

**ADVERTISEMENT FOR HIRING OF STAFF FOR THE PROJECT OFFICES OF  
HIMACHAL PRADESH FORESTS FOR PROSPERITY PROJECT (FPP) UNA**

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Ref HP-FPP/5/2018

Dated:15/05/2018

Government of Himachal Pradesh has received financing from the World Bank, in the form of a credit towards the cost of Himachal Pradesh Forests for Prosperity Project, Una herein after called HPFPP. The Himachal Pradesh Forests Department (HPFD), an implementing entity of the Project, intends to apply a portion of the proceeds of this credit to eligible payments under the contract for which this advertisement for hiring of support staff is being issued.

The detail of positions being advertised are: Subject Matter Specialist (Social safeguards)-1, Subject Matter Specialist (Environmental safe guards)-1, Subject Matter Specialist (Monitoring and evaluation)-1, Subject Matter Specialist (Procurement)-1, Subject Matter Specialist (NTFP/Agribusiness)-1, Subject Matter Specialist (communication- community development-Training)-1 & Consultant (Information Technology)-1.

All the above positions are purely temporary project assignments on contract for a period of one year initially and the selected candidates can be placed anywhere in HP. However, they will be required to visit the target areas of the project as directed by Chief Project Director, HP FPP Una. Details are given on the website "[hpforest.nic.in/tenders](http://hpforest.nic.in/tenders)"

Potential candidates having the requisite qualification and experience may apply as per the prescribed CV format given on the abovementioned website in a sealed envelope clearly marking as "**Application for .....** (Name of the position applied for)" so as to reach the address given below on or before 04.00 PM on 05.06.2018. Only the short-listed candidates will be called for screening/Interview. Canvassing in any form will lead to disqualification and rejection. Chief Project Director, HP FPP Una reserves the right to accept or reject any candidate without assigning any reason. **S/d Chief Project Director, Himachal Pradesh Forests for Prosperity Project, (FPP) Una. HP, Santoshgarh Road, Opposite KVK, Una-174303 Telephone: 01975-225855 Email: cpdffp1@gmail.com**

**Himachal Pradesh Forests for Prosperity Project (FPP) Una**  
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FOR PROSPERITY PROJECT (FPP) UNA**

The Government of Himachal Pradesh has received financing from the World Bank, in the form of a credit toward the cost of Himachal Pradesh Forests for Prosperity Project Una herein after called HP FPP. The Himachal Pradesh Forest Department (HPFD), an implementing entity of the Project, intends to apply a portion of the proceeds of this credit to eligible payments under the contract for which this advertisement for hiring of support staff is being issued. A brief detail of the positions is given hereunder:

<b>Sr. No</b>	<b>Resource Category</b>	<b>Nos</b>	<b>Minimum- Qualification</b>	<b>Consolidated Remuneration Range (in Rs)</b>
1	Subject Matter Specialist- Social safeguards	1	PhD in a directly related field. However, if PhD candidates are not available then candidates with Masters Degree (atleast 65% marks or equivalent grade) in a related field with 3 years post qualification field / research experience will be considered for the post.-	45000-100000
2	Subject Matter Specialist- Environmental safe guards	1	PhD in a directly related field. However, if PhD candidates are not available then candidates with Masters Degree (atleast 65% marks or equivalent grade) in a related field with 3years post qualification field / research experience will be considered for the post.	45000-100000
3	Subject Matter Specialist- Monitoring and evaluation	1	PhD (Silviculture/ Forest Genetics resources) in a directly related field. However, if PhD candidates are not available, then candidates with Masters Degree (atleast 65% marks or equivalent grade) in Forestry (silviculture/ plant genetics / plantation technology) with 3 years post qualification field / research experience will be considered for the post.	45000-100000
4	Subject Matter Specialist- Procurement	1	BE/B Tech in Engineering/ B Com + PG Degree/ Diploma in Business Administration with 3 years post qualification experience in supporting procurement related activities in any reputed organization / Externally aided projects or similar Govt. funded projects.	45000-100000

