

**Invitation of Applications for the Appointment of  
Consultants**



Government of Maharashtra  
Agriculture Department

Project on Climate Resilient Agriculture (PoCRA)

30 A/B Arced, World Tread Centre, Cuff Pared, Mumbai Maharashtra-400005.

Phone: 022 22163351/52

Email: pmu@mahapocra.gov.in

Notice No.: NDKSP-0720/C.R.72/Establishment

Date: 03.09.2020

**Notice for inviting Applications for appointment of consultants**

The following consultants are to be engaged on contract basis in the office of the project Director, Project Management Unit, Government of Maharashtra's World Bank assisted Project on climate Resilient Agriculture (PoCRA). The estimated Project Period is of six years. The selected persons would initially be the appointed, on contract, for a period of eleven months. The contract may be renewed periodically subject to the performance of the consultant and requirements of the project. The details of the consultants to be appointed are as follows:

Sr. No.	Contractual Position	No of Post
1	Procurement Specialist	1
2	Monitoring and Evolution Specialist	1
3	Communication Specialist	1
4	Environment Specialist	1
Total		4

Please visit website <https://mahapocra.gov.in/> for a brief of the project, application process, qualification, required experience, format of the application, selection criteria, selection process and general terms and conditions for engagement of consultants.

Applications should submit their application in PDF format, by email only, to [pmu@mahapocra.gov.in](mailto:pmu@mahapocra.gov.in) , on or before midnight of 18<sup>th</sup> September, 2020.

(Vikas Chandra Rastogi)

Project Director

Project on Climate Resilient Agriculture

**Project on Climate Resilient Agriculture**  
**Document for Invitation of application for consultants**

**1.Introduction**

The Government of Maharashtra, vide GR dated 7<sup>th</sup> July 2016, has given in principal approval to implement a world Bank assisted project on climate resilient agriculture (PoCRA) with projected outlay of Rs.4000 Crore. The project is to be implemented in selected drought affected villages in in Vidarbha and Marathwada regions and in salinity affected villages in Purana river basin. Further, vide GR Dated 10<sup>th</sup> August, 2016, the State Government has approved establishment of project monitoring Unit (PMU) under Department of Agriculture for preparation of the Project Implementation Plan and for Project Implementation. PMU is headed by a project Director with 12 specialists and 10 supporting staff. Office of the PMU is established at the World Tread Centre in Cuffe Parade, Mumbai.

The PMU would like to engage consultants who can actively initiate the project activities as per the approved DPR.

The following consultants are to be engaged on contract basis for Project on Climate Resilient Agriculture (PoCRA) in the PMU at the World Trade Center, Cuffe parade, Mumbai. The initial contractual appointment would be for a period of eleven months. The contract can be renewed further subject to the performance of the consultant and the requirements of the project. The detail's of the of the consultants to be appointed are as follows:

<b>Sr. No.</b>	<b>Contractual Position</b>	<b>No of Post</b>
<b>1</b>	<b>Procurement Specialist</b>	<b>1</b>
<b>2</b>	<b>Monitoring and Evolution Specialist</b>	<b>1</b>
<b>3</b>	<b>Environment Specialist</b>	<b>1</b>
<b>4</b>	<b>Communication Specialist</b>	<b>1</b>
<b>Total</b>		<b>4</b>

**2. A brief Overview of the Project**

Agriculture economy in the state of Maharashtra is dependent on vagaries of monsoon which has become more uncertain in the past decades due to global climatic changes. Large parts of the Maharashtra state have been reeling under consecutive droughts in recent years. The farmers have suffered extensive losses due to late commencement and early withdrawals of monsoon coupled with frequent dry spells. The high monsoon variability has put pressure on the surface and groundwater resources for protective irrigation, drinking water supply, and for livestock. As a result, groundwater is severely depleted in more than 50% area of the sate and has threatened the water security as well as livelihoods of people. The severity of drought has been further aggravated due to salinity problems in the villages in the purana river basin. In view of this, the State Government has prepared a proposal for mitigating the impacts of drought and salinity on agriculture sector arising due to climate change. The World Bank has agreed to support the sate government in this project. The project is proposed to be implemented in selected drought affected villages in Marathwada and Vidarbha region and salinity affected villages in the Purana Basin in the Vidarbha and Nashik Regions.

