

**No. CC-13008/39/2023-CC**  
**MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE**

**Filling up of post of various Consultants in National Project Management Unit, Delhi in Green Climate Fund (GCF)- Enhancing Climate Resilience of India's Coastal Communities (ECRICC) on contract basis.**

Applications are invited in the prescribed proforma for various Consultants in Green Climate Fund (GCF)- Enhancing Climate Resilience of India's Coastal Communities (ECRICC) on contract basis for National Project Management Unit, Delhi. Details of eligibility conditions and nature of duties etc. are given below:

Sr. No.	Post / Remuneration per month / Number of Post	Qualifications		Relevant Work experience	Indicative Duties / Responsibilities
		Essential	Desirable		
01	<b>Climate Change Adaptation Specialist</b>  <b>Category: equivalent to Scientific Consultant Grade-II (Rs.1.20 Lakh) (01)</b>	Master's degree in Climate Change and development, Environmental Science, Environmental Policy, Sustainability, Environmental Economics or Marine or Water Resources.	Persons with Ph.D with research experience, published papers and post qualification experience in the relevant filed would be preferred.	More than 10 years of working experience in the area of climate change adaptation, coastal ecosystem management, livelihood projects Experience of working with Central/State Governments for externally aided projects Field experience practical knowledge in sectors of Climate Change Adaptation, Ecosystem Based Adaptation, and diversified livelihood	i. Vulnerability assessment & Coastal research ii. Planning of ecosystem and community-based adaptation intervention iii. Building climate resilient livelihoods and enterprises iv. Developing value chains and strengthened access to markets v. Capacity building of local communities for community-based adaptation and climate-adaptive livelihoods vi. Integrated coastal planning and governance in coastal States/UTs

				d coastal Projects. Good working knowledge in English, Hindi and Microsoft Office software	vii. Integrating climate change adaptation in Government policies.
02.	<b>Climate Change Adaptation Specialist</b>  <b>Category: equivalent to Scientific Consultant Grade-III (Rs.1.75 Lakh) (01)</b>	Master's degree in Climate Change and development, Environmental Science, Environmental Policy, Sustainability, Environmental Economics or Marine or water resources.	Persons with Ph.D with research experience, published papers and post qualification experience in the relevant filed would be preferred.	More than 20 years of working experience in the area of climate change adaptation, coastal ecosystem management, livelihood projects  Experience of working with Central/State Governments for externally aided projects  Field experience practical knowledge in sectors of Climate Change Adaptation, Ecosystem Based Adaptation, and diversified livelihood coastal Projects. Good working knowledge in English, Hindi and Microsoft Office software	<ul style="list-style-type: none"> <li>i. Overall Supervision of the Climate Change Adaptation issues of the project.</li> <li>ii. Coordination with all SPMUs, UNDP and NCSCM in connection with their Climate Change Adaptation</li> <li>iii. Reporting to NPC on the progress of the project</li> <li>iv. Vulnerability assessment &amp; Coastal research</li> <li>v. Planning of ecosystem and community-based adaptation intervention</li> <li>vi. Building climate resilient livelihoods and enterprises</li> <li>vii. Developing value chains and strengthened access to markets</li> <li>viii. Capacity building of local communities for community-based adaptation and climate-adaptive livelihoods</li> <li>ix. Creating Network of Institutions for enhanced climate resilience</li> <li>x. Integrated coastal planning and governance in coastal States/UTs</li> <li>xi. Work related to National Coastal Mission</li> <li>xii. Integrating climate change adaptation in Government policies.</li> </ul>