5	Subject Matter Specialist-NTFP/Agribusiness	1	PhD in related field or However, if PhD candidates are not available, then candidates with  Masters Degree (at least 65% marks or equivalent grade) in Forestry (Medicinal Plants / NTFP) OR BSc (Forestry with MBA (agribusiness) with 3 years post master's degree qualification field / research experience will be considered for the post.	45000-100000
6	Subject Matter Specialist-communication-community development-Training	1	PhD in directly related field However, if PhD candidates are not available, then candidates with B Sc (forestry) with MSc (watershed Management) ) with 3 years post qualification experience	45000-100000
7	Consultant - Information Technology	1	PG Degree in (IT) / Computer applications / Computer Science with 3 years post qualification experience in managing IT/Computer related activities of a small office establishment independently.	45000-100000

*Salary will not be a constraint for exceptionally deserving candidates and they will be considered for a higher start.*

The above positions are purely temporary project assignments on contract basis initially for a period of one year and is likely to be extended till the project completion period and the selected candidates can be placed anywhere in HP. However, they will be required to visit the target areas of the project as directed by Chief Project Director, HP FPP Una. Detailed Job Descriptions for the positions are given in Annexure-A.

Potential candidates below 40 years (as on 30.04.2018) having the requisite qualification and experience may apply as per the prescribed CV formats given in Annexure-B in a sealed envelope clearly marking as "Application for ..... (Name of the position applied for)" so as to reach the address given below on or before 04.00 PM on 05.06.2018. Candidates presently working in central/ state govt departments/ institutions/ projects, etc are requested to apply through proper channel. Only the short-listed candidates will be called for an Interview/test. Canvassing any form will lead to disqualification and rejection. **S/d Chief Project Director HPFPP Una**