**Project Objective**

The proposed Project Development Objective (PDO) is to develop climate-resilient agricultural production systems with linkages to commodity value chain to enhance farm productivity in selected districts of the state of Maharashtra.

**Project Components:**

The components of the projects would be as follows:

## **Component A: Climate Resilient Agriculture Systems.**

**Component A1: Climate Resilient Crop Varieties and agronomic Practices-** This project will scale-up climate-smart technologies and practices at farm-level and beyond that will contribute to drought-proofing and land reclamation in villages of Maharashtra. Farm productivity enhancement in the high climate variability context will be achieved through transfer of climate-smart agriculture technologies such as dissemination of drought and salinity-tolerant crop varieties, crop diversification, integrated pest management, integrated nutrient management, precision farming, farm mechanization and related practices to better cope with climate variability.

**Component A2: Climate Adaptive Management of Soil and Water for Agriculture-** Increased water use efficiency will be achieved by implementing water harvesting measure (Farm Pond, Check dams etc.) introducing on-farm water conservation practices and scaling-up drip & sprinkler irrigation for efficient use of available water resources. Soil health will be improved by enhancing soil carbon through use of organic manures and saline land reclamation through soil amendments and land drainage measures.

**Component B: Climate Smart Post Harvest Management and Value Chain Promotion-** Increased Participation of farmers in existing or emerging select agro-commodity value chains will be achieved through support to farmer groups, creation of effective producer organizations and climate-sensitive post-harvest commodity handling and processing. End to End solutions for improving post-harvesting management practices and establishing market linkages will be promoted.

**Component C: Agricultural services and capacity Development for climate Resilient Agriculture-**Capacity of key stakeholders (Staff of agricultural department, training institutes) will be developed for design and delivery of a broad range of climate-smart participatory agricultural research and extension services. Project will provide support for farmer mobilization and their training/skilling, Farmers Producer Organizations' professionalization, agri-met advisory services, agricultural extension and ICT services. Also an innovation center will be established for the promotion of climate-smart agriculture research and strategic partnerships in the state; which will act as a knowledge hub.

**Component D: Project Management-** All activities required for smooth coordination of project implementation activities, including financial management and procurement, safeguards compliance, monitoring and impact evaluation and outreach communication will be supported under project Management.

### **3. Application Process:**

Interested applicants should study the Consultant wise job description qualification and experience requirement given in annexure -1. Applicants should submit application as per the application format given in annexure II along with a covering letter describing in brief how s/he is suitable for the said contractual engagement. The application must be submitted in the PDF format by email only to pmu@mahapocra.gov.in Applicants should ensure that the application is submitted on or before midnight of ..... August 2020.

### **4. Selection process:**

The selection of Consultant will be done by inviting applications from eligible applicants through newspaper advertisement and notice on the website <https://mahapocra.gov.in/> Consultant will be selected by screening cum selection committee constituted by the Project Director PoCRA for this purpose. Only short listed applicants will be called for the further selection process. Depending on the project requirement the Project Director, PoCRA reserves the right for modifying the requirement of post(s), to relax or modify the published eligibility criteria, and to modify/ cancel the recruitment process without prior notice.

As mentioned in GR dated 10<sup>th</sup> August, 2016 for the post of Procurement specialist, and Monitoring and Evaluation specialist, maximum permissible payment all inclusive toward the service of the selected Consultant will be up to Rs.150000 per month. For the post of the Environment Specialist and Communication Specialist maximum permissible payment (all inclusive) toward the service of the selected Consultant will be up to Rs.1,00,000/- per month. However, these limits are the maximum ceilings and the selection committee will finalize the actual payment to be made to individual Consultant(s) based on the qualification and experience of the applicant and assessment of the committee.