03.	<b>Knowledge Management Specialist</b>  <b>Category: equivalent to Scientific Consultant Grade-III (Rs.1.45 Lakh) (01)</b>	Master's degree in Environmental Studies, Public policy, Economics or Social Sciences.	Persons with Ph.D with research experience, published papers and post qualification experience in the aforesaid field would be preferred. Experience of creating Knowledge based products especially in area of Environment/ Climate Change Demonstrative experiences in strategic planning research concepts and principles, statistical definitions, scientific tools, and techniques, Design facilitation process with appropriate and relevant facilitation tools. Knowledge of information/ presentation techniques/ (graphing, charting, tabling etc.) and interpreting the same. High level advocacy and communications skills, including excellent command of the English language	Minimum 17 years of working experience in developmental research, knowledge product development, including conceptual research methodology, policy analysis, policy-based development programming, impact evaluation methodology, and qualitative research. Thorough understanding of the developmental context, preferably with experience in conducting fact-finding programs, data collation and the evaluation of field based raw data. Experience in networking with government/institutional donors, while working in a consultancy company, an international organization or similar entity. Good working knowledge in English, Hindi and Microsoft Office software	<ul style="list-style-type: none"> <li>i. Facilitate sharing of lessons between target landscapes on effective techniques for climate-adaptive livelihoods</li> <li>ii. Support National Coastal Mission related work</li> <li>iii. To establish a system for collating data and information on global best practices, lessons learned, evidence from the field and scientific knowledge on ecosystem- and community-based approaches for adaptation in coastal area</li> <li>iv. Transfer and create mediums for replication of lessons and best practices – between target landscapes, between coastal states, and between coastal countries in the South Asian sub-region</li> <li>v. Establish a series of annual workshops / training programme, seminars/ capacity building programs / awareness camps / women's capacity development programmes</li> <li>vi. Development of Pan-Indian Coastal Resilience Network, involving tertiary institutions, research organizations and relevant NGOs to share coastal research findings</li> <li>vii. Develop, disseminate knowledge products at national, regional and inter</li> </ul>
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					national levels and to share experience and learning
4	<b>Monitoring &amp; Evaluation (M&amp;E) Specialist</b>  <b>Category: equivalent to Scientific Consultant Grade-III (Rs.1.45 Lakh) (01)</b>	Master's in Climate Finance, Economics, Business and public administration, Developmental Studies.	Persons with Ph.D with research experience, published papers and post qualification experience in the relevant filed would be preferred.	Minimum 17 years of working experience in Project Performance management, performance indicators, database management Reporting and Research, Strategic planning etc. Experience of working with Central and / or State Governments on similar assignments will be preferred Experience of working in Climate Change related projects Experience of working with multi-laterals and cross sectoral domain with monitoring results based management framework. Exposure of working with common Management Information Systems (MIS)	i. Development of monitoring, evaluation and reporting framework ii. Physical and financial assessment and progress reporting of national and state level project activities according to the Green Climate Fund results framework iii. Regular monitoring & evaluation of project results and risks (technical, operational, institutional, social and environmental) and ensure mitigation measures iv. Ensure that all project staff maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results v. Ensure compliance of GCF M&E requirements as per project requirement vi. Develop and monitor the annual/quarterly work plans, and progress reports (as per reporting requirements) prepared by the NPM U/SPMUs vii. viii. Establish an Evaluation Plan that ensures that all relevant stakeholders undertake annual reviews and a Final

					<ul style="list-style-type: none"> <li>ix. Evaluation; Quality assurance of the project interim evaluation report and management response.</li> <li>x. Regularly monitor and update the results framework as needed through physical verification on ground of all indicators.</li> <li>xi. Quality assurance of project reports.</li> </ul>
5	<b>Communication Specialist</b>  <b>Category: equivalent to Scientific Consultant Grade-III (Rs.1.45 Lakh) (01)</b>	Master's degree in Mass Communications, Journalism or Social Sciences	Persons with Ph.D with research experience, published papers and post qualification experience in the relevant filed would be preferred.	Minimum 17 years of working experience in communications, public relations or advocacy Good working knowledge in English, Hindi and Microsoft Office software Proven communication, interpersonal and presentation skills Experience of working with Central and/or State Governments/ with international agencies/ on similar assignments Experience in interaction and promotion of project through Social media, print and electronic media and public relation Experience in high level Advocacy and communications skills, including excellent co	<ul style="list-style-type: none"> <li>i. Design and implementation of the communication strategy, media plan and its execution, outreach activities, and key messaging development.</li> <li>ii. Ensure quality assurance for publications, reports, and media materials and organising media meetings/briefings</li> <li>iii. Support to State units in communication related matters, Project communication, and their media plan preparation and its implementation along with budget related work</li> <li>iv. Compilation and documentation of best practices and reporting of key performance indicator /output and outcomes of the project as per requirement</li> <li>v. Development of project web portal /dashboard and its regular updation</li> <li>vi. Planning and organizing stakeholders for capacity building and developing better coordination and understand</li> </ul>