**ANNEXURE-A**  
**ROLES AND RESPONSIBILITIES OF THE STAFF TO BE HIRED**

Sr. No	Position	Roles and responsibilities
1	Subject Matter Specialist- Social safeguards	<ul style="list-style-type: none"> <li>▪ Framing and implementation of social management framework and safeguard guidelines and assisting the field functionaries in its implementation.</li> <li>▪ PRIs issues</li> <li>▪ Micro planning.</li> <li>▪ Prepare strategy and follow up for social inclusion.</li> <li>▪ Convergence and networking with respective line departments and universities etc.</li> <li>▪ Responsible for social inclusion, social inequity, gender issues, safeguard issues, etc related to the vulnerable sections of the society.</li> <li>▪ Assist in preparation of NTFP strategy.</li> <li>▪ Assist in preparation of training programs for project support staff and capacity building of communities.</li> <li>▪ Any other duties assigned by the CPD.</li> </ul>
2	Subject Matter Specialist- Environmental safe guards	<ul style="list-style-type: none"> <li>▪ Framing and implementation of environment management framework and safeguard guidelines and assisting the field functionaries in its implementation.</li> <li>▪ Convergence and networking with respective line departments and research institutes.</li> <li>▪ Awareness wrt environment issues in the project target area</li> <li>▪ Any other duties assigned by the CPD.</li> </ul>
3	Subject Matter Specialist- Monitoring and evaluation	<ul style="list-style-type: none"> <li>▪ Review the Project's terms of reference, including logical framework, and other relevant project documentation and in consultations with the project's team to identify appropriate M&amp;E indicators; select relevant data and design tools; select appropriate methods and sources for data collection; propose possible platforms (excel, word, web-based, etc.) for the system.</li> <li>▪ Develop the Project's monitoring and evaluation System including M&amp;E plan and conduct/ co-ordinate the baseline assessment;</li> <li>▪ Pilot the project M&amp;E system and train the project staff on using it,</li> <li>▪ At the end of assignment develop final report clearly describing results of baseline assessment and recommendations for organizing M&amp;E process for the project.</li> <li>▪ Any other work assigned by the head office.</li> </ul>
4	Subject Matter Specialist- Procurement	<ul style="list-style-type: none"> <li>▪ Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria.</li> <li>▪ Assist project management unit and field offices of HPFPP throughout the procurement process wrt bidding process.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Review requisition submitted by the stake holders of HPFPP for completeness and compliance with objective of HPFPP, World Bank procurement policies and procedures, guidelines and best practice.</li> <li>▪ Provide administrative support to the project management unit and field offices in procurement management and contract administration, disbursement and contract closure.</li> <li>▪ Prepare draft Invitation for bid/bidding document/ requests for expression of Interest (REOI)/request for proposal (RFP) document/minutes of pre-bid meeting/minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines/ best practice;</li> <li>▪ Prepare draft bid evaluation report/ technical evaluation report/ combined technical and financial evaluation report/ contract document/ minutes of negotiation, taking into account applicable policies, procedures, guidelines/ best practice;</li> <li>▪ Prepare minutes of the bid/consultancy proposal acceptance committee meeting of HPFPP, taking into account applicable policies, procedures, guidelines/ best practice;</li> <li>▪ Assist in overall administration of the contracting process including contract requisition, payment processing, contract closure, and maintenance of all contract files;</li> <li>▪ Assist in review invoices/requests for payment submitted for accuracy and process for payment, ensuring that all payment requests are processed on a timely basis;</li> <li>▪ Maintain individual contract files including compilation of all procurement documentation. Maintain a computerized as well as physical filing system to include all contract documentation to support procurement process, contract administration documents, payment requests, contract closure and evaluation. Ensure that all contract files are up-to-date and contract related documentation is readily available upon request;</li> <li>▪ Prepare procurement documentation to ensure the application of and compliance with World Bank's procurement policies and procedures applicable for HPFPP and best practice and assure the integrity of the procurement process;</li> <li>▪ Provide reference and guidance to other Support staff of the HPFPP on World Bank procurement policies and procedures and best practice throughout the contract administration process;</li> <li>▪ Assist in finding viable solutions to contract administration issues;</li> <li>▪ Identify operational gaps in contract administration procedures and recommend improvements to existing processes, best practice, tools, and systems to achieve operational efficiency;</li> <li>▪ Conduct initial routine review of procurement documentation to ensure quality of supporting documents and compliance with established standards;</li> <li>▪ Assist during Post Procurement Audit by the World Bank/consultants engaged for the task;</li> <li>▪ Ensure that any issues and/or deviations from World</li> </ul>
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		<p>Bank procurement policies and procedures are highlighted to the project management unit and field offices of HPFPP for necessary action/resolution;</p> <ul style="list-style-type: none"> <li>▪ Assist in raising awareness within the HPFPP on contract administration issues, problems and lessons learned; Assist in development and implementation of any plan to correct identified non-compliance issues, etc</li> <li>▪ Uploading and clearance of procurement plan on WB systematic tracking of exchanges in procurement (STEP).</li> <li>▪ Any other duty assigned by the CPD.</li> </ul>
5	Subject Matter Specialist- NTFP/Agribusiness	<ul style="list-style-type: none"> <li>▪ Support the implementation of the project plan in terms of NTFP component by providing technical and operational support for training and capacity building, monitoring and reporting as required.</li> <li>▪ Coordinate with firms in developing and establishing commercially viable NTFP based producer companies/business entities in the respective working area.</li> <li>▪ Identification of investable NTFP opportunities &amp; strengthening the collective and enterprise development agenda.</li> <li>▪ The Specialist in coordination with the firms would design and organize the investor outreach programs, training modules. Development of capacity building modules for firms and for entrepreneurs.</li> <li>▪ Scrutinize the knowledge material relevant to business cycle, enterprise development cycle, tracking mechanisms, performance parameters as developed by the firms hired for the purpose.</li> <li>▪ The Specialist would act as interface between the entrepreneurs/Community/Farmers and the department and other project staff.</li> <li>▪ The Specialist will review the business plan and provide its recommendations on applications for stage wise funding. Specialist in coordination with firms hired for the purpose will facilitate one on one dedicated meetings between entrepreneurs/producer organizations and commercial banks in order to facilitate access to finance (both investment as well as working capital).</li> <li>▪ The Specialists hired would provide inputs on extent of financing support and threshold percentages for different stages of funding, on the projects recommended by the firms hired for the purpose. Assist the field offices in design &amp; implementation of provision of capital for start-ups by managing the challenge fund– both seed capital.</li> <li>▪ The Specialist hired would review the progress of the various firms hired for this purpose and would submit the report to project management unit for appraisal.</li> <li>▪ Any other duties assigned by the CPD.</li> </ul>
6	Subject Matter Specialist-communication-community development-Training	<ul style="list-style-type: none"> <li>▪ Generate a source of volunteers via social media campaigns and web presence.</li> <li>▪ Help put in place the right communication plan with the adapted media</li> <li>▪ Develop messaging required for various phases of the project.</li> <li>▪ Reach out to the local media when necessary</li> <li>▪ Plan and conduct various trainings for various clients like the staff and community members and co-ordinate</li> </ul>