### **5.Selection Criteria**

Applicants will be excess on the basis of Qualification previous experience and performance in interview process the successful applicant will be chosen based on the following selection criteria

<b>Sr. No.</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>
<b>Part A</b>	<b>Evaluation Criteria for Shortlisting of Applications</b>	
<b>a</b>	<b>Qualification</b>	<b>30</b>
i	Minimum Qualification as specified in Annexure - 1	15
ii	Relevant Higher Academic Qualification or Professional qualification beyond the minimum required.	15
<b>b</b>	<b>Experience (relevant expertise justify adequacy for the assignment)</b>	<b>50</b>
i	Minimum professional experience relevant to the assignment as specified in annexure I for the position	20
ii	Experience of working for any similar program of Government of Maharashtra /Government of India any other State Governments/ Government Undertaking or working with World Bank / International funding Agencies	20
iii	Reference check by PMU	10
<b>PART-B</b>	<b>Interview Assessment of Capability of applicant for the assignment through personal interaction</b>	<b>20</b>
i	Technical skill	10
ii	Managerial Attributes	10
<b>TOTAL</b>		<b>100</b>

### **6. General Conditions for selection and engagement of Consultants**

- Basic and Period of engagement:** All the individual Consultant will be engage purely on contractual basis. In all the cases the contract with the individual Consultant will be initially for a period of 11 months. The individual Consultant may be appointed from time to time depending upon the requirement of the project and the performance of the consultant. The contractual engagement unless reappointed shall be terminated automatically at the end of contractual period. In no case the contract shall be extended beyond the closure of the project Contractual engagement shall not imply permanency in government service in anyway.
- Place of / Headquarter:** Selected Consultant has to work in the office of Project Management Unit (PMU) of PoCRA located at the address: 30 B, Arcade (Tower 4), World Trade Centre, Cuffe Parade, Mumbai, Maharashtra, Pin- 400005. However, the

Headquarter and / or the place of working of the Consultant may be changed to any other location in Maharashtra by Project Director as per the project requirement during the contractual engagement period.

3. **Reporting and other information**: Selected Consultant will have to work under the overall control of the Project Director who is head of the PMU of PoCRA and/or under the direct control of any other officer as directed by the Project Director. The selected Consultant is expected to support the project preparation process and engage in project implementation, contingent upon successful negotiation of the project between the Government of India and the World Bank after securing all the necessary approvals.
4. **Office time, working hours and leaves**: The office time, working hours, holidays and applicable leave will be as per norms of PoCRA approved by Project Director.
5. **Scope of Duties**: In case of exigencies of work the Consultant will be required to attend office on the holidays e.g. Saturday/Sunday, office holidays and beyond office hours also, as and when required. If the duties assigned requires visiting outside station, the consultant may have to travel to other location in India according to the directions given by the Project Director or designated Reporting Officer During such travel the consultant will be entitled to reimbursement of travel expenses. Daily allowances and Travelling Allowances as per the rate approved by the Project Director, PoCRA
6. **Any other Private assignments**: As this is full-time assignment the Consultant will not be allowed to take up any other private assignment and s/he shall devote her/ his full attention to the contractual duties and responsibilities during the effective contractual period
7. **Confidentiality and office decorum**: S/he shall maintain the confidentiality of all the official information to which s/he has the access during the period of contractual engagement and thereafter. S/he will be required at all times to maintain discipline and punctuality; absolute integrity and devotion of duty as per the rules and regulations of PoCRA/ Government of Maharashtra.
8. **Contractual Payments**: The selected Consultant will be paid consolidated contractual payment for month as approved by Project Director after deducting at source as the income tax and any other taxes as per prevailing rules of Government of Maharashtra / India.
9. **Termination of Contract**: Contractual Engagement as a Consultant may be terminated without assigning any reason thereof by giving 30 days prior notice or in lieu thereof, for one month prevailing on the date of termination. Similarly the Consultant can terminate the contract by giving 30 days prior notice to the Project Director or by remitting an amount equivalent to contractual payment of one month at the rate prevailing on the date of giving notice. Upon termination of contract, the Consultant shall return all the files, documents, articles and software / email access codes in his possession at that time to the Project Director, PoCRA or his authorized representative.
10. **Contractual Agreement**: Selected Consultant has to sign a Contract Agreement with Project Director, PoCRA for his authorized representative before joining contractual duties on stamp paper which will include all applicable Contractual Terms and Conditions.
11. The selection of the Consultant is subject to the approval of State Government.

## Annexure-I

### Job Descriptions, Qualifications and Experience Requirement of Consultants in PMU.

1	<b>Procurement Specialist</b>	
	<b>No. of Post</b>	<b>01</b>
	<b>Job description</b>	<ul style="list-style-type: none"> <li>• The job involves providing initial support to the World Bank counterpart Expert for Procurement Risk Assessment as per World Bank Procedures; preparation of the Procurement Manual for the Project as per agreed procurement guidelines and procedures with World Bank; preparation of initial Procurement Plan for first 18 months for the prioritized procurement activities in consultation with Project Team; preparation of first procurement Documents such as Request for Proposals for Consultancies and Request for Quotations for Goods &amp; Equipment &amp; civil works, if any which will come under prior review by World Bank; providing procurement procedures related inputs for preparation of Project Implementation Plan and Operational Manuals.</li> <li>• The job will involve planning, supervision, coordination and control over the procurement of goods, works, non-technical services and consultants as per World Bank procurement procedures and to ensure that all the procedures agreed with the Bank are properly followed during the project period for all procurement activities under the project by obtaining timely clearances as per WB procurement audits / reviews. Specific tasks of the Procurement Specialist would be:</li> <li>• <b>Procurement Planning and Management:</b> Prepare &amp; update the procurement plan and schedule for the project by taking care to ensure optimum competition, transparency, economy and efficiency and priority of items. Ensuring systematic maintenance of the procurement related records and documentations for procurement audit/ review by the World Bank; Provide procurement related reports/updates, contract details to the World Bank as and when required; Handle the procurement related complaints, if any; provide guidance to project staff members for undertaking all procurement and related activities.</li> <li>• <b>Procurement of Goods &amp; Works and Consulting Services:</b> Supervise and Provide guidance to project staff members regarding finalization of the technical specifications / BOQ / drawings for goods &amp; works and the Terms of Reference (ToR) for services; inviting Expressions of interest (EOI) for services through advertisements, their evaluation and finalization of the Shortlist of eligible consultants; preparation of the Invitation for Bid (IFB) document / Request for Proposals (RFP) for various packages based on the standard bidding / proposal documents of the World Bank, issue the advertisement in newspapers or send RFQ to identified eligible suppliers / contractors. Issue the RFP document to the shortlisted consultants, coordinate the pre-bid / proposal conference, prepare the Minutes of conference along with addendum/ clarifications and circulate the same to all the bidders/applicants; receive, open and undertake the technical and commercial evaluation of the bids/technical &amp; financial proposal as per the WB procedure; in case of consultancy services, conduct limited negotiations as per WB procedures, prepare draft initialled negotiated contract and minutes of negotiations; Prepare</li> </ul>

