

**Office of the Project Director, Rajasthan Forestry and Biodiversity
Development Project (RFBDP), Arawali Bhawan, Jhalana Institutional Area,
Jaipur - 302004**

F.No. F.11 (1) /PD/RFBDP/AFD/PMU/Experts/2023-24/ 1431

Dated : 14-12-2023

NIB No. PD/RFBDP/2023-24/22

The Rajasthan Forestry and Biodiversity Development Project invites applications from interested candidates to apply for the position of a Project Manager (MIS) initially for duration of 2 years. Scope of work, eligibility/qualifications, and prescribed application format are given in ToR with Annexure 'A' (Application Form).

1.	Name of Service	Project Manager (MIS)
2.	Approximate cost of Services	29 Lacs
3.	NIB Amount	29 Lacs
4.	Last Date of Submission of NIB	26.12.2023 (5.00 PM)
5.	Bid opening date	26.12.2023 (5.30 PM)
6.	Completion period	24 Months

Thanking you.

Encl. ToR & Annexure 'A'

Yours Sincerely


(Kapil Chandrawal)
Dy. Project Director (Admin)
RFBDP, Jaipur

Terms of Reference (ToR)

Hiring of Project Manager (MIS)

I. Background

Rajasthan is India's most arid state, with only 1.16 percent of the country's surface water. The Thar Desert covers two-thirds of the state's geographical area. The state's average rainfall is 531 mm, compared to the national average of 1,200 mm. Due to severe climatic conditions, Rajasthan's forest and tree cover is only 7.42% (forest cover is 4.87%, and tree cover is 2.55%, respectively, far below the national average of 23.4 %). The extent of open forest in Rajasthan is as high as 73.30% of the total forest. Despite such challenging climatic conditions, the state has a rich and unique biodiversity, with ecosystems ranging from desert ecosystems in the west to moist deciduous forest in the south. The Aravalli acts as a natural barrier to the advancement of the western desert.

The state's biodiversity resources are constantly threatened by a variety of natural and anthropogenic factors, such as grazing, mining, poaching, man-animal conflict, as well as by the global issue of climate change. Furthermore, due to recurrent drought and increasing human and livestock pressure, the state faces a significant desertification challenge. About 75% of the state's total population lives in rural areas, and large numbers of impoverished people rely on the forest for a living. Over the years, the degradation of forest and grazing lands has impacted their means of subsistence.

Conservation of biodiversity and sustainable development are inextricably linked. Long-term social and economic growth requires environmental security. The majority of rural livelihoods rely on natural resources, either directly or indirectly. As the custodian of the forests, the Forest Department operates at the crossroads of people and natural resources and has to be prepared to deal with a wide range of challenges and respond quickly to the issues related to conservation and resource management.

The French Development Agency – Agence Française de Développement (AFD) – and the State Government of Rajasthan intends to fund 'The Rajasthan Forestry and Biodiversity Development Project (RFBDP)' to assist the Forest Department of Rajasthan in its efforts to

effectively manage its forest and biodiversity. RFBDP would advocate for increased forest management orientation towards improving the state's overall ecological status through targeted interventions for biodiversity conservation and community empowerment. The RFBDP is intended to enable the Forest Department to carry out interventions to conserve biodiversity, resolve human-wildlife conflict, and reduce the risk of severe ecological losses. The project will cover approximately 800 villages in 13 districts of eastern Rajasthan (Alwar, Baran, Bhilwara, Bharatpur, Bundi, Dausa, Dholpur, Jaipur, Jhalawar, Karauli, Kota, Sawai Madhopur, and Tonk). The project will have a duration of 8 years and will be implemented through a dedicated Project Society (SPV), registered for the purpose under Rajasthan Societies Registration ACT, 1958. The management of Society will be entrusted to a High Power Committee headed by Chief Secretary, Rajasthan, Jaipur. Society will also have a General Body headed by Minister in-charge of the Forest, Environment Climate Change Department, Rajasthan, Jaipur. Society will have a Project Management Unit at State level for overall implementation and monitoring of the project.

II. Project Objectives

The RFBDP is expected to provide strong support to the Department in order to secure critical natural resources for Rajasthan, the growth and management of which directly correspond to National Commitments and International Agreements. The project would improve the network of protected areas in order to protect wildlife habitat. By involving social groups in the development and management of the project and providing livelihoods to diverse groups of women and men, the Project shall emphasize the importance of socioeconomically and gender differentiated traditional and community knowledge in conservation. RFBDP will pursue the following objectives:

1. To Protect and develop natural forests of Project Areas in the project area.
2. To improve the conservation status of threatened taxa
3. To restore grasslands for fodder management and enhancing carbon sequestration
4. To improve the biological diversity and preservation and restoration of habitats including wetlands

5. Secure sustainable forest management by improving forest administration, community organizations, livelihood, and other stakeholders.

III. Project Goals

The details of the project goals are as follows:

Goal 1: To promote the conservation of plant species diversity and increase the green cover

1. Increase the forest cover of the State by intensive and extensive afforestation on available forest as well as non-forest lands.
2. Improving Tree outside Forest Cover by incentive based agroforestry.
3. The forest area of Rajasthan shall be effectively conserved by both in-situ and ex-situ methods or by creation of plant Micro-reserves as well as adopting different plantation models.
4. Scientific eradication of invasive alien species, such as *Prosopis juliflora* and *Lantana camara*, for the regeneration of local biodiversity in the state.
5. Areas of particular importance to biodiversity i.e., National Parks, Sanctuaries, Wetlands, Sacred Groves (Orans), etc shall be protected
6. Habitat improvement of wildlife sanctuaries, conservation reserves, etc., for improvement in wildlife and reduction of man-animal conflicts.
7. To improve the status of threatened species.

Goal 2: To improve the soil and moisture condition of degraded forest areas, pasturelands and other non-forest areas by soil moisture conservation work

1. Construction of Soil and moisture conservation structures in forest areas, Protected Areas and non-forest areas with the expectation of improving the moisture regime. Such activities shall also impinge directly on the growth of grass & other undergrowth, thereby creating new and effective carbon sink. Conservation of rainwater and increased carbon sequestration are vital components in climate change mitigation and local adaptation.

Goal 3: Conservation of Biodiversity and Reduction in Man Animal Conflict

1. *In-situ and ex-situ* conservation of flora and fauna by creation/development of Plant Micro Reserves, Protection of forest boundaries by construction of boundary walls, Conservation Reserves and Habitat improvement of existing protected areas.
2. Habitat improvement of wildlife sanctuaries and protected areas for improvement in wildlife and reduction in man-animal conflicts.

Goal 4: To maintain capacity of ecosystems to deliver goods and services and support livelihoods

1. Biological resources support sustainable livelihoods especially of poor people. Such resources need both maintenance and augmentation. Ecosystem services thus supported are likely to impact positively farm based livelihoods in the vicinity.
2. Protection of traditional knowledge, innovations, practices including their rights to benefit sharing. Gender inclusiveness and transformative approaches shall be adopted to ensure social inclusion across the project activities.

IV. Objective and need of the assignment

RFBDP will receive funds from Agence Française de Développement ("**AFD**"), for the growth and management of natural resources in Rajasthan and intends to use part of the funds to hire a Project Manager (MIS) at PMU RFBDP.

- i. **Position:** Project Manager (MIS)
- ii. **Project Name:** Rajasthan Forestry and Biodiversity Development Project (RFBDP) - funded Agence Française de Développement ("**AFD**")
- iii. **Level of Involvement:** Full-Time
- iv. **Duty Station:** PMU RFBDP, Jaipur, Rajasthan
- v. **Duration:** The position is on contractual basis, initially for 2 years; extendable by 1 year at a time, based on performance and the project requirements, till the completion of the project.
- vi. **Starting Date:** Two weeks from the confirmation of the appointment by the PD (Project Director) RFBDP, Rajasthan Forest Department, Jaipur
- vii. **Salary:** Based on qualifications and professional experience
- viii. **Reporting Officer:** PD, RFBDP

V. Roles and Responsibilities of Project Manager (MIS)

The Project Manager (MIS) will work as a full-time member of the PMU & will lead in planning, implementation, and project activities through Information System (MIS) tools.

The responsibilities of the Project Manager (MIS) will include, but not be limited to:

- Provide overall assistance in the database of project technical, financial, and administrative reports, documents, and plans.
- Design, develop, implement, and troubleshoot IT systems
- Data analysis, processing
- Presentation skills
- Assist in the documentation of reports and training/workshops
- Develop and maintain a computer-based document/action tracking system for the project.
- Maintain the project database system
- Assist in the lay-outing of reports and publications;
- Perform other functions that may be assigned by his/her superior.
- Support for Collection, compilation, and analysis of MIS reports
- Planning of action-oriented monitoring for the districts and states using various indicators and requirements. Progress report of districts.
- Preparation of New MIS format and support for MIS publication.
- Technical inputs for resource document preparation.

Additions:

1. Good knowledge of MS Excel, Word, Access and PPT
2. Good knowledge of Google sheets, Word
3. Knowledge of computer architecture, DBMS such as MY SQL, Oracle, ERP

VI. Selection of Consultant

1. The consultant will be selected in accordance with the procurement guidelines of AFD for Individual Consultants. As part of the proposal, the consultant will be required to submit his/her Detailed Resume along with the application form given in Annexure-1. Shortlisted candidates will be called for an interview before a committee of officers

is constituted for the purpose. Subsequent to the final selection, financial negotiation will take place.

2. Eligibility criteria for AFD financing are specified in para 1.3 of "Procurement Guidelines for AFD-Financed Contracts in Foreign Countries", available online on AFD's website: <http://www.afd.fr>

A. Skills / Qualification:

Essential: Graduate in Computer Science /Computer Application/ Information Technology / Software Engineering or equivalent.

Preferred: M.Tech /MCA in Information Technology/ Computer Application/Software Engineering as a full-time course.

B. Work Experience:

Essential: Minimum of 03 years of professional work experience in the field of MIS/IT and relevant field.

Preferred: 02 years professional work experience for Externally Aided Project (EAP) Projects in the field of MIS and relevant field.

C. Language: Excellent oral and written communication skills in English and Hindi.

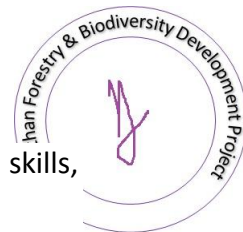
D. Process of Application:

1. The Applicant shall submit his/her Resume along with the application form (only one application).
2. Interested Applicants must provide information and documents to support that they are qualified and experienced to perform these Services. For that purpose, documented evidence of recent and similar services shall be submitted. Please note that experience certificates only will be considered for counting experience, joining letters/appoint letters will not be considered.

Please note that APPLICATIONS WITHOUT RELEVANT DOCUMENTS SUPPORTING CANDIDATES CLAIM OF QUALIFICATION AND EXPERIENCE WILL BE SUMMARILY REJECTED.

E. Duration of the Assignment:

Initially for 2 years which may be extended further by 1 year at a time on the basis of performance evaluation and the project requirements, till the completion of project.



F. Salary: 1,00,000/- to 1,20,000/-Rs. per month (Negotiable based on the skills, qualifications and work experience of the candidate).

G. Age: Candidates having age of maximum 50 years as on 01-01-2024 can apply for this position.

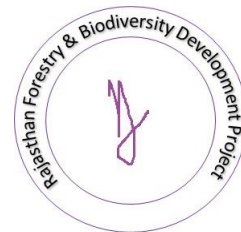
Women Candidates are encouraged to apply.

The application form can be downloaded from the website of the Rajasthan Forest Department [http:// forest.rajasthan.gov.in](http://forest.rajasthan.gov.in) or <http://sppp.rajasthan.gov.in/>

Interested candidate may send their application in a sealed envelope at the following address and through e-mail: rdbdp.afd@gmail.com not later than 5:00 PM on 26-12-2023.

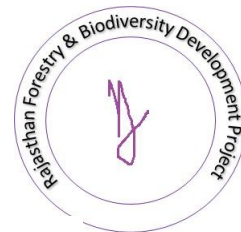
Project Director, Rajasthan Forestry and Biodiversity Development Project (RFBDP),
Aravalli Bhawan,
Jhalana Institutional Area,
Jaipur-302004, (Rajasthan) India.

Email: rdbdp.afd@gmail.com, **Tel:** +91-141-2709101/5199654



General Instructions:

1. Eligible candidate may send a scanned copy of documents. The **signed** application form duly **filled in prescribed format** attached herewith (**must be in PDF file format only**) to the Project Director, RFBDP latest by 05.00 P.M. on 26-12-2023 through e-mail rfdp.afd@gmail.com, along with relevant documents of qualification and experience.
2. Candidates must clearly mention their contact details - landline number with STD code, mobile number and e-mail ID.
3. Application submitted after closing date and hour, not bearing passport size photograph, signature of the applicant and not having his/her contact details will be rejected.
4. Shortlisted candidates will be required to appear for a proficiency test/interview for which they would be separately informed.
5. The date, time and venue of the proficiency test/interview of shortlisted candidates will be **informed via E-Mail only**.
6. Candidates called for proficiency test/interview will be required to bring with them original signed copy of the application, two self-attested copies of required Educational Certificate, Experience Certificate, etc., and three copies of recent passport size photograph. The originals of the Degree, Diploma, Certificate etc. will be returned after verification.
7. No travelling allowance or any other allowance will be paid to the candidates called for proficiency test.



Annexure 1:

Application Form

Recent
Passport
sized
photograph

IMPORTANT NOTICE: As the Rajasthan Forest Department is committed to promote gender in all its activities, female candidates are much welcome.