				<p>Command of the English language.</p>	<p>ding about the benefits of project with focus on women, youth, and marginalized groups.</p> <p>viii. Support development of annual report, including tasks such as gathering, compiling, and analysing data.</p> <p>Preparation of case studies, success stories on impact of Community Based events to the communities.</p>
06.	<p><b>Field Associate</b> <b>Category: equivalent to Scientific Consultant Grade-I (Rs.90,000/-) (02)</b></p>	<p>Master's degree in Environment science/ natural resources management/ marine sciences/ Climate science</p>	<p>Persons with Ph.D with research experience, published papers and post qualification experience in the relevant filed would be preferred.</p>	<p>More than 5 years of working experience in the area of climate change adaptation at national and sub-national levels Good working knowledge in English, Hindi and Microsoft Office software Experience of working with Central or State Governments or international agencies will be preferred Field experience / practical knowledge in the sectors of Climate Change Adaptation, Ecosystem Based Adaptation, Excellent knowledge of written and spoken English and Hindi is essential</p>	<p>i. Support Research work on Climate change adaptation and National Coastal Mission</p> <p>ii. Collection of information related to project activities from field and coordination between SPMUs and NPMU</p> <p>iii. Support the domain specialist in their day to day work / activities and documentation</p> <p>iv. Support in functioning and operation of NPMU activities and organising meetings, workshops and awareness Programme</p> <p>v. Undertake field visits, examining the reports and preparing notes, and other associated technical and scientific work on day to day basis</p>

1. The initial contract will be for a period of One year and subsequently based on the performance the contract can be extended
2. Performance based increment in the range of 5-10% will be given on renewal of contract.
3. The enumeration will be subjected to applicable statutory tax/ rules of Government of India
4. Reporting of all NPMU specialist will be with National Project Director (NPD) or officer nominated by NPD
5. The project details are available at (<https://www.greenclimate.fund/project/fp084>).
6. Incomplete application will summarily be rejected and the application received after the due date shall not be considered
7. MoEF&CC reserve the right to the cancel the advertisement for engagement of above posts without assigning any reasons
8. **The application for the above mentioned post shall be submitted by registered post / speed post as per format given in Annexure, on or before 15 days from the date of issuance of advertisement on Website of this Ministry (<https://www.moef.gov.in>) in the following address..**

**National Project Director**  
**GCF-ECRICC Project**  
**Ministry of Environment, Forest and Climate Change**  
Agni 104, Indira Paryavaran Bhawan  
Jorbag, New Delhi - 110003

**ANNEXURE-I**

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT  
Green Climate Fund (GCF)- Enhancing Climate Resilience of India's  
Coastal Communities (ECRICC)**

Paste your recent passport size Photograph here

**POST APPLIED FOR :**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Age:
5. Gender: M/F
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, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed	Page number of the supporting documents

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 attested (Self attested):

- (i) PhD Certificate (if any)
- (ii) Masters' Degree Certificate (if applicable)
- (iii) Bachelor's Degree Certificate (if applicable)
- (iv) Experience Certificates
- (v) Age proof

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:

### **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.

(Signature of candidate)

Date:

Place: