

Government of India
Ministry of Environment, Forest and Climate Change
NATCOM Cell

Indira Paryavaran Bhawan
New Delhi
Date: 3rd January 2024

Advertisement for Scientific Consultants, Young Professionals and Project Staff to be placed IPMU, NATCOM Cell, MoEFCC

1. Applications in prescribed format are invited from eligible candidates for filling up of posts of Scientific Consultants, Young Professionals and Project Staff, on contractual basis, in the Integrated Project Management Unit (IPMU) for GEF-UNDP-MoEFCC Projects for preparation of 4th National Communication, 4th Biennial Update Report, 1st Biennial Transparency Report to UNFCCC and Capacity Building and Transparency Initiative Project in the Ministry of Environment, Forest and Climate Change, New Delhi.

2. **Period:** Initially two years. Further extension based on performance appraisal and mutual willingness up to 5 years or project duration whichever is earlier.

3. **How to apply:** Interested applicants may submit applications indicating their interest in working for the Ministry of Environment, Forest and Climate Change **as per the Proforma at Annexure I. The applications are to be sent via email** to natcom.india@undp.org **with the subject line** 'Application for the position of (Position Name)', **within 14 days from the date of issuance of advertisement on the website of MoEFCC** by 17-01-2024. Incomplete application will summarily be rejected, and application received after the due date shall not be considered. No TA/DA will be payable by the Ministry to attend the interview. MoEFCC reserves the right to cancel the advertisement for engagement of above posts without assigning any reasons.

4. **Place of work:** IMPU, NATCOM Cell, Ministry of Environment, Forest and Climate Change, New Delhi

5. **Details:** The details of number of positions, essential and desired qualifications and experience, duties and responsibilities and consolidated monthly remuneration are given below:

Terms of Reference: Engagement of Technical and Non-Technical Consultants

Sl No	Details of position	Qualifications & Experience		Indicative Duties / Responsibilities
		Essential	Desirable	
1	<p>Scientific Consultant Grade - II (Green House Gas Inventory)</p> <p>Upper age limit: 45 years</p> <p>Experience: More than 10 years to upto 16 years</p> <p>Remuneration per month: INR 1,20,000/-</p> <p>No. of positions – 01</p>	<p>Educational Qualification: Master's degree from a recognized institution in Environmental Sciences, Climate Change or related fields or B.Tech. in Environmental Engineering or related fields</p> <p>Experience: Relevant experience (post-qualification) in climate change and related fields; including experience in GHG accounting, GHG emission inventory development, and reporting.</p>	<p>M.Phil., M.Sc., PhD, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.</p> <p>Knowledge of GHG accounting and reporting methodologies and GHG inventory development process including IPCC methodologies</p>	<ul style="list-style-type: none"> • Coordinate commissioning of studies for preparation of GHG Inventory in line with the 2006 IPCC Guidelines, as per the allocated budgets. • Facilitate collection of data and inventory preparation as per schedule. • Review the draft reports on GHG inventory. • Compile the GHG Inventory chapter for national reports under the projects. • Ensure regular and systematic documentation and archiving of data to ensure transparency and sustainability of the GHG inventory preparation process. • Coordinate the process for institutionalizing web-