1. General Information

1.	Name of the Post applied for	
2.	Full Name (Capital letters)	
3.	Father's Name	
4.	Mother's Name	
5.	Spouse Name	
6.	Nationality	
7.	Address for communication	
	Permanent Address	
	E-mail ID	
	Mobile No.	
8.	Date of Birth (DD/MM/YYYY)	
9.	Age as on 1st January, 2024	
10.	Aadhar Number	

2. Details of Educational Qualifications:

Exam Passed	Institution/ University	Subject Studied	Duration of Study	Year of Passing	% of Marks

3. Details of Professional/Technical Qualification/ Training:

Exam Passed	Institution/ University	Subject Studied	Duration of Study	Year of Passing	% of Marks/ Grades

4. Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection). Additional sheet may be added, if required:

Name of Organization	Post held	Duration of Service		Nature of appointment (whether regular/ adhoc/ full time/ part time)	Remarks (Nature of Work)
		From	To		

5.	<p>Please list under three persons (name, position, mail address, phone or) that could share their appreciation of your profile, skills and achievements and provide recommendations to support your application.</p> <p>Reference Person No. 1 Reference Person No. 2 Reference Person No. 3</p>
6.	<p>Any other relevant information which you would like to mention in support of your suitability for the post applied for:</p>
7.	<p>DECLARATION</p> <p>I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.</p> <p>I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/appointment is liable to be rejected/ cancelled/terminated.</p>

Place:

Date:

Signature of the Applicant

**Office of the Project Director, Rajasthan Forestry and Biodiversity
Development Project (RFBDP), Arawali Bhawan, Jhalana Institutional Area,
Jaipur - 302004**

F.No. F.11 (1) /PD/RFBDP/AFD/PMU/Experts/2023-24/ 1432

Dated : 14-12-2023

NIB No. PD/RFBDP/2023-24/23

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Thanking you.

Encl. ToR & Annexure 'A'

Yours Sincerely



(Kapil Chandrawal)

Dy. Project Director (Admin)
RFBDP, Jaipur

Terms of Reference (ToR)

Hiring of Project Manager (ESMP)

I. Background

Rajasthan is India's most arid state, with only 1.16 percent of the country's surface water. The Thar Desert covers two-thirds of the state's geographical area. The state's average rainfall is 531 mm, compared to the national average of 1,200 mm. Due to severe climatic conditions, Rajasthan's forest and tree cover is only 7.42% (forest cover is 4.87%, and tree cover is 2.55%, respectively), far below the national average of 23.4 %. The extent of open forest in Rajasthan is as high as 73.30% of the total forest. Despite such challenging climatic conditions, the state has a rich and unique biodiversity, with ecosystems ranging from desert ecosystems in the west to moist deciduous forest in the south. The Aravalli acts as a natural barrier to the advancement of the western desert.

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targeted interventions for biodiversity conservation and community empowerment. The RFBDP is intended to enable the Forest Department to carry out interventions to conserve biodiversity, resolve human-wildlife conflict, and reduce the risk of severe ecological losses. The project will cover approximately 800 villages in 13 districts of eastern Rajasthan (Alwar, Baran, Bhilwara, Bharatpur, Bundi, Dausa, Dholpur, Jaipur, Jhalawar, Karauli, Kota, Sawai Madhopur, and Tonk). The project will have a duration of 8 years and will be implemented through a dedicated Project Society (SPV), registered for the purpose under Rajasthan Societies Registration ACT, 1958. The management of Society will be entrusted to a High Power Committee headed by Chief Secretary, Rajasthan, Jaipur. Society will also have a General Body headed by Minister in-charge of the Forest, Environment Climate Change Department, Rajasthan, Jaipur. Society will have a Project Management Unit at State level for overall implementation and monitoring of the project.

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2. To improve the conservation status of threatened taxa
3. To restore grasslands for fodder management and enhancing carbon sequestration
4. To improve the biological diversity and preservation and restoration of habitats including wetlands
5. Secure sustainable forest management by improving forest administration, community organizations, livelihood, and other stakeholders.

III. Project Goals

The details of the project goals are as follows:

Goal 1: To promote the conservation of plant species diversity and increase the green cover

1. Increase the forest cover of the State by intensive and extensive afforestation on available forest as well as non-forest lands.
2. Improving Tree outside Forest Cover by incentive based agroforestry.
3. The forest area of Rajasthan shall be effectively conserved by both in-situ and ex-situ methods or by creation of plant Micro-reserves as well as adopting different plantation models.
4. Scientific eradication of invasive alien species, such as *Prosopis juliflora* and *Lantana camara*, for the regeneration of local biodiversity in the state.
5. Areas of particular importance to biodiversity i.e., National Parks, Sanctuaries, Wetlands, Sacred Groves (Orans), etc shall be protected
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2. Habitat improvement of wildlife sanctuaries and protected areas for improvement in wildlife and reduction in man-animal conflicts.

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1. Biological resources support sustainable livelihoods especially of poor people. Such resources need both maintenance and augmentation. Ecosystem services thus supported are likely to impact positively farm based livelihoods in the vicinity.
2. Protection of traditional knowledge, innovations, practices including their rights to benefit sharing. Gender inclusiveness and transformative approaches shall be adopted to ensure social inclusion across the project activities.

IV. Objective and need of the assignment

RFBDP will receive funds from Agence Française de Développement ("**AFD**"), for growth and management of natural resources in Rajasthan and intends to use part of the funds to hire an Project Manager (ESMP).

- i. **Position:** Project Manager (ESMP)
- ii. **Project Name:** Rajasthan Forestry and Biodiversity Development Project (RFBDP) - funded Agence Française de Développement ("**AFD**")
- iii. **Level of Involvement:** Full Time
- iv. **Duty Station:** PMU RFBDP, Jaipur, Rajasthan
- v. **Duration:** The position is on contractual basis, initially for 2 years; extendable based on performance and the project requirements till the completion of the project.
- vi. **Starting Date:** Two weeks from the confirmation of the appointment by the PD (Project Director) RFBDP, Rajasthan Forest Department, Jaipur
- vii. **Salary:** Based on qualifications and professional experience
- viii. **Reporting Officer:** PD, RFBDP

V. Roles and Responsibilities of Project Manager (ESMP)

Preparation of Environmental and Social Management System (ESMS) and Environmental and Social Management Plan (ESMP).

- a. Preparation of Manual for execution of ESMP regarding main activities such as plantations, soil moisture conservation works, micro-planning, small construction, community mobilization as per plan in ESMS chapter of project DPR.
- b. Ensure compliance of the monitoring protocol of all the sub-project activities with the Environment and Social Management Plan (ESMP).
- c. Work closely with DMU/FMU/Contractors/VFPMCs/EDCs/ Community/ Gender Specialist to ensure the compliance of ESMP as per the indicators highlighted in the manual to jointly oversee that community activities, comply with the social commitments of the ESMP.
- d. Orientation and regular training of DMU/FMU/Contractors/VFPMCs/ EDCs/ Community on environmental and social management.
- e. Review of monitoring reports submitted by DMUs/FMUs.
- f. Conducting regular visits to project sites to review the compliance of ESMS.
- g. Reporting, documentation, monitoring and evaluation reports on environment and social aspects.
- h. Provide recommendations for strengthening Environmental and Social process.
- i. Preparation of ESMP reports as per requirement of project as per AFD guidelines.
- j. Handle complaint resolution for E&S related matters received by the Grievance Redressal Cell (GRC).
- k. Any other project-related work assigned by RFBDP Deliver training to PMU and relevant forest staff as required to assist and develop skills in various types of ESMS as per AFD procurement guidelines.