		<p>and sign the contract document to the winning bidder/ consultant and provide the feedback to unsuccessful suppliers/consultants. Publish the contract award notice; Monitor the contract management, issuing contract amendments, etc.</p> <ul style="list-style-type: none"> <li>• Perform any other duties assigned by the Project Director from time to time</li> </ul>
	<b>Qualification</b>	<ul style="list-style-type: none"> <li>• A Master's degree in Engineering, Law, Finance, Business Management, Commerce, Agriculture</li> <li>• A certificate in procurement procedure, issued by any reputed national / international agency</li> </ul>
<b>2</b>	<b>Monitoring and Evaluation Specialist</b>	
	<b>No. of Post</b>	<b>01</b>
	<b>Job description</b>	<ul style="list-style-type: none"> <li>• Prepare Results Framework by identifying indicators following the logical framework approach with due consideration to finalized project objectives and project components.</li> <li>• Ensure conduct of baseline survey for finalizing the baseline values for the Result Framework indicators and finalize the indicator-wise targets which can be achieved during the project period in consultation with Project Team and World Bank counterpart experts.</li> <li>• Provide M&amp;E related inputs for preparation of Project Implementation Plan and Operational Manuals.</li> <li>• Coordinate all monitoring and evaluation project activities during the project implementation period. This includes developing a framework for overall M &amp; E of the project, finalizing both process and performance indicators to be monitored by the project, overseeing the design and implementation of data collection activities, undertaking regular analysis and reporting on M &amp; E. Regular reporting will involve reporting on project performance and identifying any bottlenecks occurring in project implementation.</li> <li>• Coordinate all project related M &amp; E activities of the various line departments involved in the Project and the central Project Coordinating Unit.</li> <li>• Identify M &amp; E training needs of line departments and other project stakeholders and coordinate these training activities.</li> <li>• Supervise the external M &amp; E consulting agency hired by the project and operations of the project's MIS system for M&amp;E.</li> <li>• Perform any other duties assigned by the Project Director from time to time</li> </ul>
	<b>Qualification</b>	A Master's degree in Agriculture related Disciplines or in Economics
<b>3</b>	<b>Environment Specialist</b>	
	<b>No. of Post</b>	<b>01</b>
	<b>Job description</b>	<ul style="list-style-type: none"> <li>• Awareness generation about environment, environmental issues and Vidharbha-Marthwada eco-system.</li> </ul>



		<ul style="list-style-type: none"> <li>• Dissemination of information on impacts of environmental issues, major threats and causes of degradation among the project staff, stake holders, village communities.</li> <li>• Review environment implications of sub-project activities as per the ESMF and help developing local environment solutions.</li> <li>• Training on Environmental and Social Assessment, ESMF, and implementation of Environmental and Social Management Frame Work in PoCRA to Project staff, various village level institutions and village community.</li> <li>• Guidance to the PPIU /Communities/VCRMC for applications of environmental and social management framework, and assist the project staff in applying ESMF in various project activities.</li> <li>• Supervision, Monitoring and Evaluation of the environmental safeguards adopted in the PoCRA project.</li> <li>• To undertake documentation of ESMF implementation in the project areas.</li> <li>• To prepare regular monitoring report on the ESMF implementation</li> <li>• Reviewing the progress, impact and environmental implications of the SLEM project activities.</li> <li>• Preparing and designing of workshops/seminars for project staff and other stakeholders to enhance the participation, commitment and perception of the various aspects of the project.</li> </ul> <p>Establishing communication with the line departments for effective impact evaluation of PoCRA project activities.</p>
	<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Master's degree in Forestry / Environment Science.</li> <li>• At least 5 years of professional experience of working with Govt. or Non-government organization.</li> <li>• Working knowledge of computer.</li> </ul>
4.	<b>Communication Specialist</b>	
	<b>No. of Post</b>	<b>01</b>
	<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Preparing Communication Strategy and action plan to reach out to Stakeholders in the project</li> <li>• Developing user friendly and high-quality information, education And communication (IEC) material</li> <li>• Prepare periodic newsletter and reports on project's progress</li> <li>• To implement the communication and outreach plan</li> <li>• Monitoring mass media and prepare reports</li> <li>• Updating of project website in coordination with website Management firm</li> <li>• Prepare strategy for taking stakeholder's feedback about the Project interventions</li> <li>• Prepare agendas and other communication related material for . The meetings, events, and functions</li> <li>• Coordinate with PS-HRD to further the objectives of Communication plan</li> </ul>

		<ul style="list-style-type: none"> <li>• Any other duties, as assigned by the Project Director</li> </ul>
	<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• The Applicant should be a graduate in Mass Media and Communication / Journalism / Public Relation or equivalent streams from a recognized Institution / University</li> <li>• Applicant should have proficiency in Marathi and English language With good interpersonal and Communication ( Speaking and Writing ) Skills.</li> <li>• Proficiency in Microsoft Office</li> <li>• She / He should have proper relevant 2 years experience in the field of Communication or Mass Media</li> <li>• Ability to draft clearly and concisely , idea and concepts in written and Oral form ,Specific skill in writing press releases and articles, stories for Print and electronic media</li> </ul>