				<p>based digital platform for management of national GHG inventory.</p> <ul style="list-style-type: none"> Support capacity building initiatives related to GHG Inventory under CBIT
2	<p>Scientific Consultant Grade - II (Climate Modelling)</p> <p>Upper age limit: 45 years</p> <p>Experience: More than 10 years to upto 16 years</p> <p>Remuneration per month: INR 1,20,000/-</p> <p>No. of positions – 01</p>	<p>Educational Qualification: Master's degree from a recognized institution in Environmental Sciences, Climate Change or related fields or B.Tech. in Environmental Engineering or related fields</p> <p>Experience: Relevant experience (post-qualification) in climate change and related fields; including experience in Climate modelling.</p>	<p>M.Phil., M.Sc., PhD, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.</p> <p>Proficiency in numerical methods and techniques used in climate modelling and programming languages.</p> <p>Experience in working on GCMs, RCMs</p>	<ul style="list-style-type: none"> Coordinate commissioning of studies related to climate modelling for relevant chapters of national reports, as per the allocated budgets. Conduct stakeholder consultations with the partner institutions, interdisciplinary teams, research institutions government agencies, and international organizations for finalizing narratives for pathways and scenarios as per India's national circumstances. Review the analysis on climate impacts under different scenarios on various sectors and sub-sectors; and identify vulnerable regions and communities. Collate the insights into mitigation and adaptation strategies and measures to enhance resilience to climate-related risks and facilitate exchange knowledge and findings. Review the draft reports on Climate Modelling studies. Support any capacity building initiatives related to climate modelling.
3	<p>Scientific Consultant Grade - I (Mitigation)</p> <p>Upper age limit: 40 years</p> <p>Experience: More than 5 years to upto 10 years</p> <p>Remuneration per month:</p>	<p>Educational Qualification: Master's degree from a recognized institution in Environmental Sciences, Climate Change or related fields or B.Tech. in Environmental Engineering or related fields</p> <p>Experience: Relevant experience (post-qualification) in climate change and related fields; including experience in climate change</p>	<p>M.Phil., M.Sc., PhD, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.</p>	<ul style="list-style-type: none"> Coordinate commissioning of studies related to climate change mitigation measures at national and regional levels for relevant chapters of national reports, as per the allocated budgets. Documentation on national climate change mitigation actions, policies, and measures currently being

	<p>INR 90,000/-</p> <p>No. of positions – 01</p>	mitigation.	<p>Engagement with climate change mitigation processes in energy, transportation, industry sector etc.</p> <p>Familiarity with emission inventories and accounting processes, mitigation strategies and technologies across various sectors, carbon pricing mechanisms, emission trading systems, RE standards etc.</p>	<p>implemented or planned.</p> <ul style="list-style-type: none"> Identify the key national climate change mitigation actions, policies, and measures, including assessment of mitigation potential, costs of action and non-mitigation benefits. Analyse assessments on identified constraints, gaps and related financial, technology and capacity building needs for mitigation measures. Review the draft reports of studies on climate change mitigation measures. Compile the chapter on mitigation measures for national reports under the projects. Compile details on constraints, gaps and related financial, technology and capacity building needs for mitigation measures. Facilitate exchange of knowledge and findings on mitigation measures. Support capacity building initiatives related to mitigation measures.
4	<p>Scientific Consultant Grade - II (Adaptation)</p> <p>Upper age limit: 45 years</p> <p>Experience: More than 10 years to upto 16 years</p> <p>Remuneration per month: INR 1,20,000/-</p> <p>No. of positions – 01</p>	<p>Educational Qualification: Master's degree from a recognized institution in Environmental Sciences, Climate Change or related fields or B.Tech. in Environmental Engineering or related fields</p> <p>Experience: Relevant experience (post-qualification) in climate change and related fields; including experience in climate change adaptation.</p>	<p>M.Phil., M.Sc., PhD, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.</p> <p>Proficiency in climate change adaptation approaches and frameworks, vulnerability and risk assessments and climate risk communication.</p> <p>Engagement with</p>	<ul style="list-style-type: none"> Coordinate commissioning of studies related to climate change adaptation measures at national and regional levels for relevant chapters of national reports, as per the allocated budgets. Ensure studies to include findings on capacity constraints, gaps, and related financial, technology and capacity building needs for overcoming the gaps and constraints related to the adaptation measures undertaken in India at the national and regional levels. Collation of required data on national circumstances of India and adaptation measures across various sectors.

