related agencies and prepare audit compliance report.

3. Scope of Work/ Main Tasks

The Manager Administration & Finance engaged for the Neeranchal Project will render all assistance to Project Leader/Coordinator in achieving above stated objectives for smooth running of project activities undertaken by CBSA. In addition, Manager Administration & Finance will perform various duties as

assigned from time to time by the Project Advisor, Project Leader and other senior team members. Further, the Manager Administration & Finance will undertake official /field tours to DoLR/various partner Organizations/ project field sites, etc in connection with the organization and conduct of Workshops, Seminars, Brainstorming Sessions, Meetings, Training Courses and render all administrative and financial assistance for smooth conduct of activities. The Manager Administration & Finance will report to the Project Leader/Project Coordinator.

4. Selection criteria/ Qualifications

- i. Essential- Bachelor degree. **Desirable** Degree in Law.
- ii. More than 20 years of experience in administration, finance and procurement in government sector in India.
- iii. Extensive knowledge of Indian government institutional set-up and operations;
- iv. Excellent interpersonal, problem-solving, diplomatic and team skills and proven ability to work across boundaries and interest groups; and
- v. Computer knowledge and Strong written and spoken English language communication skills will be a must

5. Duration and Location

Initial engagement of the Manager Administration & Finance will be for one year. However, engagement can be renewed on annual basis for the project period based on his/her performance and the specific needs of the project. The engagement Manager Administration & Finance is purely temporary and can be terminated by the Project Leader for poor performance, misconduct, indiscipline and any other short comings at any time by giving one month salary or one month notice. The Manager Administration & Finance can be permitted to leave the project assignment by submitting one month notice. The temporary services of the Manager Administration & Finance will be governed by Central Government/ Project Rules and regulations as practiced by FRI, Dehradun. The Selected candidate will be stationed at FRI, Dehradun (Uttarakhand).



**Neeranchal Project – Capacity Building Support Agency (CBSA)
Forest Research Institute, P.O. New Forest Dehradun**

Title of assignment: Print Visualizer

1. Background

The Department of Land Resources (DoLR), Government of India is tasked to implement the World Bank supported Neeranchal National Watershed Management Project. Neeranchal is expected to positively influence the outcomes of the ongoing Watershed Development Component of Pradhan Mantri Krishi Sinchai Yojana (WDC-PMKSY) by way of technical and financial support for better delivery and impacts through improved planning approaches, capacity building, coordination and convergence, and supportive research and development. The WDC-PMKSY follows the operational guidelines of the erstwhile Integrated Watershed Management Programme (IWMP) that was implemented between 2009 -2015 across 28 Indian States. The main objectives of the WDC-PMKSY are to restore the ecological balance by harnessing, conserving and developing degraded natural resources such as soil, vegetative cover and water. The outcomes are prevention of soil run-off, regeneration of natural vegetation, rain water harvesting and recharging of the ground water table. This enables multi-cropping and the introduction of diverse agro-based activities, which help to provide sustainable livelihoods to the people residing in the watershed area.

2. Objectives of assignment:

1. A comprehensive assessment of the systemic and specific CB-related challenges encountered within the Watershed Development Component -PMKSY with special reference to the Project States and recommend realistic solutions to address these within the given framework of the programme.
2. A broad-based needs assessment of various stakeholders, both individuals and institutions to understand the appropriateness and adequacy of current CB initiatives and recommend appropriate solutions. This effort would include identification of the various stakeholders, understand their specific requirements and recommend appropriate and cost-effective solutions for these requirements. Solutions recommended must be relevant to their region and agro-climatic contexts. (During the project preparation phase, a preliminary CB assessment was undertaken to get an overview of the current status and look at initial recommendations for incorporation into future strategy. The CBSA would build upon this as required.)
3. Development of training material including online courses/training material for all components of the PMKSY with special focus on watershed activities. Review of all training material/ resources available with the Project states is a pre-requisite prior to developing or recommending the use of new training material. In the

development of training material keep in focus other components of the Neeranchal.