VI. Selection of Consultant

1. The consultant will be selected in accordance with the procurement guidelines of AFD for Individual Consultants. As part of the proposal, consultant will be required to submit his/her Detailed Resume along with application form given at Annexure-1. Shortlisted candidates will be called for interview before a committee of officers constituted for the purpose. Subsequent to the final selection, financial negotiation will take place.
2. Eligibility criteria to AFD financing are specified at para 1.3 of "Procurement Guidelines for AFD-Financed Contracts in Foreign Countries", available online on AFD's website: <http://www.afd.fr>

A. Skills / Qualification:

Essential: Post-graduation in Forestry/ Wildlife/ Environmental Science/ Life Sciences/ Social Sciences / Agriculture or other related discipline.

Preferred: Candidate having Ph. D in related field will be preferred.

B. Work Experience: Minimum 03 years professional work experience in the field of ESMS or related fields.

Preferred: 02 years professional work experience for Externally Aided Project (EAP) Projects in related field.

C. Language: Excellent oral and written communication skills in English and Hindi. Must be familiar with basic computer knowledge.

D. Process of Application:

The Applicant shall submit his/her Resume along with the application form (only one application).

Interested Applicants must provide information and documents to support that they are qualified and experienced to perform these Services. For that purpose, documented evidence of recent and similar services shall be submitted. Please note that experience certificates only will be considered for counting experience, joining letters/appointment letters will not be considered.

Please note that **APPLICATIONS WITHOUT RELEVANT DOCUMENTS SUPPORTING CANDIDATES' CLAIM OF QUALIFICATION AND EXPERIENCE WILL BE SUMMARILY REJECTED.**

E. Duration of the Assignment:

Initially for 2 years which may be extended further on the basis of performance evaluation and the project requirements.

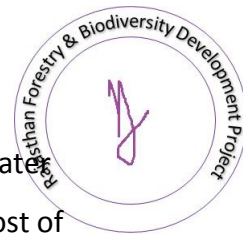
F. Salary: 1,00,000/- to 1,20,000/-Rs. per month (Negotiable based on the skills, qualifications and work experience of the candidate).

G. Age: Candidates having age of maximum 50 years as on 01-01-2024 can apply for this position.

Women Candidates are encouraged to apply.

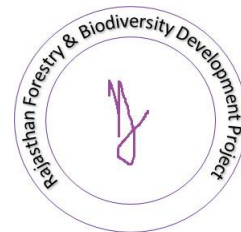
The application form can be downloaded from the website of Rajasthan Forest Department

[http:// forest.rajasthan.gov.in](http://forest.rajasthan.gov.in) or <http://sppp.rajasthan.gov.in/>



Interested candidate may send their application by e mail : rfdp.afd@gmail.com not later than 5:00 PM on 26-12-2023. The subject of the mail should be " Application for the Post of Project Manager (ESMP)".

Project Director, Rajasthan Forestry and Biodiversity Development Project (RFBDP),
Aravalli Bhawan,
Jhalana Institutional Area,
Jaipur-302004, (Rajasthan) India.
Email: rfdp.afd@gmail.com, **Tel:** +91-141-2709101/5199654



General Instructions:

1. Eligible candidate may send a scanned copy of documents. The **signed** application form duly **filled in prescribed format** attached herewith (**must be in PDF file format only**) to the Project Director, RFBDP latest by 05.00 P.M. on 26-12-2023 through e-mail rfdp.afd@gmail.com, along with relevant documents of qualification and experience.
2. Candidates must clearly mention their contact details - landline number with STD code, mobile number and e-mail ID.
3. Application submitted after closing date and hour, not bearing passport size photograph, signature of the applicant and not having his/her contact details will be rejected.
4. Shortlisted candidates will be required to appear for a proficiency test/interview for which they would be separately informed.
5. The date, time and venue of the proficiency test/interview of shortlisted candidates will be **informed via E-Mail only**.
6. Candidates called for proficiency test/interview will be required to bring with them original signed copy of the application, two self-attested copies of required Educational Certificate, Experience Certificate, etc., and three copies of recent passport size photograph. The originals of the Degree, Diploma, Certificate etc. will be returned after verification.
7. No travelling allowance or any other allowance will be paid to the candidates called for proficiency test.

Annexure 1:

Application Form

Recent
Passport
sized
photograph

IMPORTANT NOTICE: As the Rajasthan Forest Department is committed to promote gender in all its activities, female candidates are much welcome.

1. General Information

1.	Name of the Post applied for	
2.	Full Name (Capital letters)	
3.	Father's Name	
4.	Mother's Name	
5.	Spouse Name	
6.	Nationality	
7.	Address for communication	
	Permanent Address	
	E-mail ID	
	Mobile No.	
8.	Date of Birth (DD/MM/YYYY)	
9.	Age as on 1st January, 2024	
10.	Aadhar Number	

2. Details of Educational Qualifications:

Exam Passed	Institution/ University	Subject Studied	Duration of Study	Year of Passing	% of Marks

3. Details of Professional/Technical Qualification/ Training:

Exam Passed	Institution/ University	Subject Studied	Duration of Study	Year of Passing	% of Marks/ Grades

4. Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection). Additional sheet may be added, if required:

Name of Organization	Post held	Duration of Service		Nature of appointment (whether regular/ adhoc/ full time/ part time)	Remarks (Nature of Work)
		From	To		

5.	<p>Please list under three persons (name, position, mail address, phone or) that could share their appreciation of your profile, skills and achievements and provide recommendations to support your application.</p> <p>Reference Person No. 1</p> <p>Reference Person No. 2</p> <p>Reference Person No. 3</p>
6.	<p>Any other relevant information which you would like to mention in support of your suitability for the post applied for:</p>
7.	<p>DECLARATION</p> <p>I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.</p> <p>I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/appointment is liable to be rejected/ cancelled/terminated.</p>

Place:

Date:

Signature of the Applicant

**Office of the Project Director, Rajasthan Forestry and Biodiversity
Development Project (RFBDP), Arawali Bhawan, Jhalana Institutional Area,
Jaipur - 302004**

F.No. F.11 (1) /PD/RFBDP/AFD/PMU/Experts/2023-24/1433

Dated : 14-12-2023

NIB No. PD/RFBDP/2023-24/24

The Rajasthan Forestry and Biodiversity Development Project invites applications from interested candidates to apply for the position of a Project Executive (Community Mobilization) initially for duration of 2 years. Scope of work, eligibility/qualifications, and prescribed application format are given in ToR with Annexure 'A' (Application Form).