			adaptation in water resources, agriculture, health etc.	<ul style="list-style-type: none"> Analyse assessments on identified constraints, gaps and related financial, technology and capacity building needs for adaptation measures. Undertake a gender-sensitive review of the scope of studies to be commissioned under the projects and provide recommendations to incorporate gender-disaggregated data collection and analysis. Compile the chapter on adapting measures for national reports under the projects. Compile details on constraints, gaps and related financial, technology and capacity building needs for adaptation measures. Facilitate exchange of knowledge and findings for mainstreaming adaptation into developmental programmes and projects. Support capacity building initiatives related to adaptation measures.
5	<p>Scientific Consultant Grade - I (Climate Finance)</p> <p>Upper age limit: 40 years</p> <p>Experience: More than 5 years to upto 10 years</p> <p>Remuneration per month: INR 90,000/-</p> <p>No. of positions – 01</p>	<p>Educational Qualification: Master's degree from a recognized institution in Economics or related fields</p> <p>Experience: Relevant experience (post-qualification) in climate change and related fields; including experience in climate finance.</p>	<p>M.Phil., M.Sc., PhD, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.</p> <p>Familiarity with carbon pricing mechanisms, emission trading systems, financial analysis and risk assessment, economic valuation methodologies for climate-related projects etc.</p> <p>Engagement with public, private, or innovative climate</p>	<ul style="list-style-type: none"> Coordinate commissioning of studies related to climate finance for relevant chapters of national reports, as per the allocated budgets. Extract latest data from various sources and studies on climate finance needs for climate change adaptation and mitigation measures in India. Documentation on climate finance support needed and received for climate change adaptation and mitigation measures in India. Analyse assessments on identified constraints and gaps related to climate finance needs for climate action in

			financing mechanisms, carbon pricing and climate-related market mechanisms etc.	<ul style="list-style-type: none"> India. Review the data and draft reports of studies on climate finance. Compile the details on climate finance support needed and received for climate change adaptation and mitigation measures in India. Support capacity building initiatives related to climate finance.
6	<p>Scientific Consultant Grade - II (Capacity Building)</p> <p>Upper age limit: 45 years</p> <p>Experience: More than 10 years to upto 16 years</p> <p>Remuneration per month: INR 1,20,000/-</p> <p>No. of positions – 01</p>	<p>Educational Qualification: Master's degree from a recognized institution in Environmental studies, Climate change, Development studies or related fields.</p> <p>or</p> <p>B.Tech. in Environmental Engineering or related fields</p> <p>Experience: Relevant experience (post-qualification) in climate change and related fields; including experience in capacity building activities.</p>	<p>M.Phil., M.Sc., PhD, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.</p> <p>Good understanding of climate change issues, adaptation, and mitigation strategies.</p> <p>Knowledge of capacity building methodologies.</p> <p>Experience in monitoring and evaluating capacity building initiatives in the context of climate change.</p>	<ul style="list-style-type: none"> Coordinate consultations for developing tools and Standard Operating Procedures for national digital platforms for institutional coordination and compilation and dissemination of climate change related information. Facilitate identification of lead agencies and state focal points for specific sectors and state/union territory (UT) for training delivery. Coordinate governance meetings, trainings, seminars/workshops, project workshops under various project components including improvement of GHG inventory across all sectors; coordination and management of national digital platforms for NDC tracking, climate information flow, GHG inventory etc. Development and implementation of monitoring and evaluation frameworks to assess the effectiveness and impact of capacity building interventions. Documentation of training feedback for improvement of training programs. Extraction and dissemination of information on climate change best practices, lessons learned, and success stories to relevant stakeholders.