		<p>with the training institutes</p> <ul style="list-style-type: none"> <li>▪ Plan and conduct program for community involvement in various project activities etc.</li> <li>▪ Any other work allotted by the head office.</li> </ul>
7	Consultant-Information Technology	<ul style="list-style-type: none"> <li>▪ To maintain entire Hardware and Software of the Project, strengthen the system to foster internal communication, net working in the project and to manage the project website and keep liaison with the designing firm and suggest improvement.</li> <li>▪ Client connection with World Bank.</li> <li>▪ To maintain FMIS, iFMS and MIS Software in the Project and train, guide and supervise the field functionaries i.e. Data Entry Operator/ Computer Operator/Computer Accountant to manage the Software in the fields.</li> <li>▪ To suggest and advice strategy to integrate various systems reconciling them on a single Web basis platform. He will also be responsible for implementing and managing any other software being developed by the Project in future.</li> <li>▪ To submit detail of the progress made/work done at the end of the each month to Controlling Officer with suggestion for taking further action.</li> <li>▪ To upload Project activities/works/assets on Project Portal.</li> <li>▪ To deal with correspondence regarding IT (Information Technology).</li> <li>▪ To assist Deputy Project Director (Admin) in preparing library of Project documents on computer.</li> <li>▪ Any other duties assigned by the CPD.</li> </ul>

#### Common Competencies Required for All Positions:

- All the above posts require considerable field visits and hence, the candidates would be required to undertake field visits & tours as per the project requirement.
- Demonstration of strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Excellent organization Skills
- Accuracy with keen attention to detail
- Ability to work under tight time lines
- Self-motivated, high level of zeal and enthusiasm in all endeavors, unblemished integrity and ability to organize and prioritize own work to meet deadlines.
- Ability to work both independently and as well as in a team.
- Strong communication skills, with ability to clearly and concisely convey necessary information, explain reasoning and support conclusions using the data and facts.
- Good command of English & Hindi language, both writing & oral skills.

#### General:

- The selected candidates will be considered for inclusion in the rolls of HP Natural Resource Management Society.
- Selection for all/ some of the posts can be cancelled without assigning any reason.
- Appointment will be issued subject to receipt of approval from competent authority of HP Government.

**FORMAT: APPLICATION CUM CURRICULUM VITAE (CV)**


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	<b>NAME OF THE POST APPLIED:</b>	
1.	General particulars	
	Name in full	Name <span style="float: right;">Surname</span>
	Father's name	
	Gender (Male/Female/others)	
	Date of Birth	
	Age as on 30.04.18	
	Nationality	
	Marital Status	
2.	<b>ADDRESS</b> Applicants Complete Address for Correspondence along with Pin-Code	
	Contact No.	
	E-mail	
3.	Profession	
4.	<i>Years of experience(Provide certificates)</i>	Total: _____ Years _____ Months
		Relevant to Post _____ Years _____ Months

**1. EDUCATIONAL QUALIFICATIONS:**

{Provide essential information as per the desired Qualification for the position applied for} [Indicate college/university and other specialized education of applicant, giving names of institutions, degrees obtained, and month & year of passing]

S. No	Degree/Course Completed	Month & Year of Passing	University/Board/Institute	Marks/Grades obtained

**5. Trainings:** {Indicate significant trainings relevant to the post applied for}

- (i)
- (ii)

**6. Membership of Professional Associations (If any):**

- (i)
- (ii)

**7. Languages** [For each language indicate proficiency : good, fair, or poor in speaking, reading, and writing]:

Language	Read	Write	Speak
English			
Hindi			

**8 Employment Record** [Starting with present position, list in reverse order every employment held by applicant since first job, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

**Repeat the description in the format below for each job.**

<b>From [Month/Year]:</b> _____ <b>To [Month/Year]:</b> _____	
<b>Employer</b>	:
<b>Position held</b>	:
<b>Duties Performed</b>	{Describe in brief the works handled/duties performed that Best Illustrate the Capability to handle the proposed tasks as per Job Description for the said post }

**9. References:** Mention any two references with their complete address and contact Numbers.

**10.** Do you have any corruption or criminal charges pending against you (if yes, furnish Details).

11. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for violation of any law (if yes, Furnish details).
12. Have you ever been discharged or forced to resign from any position (if yes, furnish details)

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful is statement described here in may lead to my disqualification or dismissal, if engaged.

Paste recent self  
attested passport  
photo

Date :  
(Day/Month/Year)

\_\_\_\_\_

\_\_\_\_\_

Signature of applicant.

**Attach self-attested copies of certificates/testimonials.**