

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

F.No. F.11 (29) /PD/AFD/Procurement part-1/22-23/ 40

Dated : 03/11/2022

NIB No. PD/RFBDP/2022-23/01


The Rajasthan Forestry and Biodiversity Development Project invites applications from interested candidates to apply for the position of a Senior Procurement Specialist (one) 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	Senior Procurement Specialist (1)
2.	Approximate cost of Services	48 Lacs
3.	NIB Amount	48 Lacs
4.	Total Cost of Project	1693.91 Crore
5.	Last Date of Submission of NIB	21.11.2022 (5.00 PM)
6.	Bid opening date	21.11.2022 (5.30 PM)
7.	Completion period	24 Months

Thanking you.

Encl. ToR & Annex.-A

Yours Sincerely


(M. K. Sharma),
Dy. Project Director (Admin),
RFBP-II, Jaipur

Dy.PD.(Adm.)
R.F.B.P.-2
Raj. Jaipur

Terms of Reference (ToR)

Hiring of Senior Procurement Specialist

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. (Figures have to be checked) 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 Senior Procurement Specialist.

- i. **Position:** Senior Procurement Specialist
- 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:** Jaipur, Rajasthan
- v. **Duration:** The position is on contractual basis, initially for 2 years; extendable based on 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 Senior Procurement Specialist

The Procurement Specialist will work as a full-time member of the PMU & will lead all the procurement processes in the Project Management Unit (PMU) for all the components of the project, with the view to ensure timely and quality procurement processes, compliant with existing AFD Procurement Guidelines and Manual of Procedures (MoP) for the Project.

The responsibilities of the Senior Procurement Specialist will include, but not be limited to:

A. Procurement Functions:

- Lead procurement activities such as:
 - Procurement planning (see below)
 - Drafting of EOs and RFP documents and other standard bidding documents
 - Development of procurement notice/advertisements, contracts, award letters, etc.
 - Prepare necessary bid evaluation packages/criteria, evaluation sheets, evaluation summaries, etc.
 - Organising pre-bid meetings, evaluation committee meetings, contract negotiation meetings, etc.
- Coordinate, collate and support preparation of activity specific scope of work, ToR, specification, cost estimates and work schedules, evaluation criteria, for each contract

and procurement activity in coordination with the respective PD/team members (wherever necessary).

- Ensure adherence to Credit Facility Agreement (CFA) and Project agreement (PA) undertakings and in particular to the AFD Procurement Guidelines, Manual of Procedures of RFB DP Policies of Government of India & State Government of Rajasthan, as applicable.
- In particular, solicit AFD Non-Objection Certificate at all required stages of the procurement processes, as per AFD Procurement Guidelines
- Provide technical guidance and advice to the PMU as appropriate, informing PMU team on possible contracting strategies, bid types, contracts and standard document formats, including on innovative procurement strategies such as, community procurement.
- Establish standard administrative processes ensuring that all the procedures and documentation are effectively managed.
- Handle all issues related to procurement and contract administration and management (supply delivery, partial deliveries and inconsistencies, progress completion reports for works and services, claims, amendments/extension, delays, penalties, etc.).
- This includes monitoring the contracts and work-orders as relevant to ensure compliance, performance, and delivery; review arrangements as required, and maintain internal reports.
- Ensure all bid and performance securities from suppliers and service providers are secured and well kept.
- File all official execution and monitoring reports as required by AFD, especially with respect to financial and legal requirements, on the implementation of each signed contract for the supply of goods, works, consultancies and other services.
- Ensure communication with concerned forest staff/persons responsible so that necessary administrative and logistic arrangements are made to deliver and install the procured services and equipment in the field. Collect and file written confirmations from recipients on safe delivery and installation of respective equipment/goods/material, etc., through the Divisional Management Units and Project Management Unit staff.

B. Development of Plans and Manuals

- Periodic updating of the Procurement Plan – at least once every year.
- Periodic updating of chapters relevant to procurement in the Manual of Procedures (MoP) as required.

- Develop quarterly work plan and monthly progress report for procurement activities under the project.
- Develop any other plans and manuals related to procurement required for smooth project execution.

C. Establishment or improvement of systems and facilitating knowledge sharing

- Deliver training to PMU and relevant forest staff as required to assist and develop skills in various types of procurement as per AFD procurement guidelines
- Provide necessary inputs to Technical Assistants hired under the project for strengthening procurement capabilities of the department
- Provide recommendations for strengthening procurement process

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 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:

- Master's degree/ Post Graduate Diploma or equivalent, in Rural Development/Business Administration/ Economics/ Engineering/ Public Procurement/ Public Policy or other related fields.
- **Preferred:** Demonstrated procurement specialization acquired through project experience of handling bi-lateral or multilateral agencies like Asian Development Bank, World Bank, GIZ, AFD etc.
- **Preferred:** Training on Procurement procedures conducted by bi-lateral or multilateral agencies like Asian Development Bank, World Bank, GIZ, AFD etc.
- Able to lead, work collaboratively with teams, and share relevant knowledge
- Excellent oral and written communication skills in English and Hindi.

B. Experience:

- Minimum of 10 years of relevant experience in procurement or project management, preferably in forestry/ infrastructure/social sector/ rural development/ agriculture allied projects.
- **Preferred:** Minimum of 5 years' experience in government sector procurement carried out in any State in India.
- **Preferred:** Experience of having handled procurement of EAP of value of INR 500 cr. or equivalent in total.

C. Process of Application:

1. The Applicant shall submit his/her Resume along with application form (only one application). Any consultant/expert associated in the upstream activities of the project shall not be eligible to apply.
2. Interested Applicants must provide information evidencing that they are qualified and experienced to perform these Services. For that purpose, documented evidence of recent and similar services shall be submitted.

D. Duration of the Assignment:

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

E. Salary: Rs. 1,50,000/- to 2,00,000/- per month (Negotiable based on the skills, qualifications and work experience of the candidate).

F. Age: Candidates having age of maximum 50 years 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/> , <http://afd.dgmarketing.com>

Interested candidates may send their application in a sealed envelope at the following address and through e mail : rfdp.afd@gmail.com not later than 5:00 PM on **21st, November, 2022.**

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. Candidates must clearly mention their contact details - landline number with STD code/fax number/mobile number/e-mail ID.
2. Application submitted after closing hour and/or after closing date, not bearing passport photograph, signature of the applicant and not having his/her contact details will be rejected.
3. Shortlisted candidates will be required to appear for proficiency test/interview for which they should come fully prepared.
4. The date, time and venue of the proficiency test/interview of shortlisted candidates will be **informed via E-Mail**.
5. 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.
6. No travelling allowance or any other allowance will be paid to the candidates called for proficiency test.



Dy.PD.(Adm.)
R.F.B.P-2
Raj. Jaipur

Annexure A:

Recent
Passport
sized
photograph

Application Form

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, 2022	

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

25
Dy P.D. (Adm.)
R.F.R.D-2
Jalpur

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>Referent person No. 1 Referent person No. 2 Referent 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


 Dy.P.D. (Adm.)
 R.F.B.P-2
 Raj. Jaipur