				<ul style="list-style-type: none"> Contribute to knowledge sharing platforms and networks to promote learning and collaboration.
7	<p>Young Professional (Technical)</p> <p>Upper age limit: 32 years</p> <p>Experience: More than 3 years to upto 5 years</p> <p>Remuneration per month: INR 70,000/-</p> <p>No. of positions – 02</p>	<p>Educational Qualification: Master's degree from a recognized institution in Environmental studies, Climate change, Development studies or related fields.</p> <p>or</p> <p>B.Tech. in Environmental Engineering or related fields</p> <p>Experience: Relevant experience (post-qualification) in climate change and related fields</p>	<p>Previous experience in project coordination or relevant internships is a plus.</p> <p>General understanding of climate change issues and sustainability.</p> <p>Familiarity with climate change adaptation and mitigation measures.</p>	<ul style="list-style-type: none"> Assist the NPD and technical staff of PMU in coordinating project activities, ensuring adherence to project timelines, and tracking progress. Coordinate with partner institutions for collation of data and information related to project activities. Assist in organizing and maintaining project related data. Maintain project documentation, including meeting minutes, progress reports, and project-related studies outputs. Support the preparation of project reports, presentations. Assist in coordinating stakeholder consultations and feedback mechanisms. Contribute to knowledge sharing efforts, extraction and dissemination of relevant climate change information and best practices.
8	<p>Consultant 'B' (Non-Technical Admin)</p> <p>Upper age limit: 65 years</p> <p>Experience: More than 5 years to upto 10 years</p> <p>Remuneration per month: INR 80,000/-</p> <p>No. of positions – 01</p>	<p>Educational Qualification: Master's degree in relevant subject with good knowledge of MS Office</p> <p>Experience: Relevant experience in administrative support role, preferably in a project management or similar environment.</p>	<p>Experience in organization, coordination, and management of international and national workshops.</p>	<ul style="list-style-type: none"> Within the assigned area of responsibility, draft letters/correspondences, audit replies, etc. Prepare and submit expenditure and project budget status reports. Maintain and update project-related documents, databases, and records in an accurate and organized manner to ensure efficient documentation and information retrieval. Assist in coordinating travel arrangements and accommodations for team members and project partners. Manage day-to-day administrative tasks,

				<p>including organizing meetings, coordinating travel, and coordinating logistics arrangements for project-related events.</p> <ul style="list-style-type: none"> • Provide administrative and logistical support to finance projects, including scheduling meetings, preparing documentation, and tracking project timelines.
9	<p>Consultant 'B' (Non-Technical Finance)</p> <p>Upper age limit: 65 years</p> <p>Experience: More than 5 years to upto 10 years</p> <p>Remuneration per month: INR 80,000/-</p> <p>No. of positions – 01</p>	<p>Educational Qualification: Educational Qualification: Master's degree in Finance/Commerce with good knowledge of MS Office</p> <p>Experience: Relevant experience in finance management, preferably in a project management or similar environment.</p>	<p>Experience in financial book-keeping, transactions and expense reporting</p>	<ul style="list-style-type: none"> • Assist in all accounting and bookkeeping related to the projects. • Coordinate with vendors and UNDP finance team for processing timely payments of vendors, travel, and other claims of staff. • Keep track record of all project contracts and related payments. • Assist in preparation of documents for contracting and procurement of goods and services, including maintenance and physical verification of assets. • Assist in budget tracking, expense reporting, and procurement processes, ensuring adherence to financial guidelines.

6. Other Terms and Conditions:

- i. Experience includes up to 3 years for Ph.D holders also, provided no experience is counted during those 3 years. Experience shall be in the relevant field of specialized work with good computer skills.
- ii. The Consultants Grade -1/Consultants Grade-II/Young Professionals/Consultant-B already working with the Ministry can apply for a higher Consultancy position in MoEFCC competing with external candidates provided they meet the eligibility criteria for the higher Consultancy positions that are advertised.
- iii. The consolidated remuneration in case of all the consultants / Young Professionals will be inclusive of all applicable taxes and no other facility or allowance will be allowed. However, in case of retired Government Employees engaged as consultants, the payment of remuneration, transport allowance etc. will be governed by the provisions of D/o Expenditure OM dated 09.12. 2020 as amended from time to time or prescribed by the Central Government in this regard.
- iv. The initial engagement will be for 2 years. Further extension based on performance appraisal and mutual willingness upto 5 years or project duration whichever is earlier on case to case basis.
- v. The Consultants engaged shall be expected to perform the roles, responsibilities and duties specified against the position in the attached Terms of Reference (TOR).
- vi. The Consultants need to submit fortnightly progress report on the task assigned.