3. Scope of Work/ Main Tasks

- Project is looking for a professionally sound and experienced creative visualizer who can create designs, learning tools, good quality scientific reports/manuals for Print/Web/Apps Media. Capable of creating design solutions from concept to production.
- Develop training calendars and customize trainings as per local requirements,
- Sharing CB-related best practices and learnings across States,
- Defining monitoring and evaluation benchmarks and indicators,
- Developing a framework for quality assurance and ensuring quality CB inputs,
- Taking a key role in trainings that would be imparted centrally and assist the nodal CB institute as required ,
- Recommend non-traditional and innovative modes and models for CB eg. video presentations at community level, satcoms, peer reviews, etc,
- Ensure that CB-related inputs are hosted and updated on the Neeranchal Knowledge Portal. For this to work in close co-ordination with the Consultant/partner assigned with the responsibility of the Knowledge Portal.

4. Reports and Schedule of Deliverables

No	Deliverable (*Notes are not exclusive)
1.	Develop and submit General guidelines for training design including delivery of training, duration, training equipment, accommodation and other logistics for various target groups including development of training material. <i>[Note: Recommend non-traditional modes of training delivery and include in training design along with steps for their operationalization including specialized agency deliverables, costs, etc. This can be delivered as a second report of this deliverable in about 12th month from the contract.]</i>
2.	Develop and submit report defining parameters for assessing appropriateness and adequacy of training modules and materials for various stakeholders. Also undertake a sample review of training material/ modules which is currently available and provide necessary recommendations to present modules.
3.	Prepare and submit SLNAs/ State-wise training calendars <i>[Note: Calendar should be for the specific requirements of the respective States and aligned with the watershed activity planning/calendar (trainings and further assistance as required)]</i>

No	Deliverable (*Notes are not exclusive)
4.	Develop and submit an inventory of institutions and organizations for both general and specialized training requirements, keeping in mind specific needs, target group, distance, etc. <i>[Note: This is to be reviewed and updated annually.]</i>
5.	Develop and submit indicators for impacts and outcomes including process related (intermediate) indicators for M&E
6.	Develop & implement a framework for quality assurance for CB.
7.	Prepare and submit an inventory of thematic best practices that can form the basis for identification of options for exposure visits both national and international, to be updated on an regular basis
8.	Take a lead in assisting States to convert learning emerging from the assignment into training modules and training material for relevant target groups with the help of specialised agencies such as Adult Literacy Dept. or others as required, on yearly basis
9.	Share documented information on best practices, resource persons, emerging learningø from the assignment, etc. with the Neeranchal web based Data and Knowledge Centre on an regular basis in agreed formats
10.	Any other project related work

5. Specific Tasks:

- To assist in production of quick and good quality art work for awareness campaign, presentation and adult learning purposes.
- To prepare digital interactive teaching tools
- To render technical assistance in production of quality scientific reports, training manuals and other outputs related to the project deliverables.
- To prepare reports in visualizer to view statistics and quality summaries of data source files, help message assigned alerts, generate printable reports.

6. Selection criteria/ Qualifications

- i. Essential: A Graduate Degree. Desirable: Professional Degree/Diploma in related field.
- ii. Over 2 years of professional experience in web designing, computer graphics, animations, coral draw, layout and design of adult literacy and training materials.
- iii. Extensive knowledge of Indian government institutional set-up and operations;
- iv. Excellent interpersonal, problem-solving, diplomatic and team skills and proven ability to work across boundaries and interest groups; and
- v. Computer knowledge and Strong written and spoken English language communication skills will be a must

7. Duration and Location

Initial engagement of the Print Visualizer will be for one year. However, engagement can be renewed on annual basis for the project period based on his/her performance and the specific needs of the project. The engagement Print Visualizer is purely temporary and can be terminated by the Project Leader for poor performance, misconduct, indiscipline and any other short comings at any time by giving one month notice or one month salary in lieu of notice period. The Print Visualizer can be permitted to leave the project assignment by submitting one month notice. The temporary services of the Print Visualizer will be governed by Central Government/ Project Rules and regulations as practiced by FRI, Dehradun. The Selected candidate will be stationed at FRI, Dehradun (Uttarakhand).