1.	Name of Service	Project Executive (Community Mobilization)
2.	Approximate cost of Services	12 Lacs
3.	NIB Amount	12 Lacs
4.	Last Date of Submission of NIB	26.12.2023 (5.00 PM)
5.	Bid opening date	26.12.2023 (5.30 PM)
6.	Completion period	24 Months

Thanking you.

Encl. ToR & Annexure 'A'

Yours Sincerely



(Kapil Chandrawal)

Dy. Project Director (Admin)
RFBDP, Jaipur

Terms of Reference (ToR)

Hiring of Project Executive (Community Mobilization)

I. Background

Rajasthan is India's most arid state, with only 1.16 percent of the country's surface water. The Thar Desert covers two-thirds of the state's geographical area. The state's average rainfall is 531 mm, compared to the national average of 1,200 mm. Due to severe climatic conditions, Rajasthan's forest and tree cover is only 7.42% (forest cover is 4.87%, and tree cover is 2.55%, respectively) figures have to be checked, far below the national average of 23.4 %.The extent of open forest in Rajasthan is as high as 73.30% of the total forest. Despite such challenging climatic conditions, the state has a rich and unique biodiversity, with ecosystems ranging from desert ecosystems in the west to moist deciduous forest in the south. The Aravalli acts as a natural barrier to the advancement of the western desert.

The state's biodiversity resources are constantly threatened by a variety of natural and anthropogenic factors, such as grazing, mining, poaching, man-animal conflict, as well as by the global issue of climate change. Furthermore, due to recurrent drought and increasing human and livestock pressure, the state faces a significant desertification challenge. About 75% of the state's total population lives in rural areas, and large numbers of impoverished people rely on the forest for a living. Over the years, the degradation of forest and grazing lands has impacted their means of subsistence.

Conservation of biodiversity and sustainable development are inextricably linked. Long-term social and economic growth requires environmental security. The majority of rural livelihoods rely on natural resources, either directly or indirectly. As the custodian of the forests, the Forest Department operates at the crossroads of people and natural resources and has to be prepared to deal with a wide range of challenges and respond quickly to the issues related to conservation and resource management.

The French Development Agency – Agence Française de Développement (AFD) – and the State Government of Rajasthan intends to fund 'The Rajasthan Forestry and Biodiversity Development Project (RFBDP)' to assist the Forest Department of Rajasthan in its efforts to effectively manage its forest and biodiversity. RFBDP would advocate for increased forest management orientation towards improving the state's overall ecological status through

targeted interventions for biodiversity conservation and community empowerment. The RFBDP is intended to enable the Forest Department to carry out interventions to conserve biodiversity, resolve human-wildlife conflict, and reduce the risk of severe ecological losses. The project will cover approximately 800 villages in 13 districts of eastern Rajasthan (Alwar, Baran, Bhilwara, Bharatpur, Bundi, Dausa, Dholpur, Jaipur, Jhalawar, Karauli, Kota, Sawai Madhopur, and Tonk). The project will have a duration of 8 years and will be implemented through a dedicated Project Society (SPV), registered for the purpose under Rajasthan Societies Registration ACT, 1958. The management of Society will be entrusted to a High Power Committee headed by Chief Secretary, Rajasthan, Jaipur. Society will also have a General Body headed by Minister in-charge of the Forest, Environment Climate Change Department, Rajasthan, Jaipur. Society will have a Project Management Unit at State level for overall implementation and monitoring of the project.

II. Project Objectives

The RFBDP is expected to provide strong support to the Department in order to secure critical natural resources for Rajasthan, the growth and management of which directly correspond to National Commitments and International Agreements. The project would improve the network of protected areas in order to protect wildlife habitat. By involving social groups in the development and management of the project and providing livelihoods to diverse groups of women and men, the Project shall emphasize the importance of socioeconomically and gender differentiated traditional and community knowledge in conservation. RFBDP will pursue the following objectives:

1. To Protect and develop natural forests of Project Areas in the project area.
2. To improve the conservation status of threatened taxa
3. To restore grasslands for fodder management and enhancing carbon sequestration
4. To improve the biological diversity and preservation and restoration of habitats including wetlands
5. Secure sustainable forest management by improving forest administration, community organizations, livelihood, and other stakeholders.

III. Project Goals

The details of the project goals are as follows:

Goal 1: To promote the conservation of plant species diversity and increase the green cover

1. Increase the forest cover of the State by intensive and extensive afforestation on available forest as well as non-forest lands.
2. Improving Tree outside Forest Cover by incentive based agroforestry.
3. The forest area of Rajasthan shall be effectively conserved by both in-situ and ex-situ methods or by creation of plant Micro-reserves as well as adopting different plantation models.
4. Scientific eradication of invasive alien species, such as *Prosopis juliflora* and *Lantana camara*, for the regeneration of local biodiversity in the state.
5. Areas of particular importance to biodiversity i.e., National Parks, Sanctuaries, Wetlands, Sacred Groves (Orans), etc shall be protected
6. Habitat improvement of wildlife sanctuaries, conservation reserves, etc., for improvement in wildlife and reduction of man-animal conflicts.
7. To improve the status of threatened species.

Goal 2: To improve the soil and moisture condition of degraded forest areas, pasturelands and other non-forest areas by soil moisture conservation work

1. Construction of Soil and moisture conservation structures in forest areas, Protected Areas and non-forest areas with the expectation of improving the moisture regime. Such activities shall also impinge directly on the growth of grass & other undergrowth, thereby creating new and effective carbon sink. Conservation of rainwater and increased carbon sequestration are vital components in climate change mitigation and local adaptation.

Goal 3: Conservation of Biodiversity and Reduction in Man Animal Conflict

1. *In-situ and ex-situ* conservation of flora and fauna by creation/development of Plant Micro Reserves, Protection of forest boundaries by construction of boundary walls, Conservation Reserves and Habitat improvement of existing protected areas.

2. Habitat improvement of wildlife sanctuaries and protected areas for improvement in wildlife and reduction in man-animal conflicts.

Goal 4: To maintain capacity of ecosystems to deliver goods and services and support livelihoods

1. Biological resources support sustainable livelihoods especially of poor people. Such resources need both maintenance and augmentation. Ecosystem services thus supported are likely to impact positively farm based livelihoods in the vicinity.
2. Protection of traditional knowledge, innovations, practices including their rights to benefit sharing. Gender inclusiveness and transformative approaches shall be adopted to ensure social inclusion across the project activities.

IV. Objective and need of the assignment

RFBDP will receive funds from Agence Française de Développement ("**AFD**"), for growth and management of natural resources in Rajasthan and intends to use part of the funds to hire a Project Executive (Community Mobilization).