- vii. The appointment of Consultants/Young Professionals is purely on temporary nature (non-official) and the appointment can be cancelled at any time by the Ministry without assigning any reason. MoEFCC shall have powers to terminate any or all the professionals at any time without assigning any reason with the approval of the Secretary (EF&CC). Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.
- viii. In no case, any request for promotion of the consultant/young professional shall be entertained.
- ix. The maximum age limit of the consultant/young professional shall be as specified in the ToR attached.
- x. An agreement on stamp paper of Rs.100 /- duly notarized, must be signed between the National Project Director and the consultant.

7. Leave:

- a. Consultant/Young Professional shall be eligible for 8 days leave in a single year of consultancy.
- b. The Leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
- c. Consultant shall not draw any remuneration in case of his / her absence beyond 8 days in a year (calculated on pro-rata basis)
- d. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year
- e. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.

8. Annual Increment:

The quantum of annual increment to Consultant shall be between 0% to 8% in their remuneration depending upon quality of performance that may be determined judiciously by National Project Director, on case to case basis.

9. TA/DA :

No TA/DA shall be admissible for interview/joining the assignment or on its completion. Normally, consultants will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest. Consultants shall be allowed TA, DA and Hotel accommodation in connection with the official work as per the provisions of SR190. Travelling allowance will be allowed as per the rules in this regard from time to time.

10. Attendance:

- a. The working hours of the professional shall be same as regular Government employee working in MoEF&CC. No extra remuneration shall be allowed for working beyond office hours or on Saturdays / Sundays / Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the National Project Director.
- b. The attendance shall be marked in the Biometric system by the Consultant.

11. Conflict of Interest:

- a. The Consultant/Young Professional shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services of Consultants found in conflict with interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason;

- b. During the period of assignment with MoEFCC, the Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.
- c. Selected candidates shall provide integrity certificate from 2 references known to them.
- d. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.

12. Process of Removal:

- i. The process of removal of any Consultant shall be processed along with the justifications by the National Project Director and with the approval of the Competent authority with one-month notice period.

13. Operation and reserve list of applications:

- i. All the applications received in response to the requirements advertised will be scrutinized and shortlisted by the UNDP in association with NATCOM Cell and list of suitable candidates in 1:5 will be provided to the Selection Committee as approved by Secretary.
- ii. The selection Committee shall finalize the candidates based on the interview of all the candidates and provide the list of shortlisted candidates to the Ministry.
- iii. A waitlist of qualified candidates (nearly 2 times the no. of vacancy of Consultants) shall be prepared & shall be kept in panel for three years. They will be considered against transfer, resignation, death etc cases.

14. Remuneration:

The monthly remuneration as specified against the position will be paid through UNDP on the recommendation of the National Project Director

15. Monitoring Framework:

The consultant engaged will be reporting to the NPD and will work under the day-to-day supervision of the NPD and the Scientists in the NATCOM Division. The performance of the consultants will be evaluated annually and recommendations for annual increment and/or continuation/discontinuation will be processed by the NPD and obtain approval of the Competent Authority.

Sd/
National Project Director
NATCOM Cell

Application Proforma**POSITION APPLIED FOR:**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Age:
5. Gender:
6. Educational Qualifications:

Sl. No.	Academic/ Professional Qualification	Name of Institution	Board/University	Course Duration/Year of Passing	Division/Grade % of Marks

7. Details of employment in the chronological order.

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed	Attach supporting document

8. Details of courses/ training programmes attended, if any:

9. Details of publication, if any:

10. Languages known:

11. Contact Details:

(a) Mailing Address:

(b) Permanent Address:

12. Documents to be attached (Self attested): Total attachments **not to exceed 10 MB**

(i) PhD Certificate (if any)

(ii) Masters' Degree Certificate (if applicable)

(iii) Bachelor's Degree Certificate (if applicable)

(iv)

(v) Age proof

Experience

Certificates

13. Additional information, in support of suitability for the post.

UNDERTAKING

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/terminated from the contract.

Date:

candidate)
Place:

(Signature of