**Neeranchal Project – Capacity Building Support Agency (CBSA)
Forest Research Institute, P.O. New Forest Dehradun**

Title of assignment: Technical Fellow (Computer Operator)

1. Background

The Department of Land Resources (DoLR), Ministry of Rural Development Government of India has been tasked to implement the World Bank supported Neeranchal National Watershed Management Project. Neeranchal is expected to positively influence the outcomes of the ongoing Watershed Development Component of Pradhan Mantri Krishi Sinchai Yojana (WDC-PMKSY) by way of technical and financial support for better delivery and impacts through improved planning approaches, capacity building, coordination and convergence, and supportive research and development. The MoRD, DoLR, New Delhi has entrusted a Consultancy task to Forest Research Institute (FRI), Dehradun, and engaged as a Capacity Building Support Agency (CBSA) and FRI is expected to contribute towards Capacity Enhancement at National Level during the project tenure. FRI Dehradun proposes to engage Technical Fellow (Computer Operator) for the purpose.

2. Objectives of assignment:

- i. The Technical Fellow Will provide all technical assistance in digitization of field data and scientific information relevant to the Project/Watershed Management
- ii. To render assistance in undertaking review of literature and preparation of bibliography.
- iii. To render help in collecting field level information, data analysis, preparation of periodic reports, organization of ToTs/seminars/trainings, etc.
- iv. To undertake project related activities as envisaged in the project.

3. Scope of Work/ Main Tasks

The Technical Fellow (Computer Operator) worker engaged for the Neeranchal Project will render all assistance in achieving above stated objectives for smooth running of project activities undertaken by CBSA. In addition Technical Fellow (Computer Operator) will perform various duties as assigned from time to time by Project Advisor, Project Leader and other senior team members. Further, the Technical Fellow (Computer Operator) worker will undertake official /field tours to DoLR/various partner Organization/ project field sites etc in connection with the organization and conduct of Workshop, Seminars, Brainstorming Sessions, Meetings, Training Courses and render all general help for smooth conduct of activities. The Computer Operator/Technical Fellow will report to the Project Leader/Project Coordinator through Manager Administration & Finance.

4. Selection Criteria/ Essential Educational and Professional Qualifications

- i. **Essential-** Undergraduate degree in Life Sciences/Forestry/ Environmental Science/Agriculture/Commerce. **Desirable:** Master Degree in Life Sciences/Forestry/ Environmental Science/Agriculture/Commerce/Degree or diploma in Computer Application.

- ii. Minimum 2 years professional experience in computer application.
- iii. Extensive knowledge of Indian government institutional set-up and operations;

Above is just an indicative criterion for selection. Applications will be shortlisted adopting suitable criteria in view of above essential/desirable qualifications and experience. Candidates may be called personal interview to judge his/her suitability.

5. Duration and Location

Initial engagement of the Technical Fellow (Computer Operator) will be for one year. However, engagement can be renewed on annual basis for the project period based on his/her performance and the specific needs of the project. The engagement Technical Fellow (Computer Operator) is purely temporary and can be terminated by the Project Leader for poor performance, misconduct, indiscipline and any other short comings at any time by giving one month notice or one month salary in lieu of notice period. The Technical Fellow (Computer Operator) can be permitted to leave the project assignment by submitting one month notice. The temporary services of the Computer Operator/Technical Fellow worker will be governed by Central Government/ Project Rules and regulations as practiced by FRI, Dehradun. The Selected candidate will be stationed at FRI, Dehradun (Uttarakhand).