- i. **Position:** Project Executive (Community Mobilization)
- ii. **Project Name:** Rajasthan Forestry and Biodiversity Development Project (RFBDP) - funded Agence Française de Développement ("**AFD**")
- iii. **Level of Involvement:** Full Time
- iv. **Duty Station:** PMU, RFBDP, Jaipur, Rajasthan
- v. **Duration:** The position is on contractual basis, initially for 2 years; extendable by 1 year at a time, based on performance and the project requirements, till the completion of the project.
- vi. **Starting Date:** Two weeks from the confirmation of the appointment by the PD (Project Director) RFBDP, Rajasthan Forest Department, Jaipur
- vii. **Salary:** Based on qualifications and professional experience
- viii. **Reporting Officer:** JPD, RFBDP

V. Roles and Responsibilities of Project Executive (Community Mobilization)

- (a) Guide the Project Facilitation Team (PFT)/NGO in implementing their role for community mobilization, livelihood improvement, micro-finance etc. as per the DPR.

- (b) Assist the PMU in the development of sufficient and adequate links with capable training institutes for skill enhancement and capacity building of the forest dependent communities.
- (c) Planning and coordinating all capacity-building events, such as training and workshops.
- (d) Guide the PFT in extending trainings and improving capabilities and capacities through technical trainings about human wildlife conflicts, conflict resolution, social mobilization, livelihoods improvements, micro finance, etc. in close coordination with PMC.
- (e) Monitor the on-ground implementation of the Community Mobilization and Training component of project.
- (f) To ensure convergence of livelihood generation activities/ community mobilization activities with existing government schemes.
- (g) Any other project-related work assigned by PMU, RFBDP related to community mobilization and capacity building domain.

VI. Selection of Consultant

1. The consultant will be selected in accordance with the procurement guidelines of AFD for Individual Consultants. As part of the proposal, consultant will be required to submit his/her Detailed Resume along with application form given at Annexure-1. Shortlisted candidates will be called for interview before a committee of officers constituted for the purpose. Subsequent to the final selection, financial negotiation will take place.
2. Eligibility criteria to AFD financing are specified at para 1.3 of "Procurement Guidelines for AFD-Financed Contracts in Foreign Countries", available online on AFD's website: <http://www.afd.fr>

A. Skills / Qualification:

Essential: Graduate in Social Sciences /Forestry/ Wildlife/ Environmental Science/ Life Sciences/ Agriculture.

Preferred: Candidate having Masters degree in above related field will be preferred.

B. Work Experience: Minimum 3 years of relevant experience, including 1 year of practical experience in a field related to community mobilization or related area;

Preferred: Work experience for Externally Aided Project (EAP) Projects in related field.

C. Language: Excellent oral and written communication skills in English and Hindi, and familiar with Local language(Rajasthani).

Must be familiar with basic computer knowledge.

D. Process of Application:

1. The Applicant shall submit his/her Resume along with the application form (only one application).
2. Interested Applicants must provide information and documents to support that they are qualified and experienced to perform these Services. For that purpose, documented evidence of recent and similar services shall be submitted. Please note that experience certificates only will be considered for counting experience, joining letters/appointment letters will not be considered.

Please note that APPLICATIONS WITHOUT RELEVANT DOCUMENTS SUPPORTING CANDIDATES' CLAIM OF QUALIFICATION AND EXPERIENCE WILL BE SUMMARILY REJECTED.

E. Duration of the Assignment:

Initially for 2 years which may be extended further by 1 year at a time on the basis of performance evaluation and the project requirements, till the completion of project.

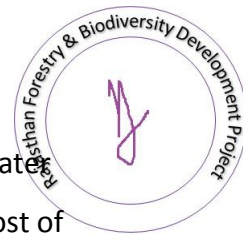
F. Salary: 45000/- to 50,000/- Rs. per month (Negotiable based on the skills, qualifications and work experience of the candidate).

G. Age: Candidates having age of maximum 50 years as on 01-01-2024 can apply for this position.

Women Candidates are encouraged to apply.

The application form can be downloaded from the website of Rajasthan Forest Department

[http:// forest.rajasthan.gov.in](http://forest.rajasthan.gov.in) or <http://sppp.rajasthan.gov.in/>



Interested candidate may send their application by e mail : rfbdp.afd@gmail.com not later than 5:00 PM on 26-12-2023. The subject of the mail should be " Application for the Post of Project Executive (Community Mobilization)".

Project Director, Rajasthan Forestry and Biodiversity Development Project (RFBDP),
Aravalli Bhawan,
Jhalana Institutional Area,
Jaipur-302004, (Rajasthan) India.
Email: rbdp.afd@gmail.com, **Tel:** +91-141-2709101/5199654

General Instructions:

1. Eligible candidate may send a scanned copy of documents. The **signed** application form duly **filled in prescribed format** attached herewith (**must be in PDF file format only**) to the Project Director, RFBDP latest by 05.00 P.M. on 26-12-2023 through e-mail rbdp.afd@gmail.com, along with relevant documents of qualification and experience.
2. Candidates must clearly mention their contact details - landline number with STD code, mobile number and e-mail ID.
3. Application submitted after closing date and hour, not bearing passport size photograph, signature of the applicant and not having his/her contact details will be rejected.
4. Shortlisted candidates will be required to appear for a proficiency test/interview for which they would be separately informed.
5. The date, time and venue of the proficiency test/interview of shortlisted candidates will be **informed via E-Mail only**.
6. Candidates called for proficiency test/interview will be required to bring with them original signed copy of the application, two self-attested copies of required Educational Certificate, Experience Certificate, etc., and three copies of recent passport size photograph. The originals of the Degree, Diploma, Certificate etc. will be returned after verification.
7. No travelling allowance or any other allowance will be paid to the candidates called for proficiency test.

Annexure 1:

Application Form

Recent
Passport
sized
photograph

IMPORTANT NOTICE: As the Rajasthan Forest Department is committed to promote gender in all its activities, female candidates are much welcome.