**Annexure II**  
**Application Form**

<b>Name of The Post Application</b>	:				
<b>1.</b>	<b>General Particulars</b>	:			
	<b>Name in Full (Block Letters)</b>	:	<b>First Name</b>	<b>Middle Name</b>	<b>Surname</b>
	<b>Gender</b>	:			
	<b>Date of Birth</b>	:			
	<b>Age as On August, 2020</b>	:			
	<b>Nationality</b>	:			
	<b>Marital Status</b>	:			
<b>2.</b>	<b>Address</b>	:			
	<b>Applicants complete Address for correspondence along with Pin Code</b>	:			
	<b>Contact Phone</b>	:	<b>i)</b>	<b>ii)</b>	
	<b>Mobile No.</b>	:			
	<b>Email</b>	:			
<b>3.</b>	<b>Current Profession</b>	:			
	<b>Areas of Specialization</b>	:			
<b>4.</b>	<b>Years of Experience</b>	:	<b>Total From..... to.....</b>	<b>Years... Months...</b>	
			<b>Relevant to Post:</b>	<b>Years... Months...</b>	

**5. Educational Qualifications:**

{Provide essential information as per the desired Qualification for the post applied for}

[Indicate college/university and other specialized education of applicant giving name of institutions, degrees obtained and month & year of passing]

Sr.No.	Degree/Course Completed	Moth & Year of passing	Name of institute & university/Board	Marks/Grades Obtained

**6. Other Trainings: {indicate significant training relevant to the post applied for}**

- (i)
- (ii)
- (iii)

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

- (i)
- (ii)

(iii)

**8. Languages [For each language indicate proficiency: Good, Fair, or Poor in reading, writing and speaking]**

Languages	Reading	Writing	Speaking

**9. 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.**

Form [Month/Year]: ..... To [Month/Year]: .....		
<b>Employer</b>	:	
<b>Position Held</b>	:	
<b>Duties Performed</b>		{Describe in brief the work handled/duties performed that Best Illustrate the Capability to handle the proposed tasks as per job Description for the said post}  . .br/>.br/>.br/>.br/>.

Form [Month/Year]: ..... To [Month/Year]: .....		
<b>Employer</b>	:	
<b>Position Held</b>	:	
<b>Duties Performed</b>		{Describe in brief the work handled/duties performed that Best Illustrate the Capability to handle the proposed tasks as per job Description for the said post}  . .br/>.br/>.br/>.br/>.

<b>Form [Month/Year]: ..... To [Month/Year]: .....</b>		
<b>Employer</b>	:	
<b>Position Held</b>	:	
<b>Duties Performed</b>		<p><b>{Describe in brief the work handled/duties performed that Best Illustrate the Capability to handle the proposed tasks as per job Description for the said post}</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

<b>Form [Month/Year]: ..... To [Month/Year]: .....</b>		
<b>Employer</b>	:	
<b>Position Held</b>	:	
<b>Duties Performed</b>		<p><b>{Describe in brief the work handled/duties performed that Best Illustrate the Capability to handle the proposed tasks as per job Description for the said post}</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

<b>Form [Month/Year]: ..... To [Month/Year]: .....</b>		
<b>Employer</b>	:	
<b>Position Held</b>	:	
<b>Duties Performed</b>		<p><b>{Describe in brief the work handled/duties performed that Best Illustrate the Capability to handle the proposed tasks as per job Description for the said post}</b></p>

		<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
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Repeat the description for each additional job in the above format id required.

**10. Publications, if any**

**11. Give three reference Professional Reference (Please Provide one Supervisor and One Peer/Colleague as Professional Reference)**

Sr.No.	Full Name	His/Her Designation and Current Organization’s Name	How do you know this person	Contact Number	Contact Email ID
1					
2					
3					

**12. Write in brief (about 250 words):with the above qualifications and experience in the area of your specialization, How can you Contribute to PoCRA in the Project Preparation stage.**

**13. Certification:**

**I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly described myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.**

**Date: Day/Month/Year .....**

**Name of the Applicant: .....**