1. General Information

1.	Name of the Post applied for	
2.	Full Name (Capital letters)	
3.	Father's Name	
4.	Mother's Name	
5.	Spouse Name	
6.	Nationality	
7.	Address for communication	
	Permanent Address	
	E-mail ID	
	Mobile No.	
8.	Date of Birth (DD/MM/YYYY)	
9.	Age as on 1st January, 2024	
10.	Aadhar Number	

2. Details of Educational Qualifications:

Exam Passed	Institution/ University	Subject Studied	Duration of Study	Year of Passing	% of Marks

3. Details of Professional/Technical Qualification/ Training:

Exam Passed	Institution/ University	Subject Studied	Duration of Study	Year of Passing	% of Marks/ Grades

4. Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection). Additional sheet may be added, if required:

Name of Organization	Post held	Duration of Service		Nature of appointment (whether regular/ adhoc/ full time/ part time)	Remarks (Nature of Work)
		From	To		

5.	<p>Please list under three persons (name, position, mail address, phone or) that could share their appreciation of your profile, skills and achievements and provide recommendations to support your application.</p> <p>Reference Person No. 1</p> <p>Reference Person No. 2</p> <p>Reference Person No. 3</p>
6.	<p>Any other relevant information which you would like to mention in support of your suitability for the post applied for:</p>
7.	<p>DECLARATION</p> <p>I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.</p> <p>I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/appointment is liable to be rejected/ cancelled/terminated.</p>

Place:

Date:

Signature of the Applicant

**Office of the Project Director, Rajasthan Forestry and Biodiversity
Development Project (RFBDP), Arawali Bhawan, Jhalana Institutional Area,
Jaipur - 302004**

F.No. F.11 (1) /PD/RFBDP/AFD/PMU/Experts/2023-24/1434

Dated : 14-12-2023

NIB No. PD/RFBDP/2023-24/25

The Rajasthan Forestry and Biodiversity Development Project invites applications from interested candidates to apply for the position of a Project Executive (Communication) initially for duration of 2 years. Scope of work, eligibility/qualifications, and prescribed application format are given in ToR with Annexure 'A' (Application Form).

1.	Name of Service	Project Executive (Communication)
2.	Approximate cost of Services	12 Lacs
3.	NIB Amount	12 Lacs
4.	Last Date of Submission of NIB	26.12.2023 (5.00 PM)
5.	Bid opening date	26.12.2023 (5.30 PM)
6.	Completion period	24 Months

Thanking you.

Encl. ToR & Annexure 'A'

Yours Sincerely


(Kapil Chandrawal)

Dy. Project Director (Admin)
RFBDP, Jaipur

Terms of Reference (ToR)

Hiring of Project Executive (Communication)

I. Background

Rajasthan is India's most arid state, with only 1.16 percent of the country's surface water. The Thar Desert covers two-thirds of the state's geographical area. The state's average rainfall is 531 mm, compared to the national average of 1,200 mm. Due to severe climatic conditions, Rajasthan's forest and tree cover is only 7.42% (forest cover is 4.87%, and tree cover is 2.55%, respectively), far below the national average of 23.4 %. The extent of open forest in Rajasthan is as high as 73.30% of the total forest. Despite such challenging climatic conditions, the state has a rich and unique biodiversity, with ecosystems ranging from desert ecosystems in the west to moist deciduous forest in the south. The Aravalli acts as a natural barrier to the advancement of the western desert.

The state's biodiversity resources are constantly threatened by a variety of natural and anthropogenic factors, such as grazing, mining, poaching, man-animal conflict, as well as by the global issue of climate change. Furthermore, due to recurrent drought and increasing human and livestock pressure, the state faces a significant desertification challenge. About 75% of the state's total population lives in rural areas, and large numbers of impoverished people rely on the forest for a living. Over the years, the degradation of forest and grazing lands has impacted their means of subsistence.

Conservation of biodiversity and sustainable development are inextricably linked. Long-term social and economic growth requires environmental security. The majority of rural livelihoods rely on natural resources, either directly or indirectly. As the custodian of the forests, the Forest Department operates at the crossroads of people and natural resources and has to be prepared to deal with a wide range of challenges and respond quickly to the issues related to conservation and resource management.

The French Development Agency – Agence Française de Développement (AFD) – and the State Government of Rajasthan intends to fund 'The Rajasthan Forestry and Biodiversity Development Project (RFBDP)' to assist the Forest Department of Rajasthan in its efforts to effectively manage its forest and biodiversity. RFBDP would advocate for increased forest management orientation towards improving the state's overall ecological status through

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II. Project Objectives

The RFBDP is expected to provide strong support to the Department in order to secure critical natural resources for Rajasthan, the growth and management of which directly correspond to National Commitments and International Agreements. The project would improve the network of protected areas in order to protect wildlife habitat. By involving social groups in the development and management of the project and providing livelihoods to diverse groups of women and men, the Project shall emphasize the importance of socioeconomically and gender differentiated traditional and community knowledge in conservation. RFBDP will pursue the following objectives:

1. To Protect and develop natural forests of Project Areas in the project area.
2. To improve the conservation status of threatened taxa
3. To restore grasslands for fodder management and enhancing carbon sequestration
4. To improve the biological diversity and preservation and restoration of habitats including wetlands
5. Secure sustainable forest management by improving forest administration, community organizations, livelihood, and other stakeholders.

III. Project Goals

The details of the project goals are as follows:

Goal 1: To promote the conservation of plant species diversity and increase the green cover

1. Increase the forest cover of the State by intensive and extensive afforestation on available forest as well as non-forest lands.
2. Improving Tree outside Forest Cover by incentive based agroforestry.
3. The forest area of Rajasthan shall be effectively conserved by both in-situ and ex-situ methods or by creation of plant Micro-reserves as well as adopting different plantation models.
4. Scientific eradication of invasive alien species, such as *Prosopis juliflora* and *Lantana camara*, for the regeneration of local biodiversity in the state.
5. Areas of particular importance to biodiversity i.e., National Parks, Sanctuaries, Wetlands, Sacred Groves (Orans), etc shall be protected
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7. To improve the status of threatened species.

Goal 2: To improve the soil and moisture condition of degraded forest areas, pasturelands and other non-forest areas by soil moisture conservation work

1. Construction of Soil and moisture conservation structures in forest areas, Protected Areas and non-forest areas with the expectation of improving the moisture regime. Such activities shall also impinge directly on the growth of grass & other undergrowth, thereby creating new and effective carbon sink. Conservation of rainwater and increased carbon sequestration are vital components in climate change mitigation and local adaptation.

Goal 3: Conservation of Biodiversity and Reduction in Man Animal Conflict

1. *In-situ and ex-situ* conservation of flora and fauna by creation/development of Plant Micro Reserves, Protection of forest boundaries by construction of boundary walls, Conservation Reserves and Habitat improvement of existing protected areas.

2. Habitat improvement of wildlife sanctuaries and protected areas for improvement in wildlife and reduction in man-animal conflicts.

Goal 4: To maintain capacity of ecosystems to deliver goods and services and support livelihoods

1. Biological resources support sustainable livelihoods especially of poor people. Such resources need both maintenance and augmentation. Ecosystem services thus supported are likely to impact positively farm based livelihoods in the vicinity.
2. Protection of traditional knowledge, innovations, practices including their rights to benefit sharing. Gender inclusiveness and transformative approaches shall be adopted to ensure social inclusion across the project activities.

IV. Objective and need of the assignment

RFBDP will receive funds from Agence Française de Développement ("**AFD**"), for growth and management of natural resources in Rajasthan and intends to use part of the funds to hire a Project Executive (Communication).

- i. **Position:** Project Executive (Communication)
- ii. **Project Name:** Rajasthan Forestry and Biodiversity Development Project (RFBDP) - funded Agence Française de Développement ("**AFD**")
- iii. **Level of Involvement:** Full Time
- iv. **Duty Station:** PMU, RFBDP, Jaipur, Rajasthan
- v. **Duration:** The position is on contractual basis, initially for 2 years; extendable by 1 year at a time, based on performance and the project requirements, till the completion of the project.
- vi. **Starting Date:** Two weeks from the confirmation of the appointment by the PD (Project Director) RFBDP, Rajasthan Forest Department, Jaipur
- vii. **Salary:** Based on qualifications and professional experience
- viii. **Reporting Officer:** JPD, RFBDP

V. Roles and Responsibilities of Project Executive (Communication)

- (a) Public relations, media or promotions to bring public awareness related to policy communications activities.
- (b) Developing and publishing press releases, case studies and success stories of the project activities.
- (c) Planning and initiating communications and promotional campaigns.
- (d) Managing PMU/department social media accounts and maintaining a positive public image within these networks.
- (e) Work closely with the PMU/PMC team to conceptualise, coordinate, and execute important internal events for the project.
- (f) Giving presentations and educating teams, executives, shareholders and the public about departmental news, updates and offerings.

VI. Selection of Consultant

1. The consultant will be selected in accordance with the procurement guidelines of AFD for Individual Consultants. As part of the proposal, consultant will be required to submit his/her Detailed Resume along with application form given at Annexure-1. Shortlisted candidates will be called for interview before a committee of officers constituted for the purpose. Subsequent to the final selection, financial negotiation will take place.
2. Eligibility criteria to AFD financing are specified at para 1.3 of "Procurement Guidelines for AFD-Financed Contracts in Foreign Countries", available online on AFD's website: <http://www.afd.fr>

A. Skills / Qualification:

Essential: Bachelor's degree in Mass Communications/ mass media, public relations or similar field.

Preferred: Candidate having Masters degree in related field will be preferred.

B. Work Experience: Minimum 03 years professional work experience in the related fields.

Preferred:

- Experience using Adobe Photoshop and basic video editing tools, graphic design editing is required.
- Work experience for Externally Aided Project (EAP) Projects in related field.

C. Language: Excellent oral and written communication skills in English and Hindi, and familiar with Local language (Rajasthani).

Must be familiar with basic computer knowledge.

D. Process of Application:

1. The Applicant shall submit his/her Resume along with the application form (only one application).
2. Interested Applicants must provide information and documents to support that they are qualified and experienced to perform these Services. For that purpose, documented evidence of recent and similar services shall be submitted. Please note that experience certificates only will be considered for counting experience, joining letters/appointment letters will not be considered.

Please note that APPLICATIONS WITHOUT RELEVANT DOCUMENTS SUPPORTING CANDIDATES' CLAIM OF QUALIFICATION AND EXPERIENCE WILL BE SUMMARILY REJECTED.

E. Duration of the Assignment:

Initially for 2 years which may be extended further by 1 year at a time on the basis of performance evaluation and the project requirements, till the completion of project.

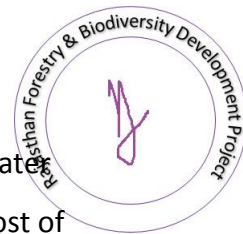
F. Salary: 45000/- to 50,000/- Rs. per month (Negotiable based on the skills, qualifications and work experience of the candidate).

G. Age: Candidates having age of maximum 50 years as on 01-01-2024 can apply for this position.

Women Candidates are encouraged to apply.

The application form can be downloaded from the website of Rajasthan Forest Department

[http:// forest.rajasthan.gov.in](http://forest.rajasthan.gov.in) or <http://sppp.rajasthan.gov.in/>



Interested candidate may send their application by e mail : rfdp.afd@gmail.com not later than 5:00 PM on 26-12-2023. The subject of the mail should be " Application for the Post of Project Executive (Communication)".

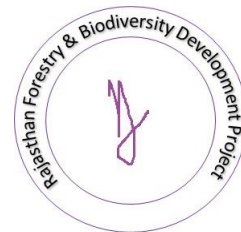
Project Director, Rajasthan Forestry and Biodiversity Development Project (RFBDP),

Aravalli Bhawan,

Jhalana Institutional Area,

Jaipur-302004, (Rajasthan) India.

Email: rfdp.afd@gmail.com, **Tel:** +91-141-2709101/5199654



General Instructions:

1. Eligible candidate may send a scanned copy of documents. The **signed** application form duly **filled in prescribed format** attached herewith (**must be in PDF file format only**) to the Project Director, RFBDP latest by 05.00 P.M. on 26-12-2023 through e-mail rfdp.afd@gmail.com, along with relevant documents of qualification and experience.
2. Candidates must clearly mention their contact details - landline number with STD code, mobile number and e-mail ID.
3. Application submitted after closing date and hour, not bearing passport size photograph, signature of the applicant and not having his/her contact details will be rejected.
4. Shortlisted candidates will be required to appear for a proficiency test/interview for which they would be separately informed.
5. The date, time and venue of the proficiency test/interview of shortlisted candidates will be **informed via E-Mail only**.
6. Candidates called for proficiency test/interview will be required to bring with them original signed copy of the application, two self-attested copies of required Educational Certificate, Experience Certificate, etc., and three copies of recent passport size photograph. The originals of the Degree, Diploma, Certificate etc. will be returned after verification.
7. No travelling allowance or any other allowance will be paid to the candidates called for proficiency test.

Annexure 1:

Application Form

Recent
Passport
sized
photograph

IMPORTANT NOTICE: As the Rajasthan Forest Department is committed to promote gender in all its activities, female candidates are much welcome.

1. General Information

1.	Name of the Post applied for	
2.	Full Name (Capital letters)	
3.	Father's Name	
4.	Mother's Name	
5.	Spouse Name	
6.	Nationality	
7.	Address for communication	
	Permanent Address	
	E-mail ID	
	Mobile No.	
8.	Date of Birth (DD/MM/YYYY)	
9.	Age as on 1st January, 2024	
10.	Aadhar Number	

2. Details of Educational Qualifications:

Exam Passed	Institution/ University	Subject Studied	Duration of Study	Year of Passing	% of Marks

3. Details of Professional/Technical Qualification/ Training:

Exam Passed	Institution/ University	Subject Studied	Duration of Study	Year of Passing	% of Marks/ Grades

4. Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection). Additional sheet may be added, if required:

Name of Organization	Post held	Duration of Service		Nature of appointment (whether regular/ adhoc/ full time/ part time)	Remarks (Nature of Work)
		From	To		

5.	<p>Please list under three persons (name, position, mail address, phone or) that could share their appreciation of your profile, skills and achievements and provide recommendations to support your application.</p> <p>Reference Person No. 1</p> <p>Reference Person No. 2</p> <p>Reference Person No. 3</p>
6.	<p>Any other relevant information which you would like to mention in support of your suitability for the post applied for:</p>
7.	<p>DECLARATION</p> <p>I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.</p> <p>I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/appointment is liable to be rejected/ cancelled/terminated.</p>

Place:

Date:

Signature of the Applicant