

No. A-33015/1/2016-P.I
Government of India
Ministry of Environment, Forest and Climate Change

Dated: 30 .01.2017

ENGAGEMENT OF CONSULTANT /CONSULTING AGENCY FOR FORMULATION
OF TRAINING POLICY FOR SCIENTISTS AND 360⁰ EVALUATION POLICY

Ministry of Environment, Forest and Climate Change (M/o EF & CC) has decided to introduce training programme for the Scientists of all grades with the objective to get themselves acquainted with various environment and forest related Acts, policies and latest research progress and output at national and international level so that their contribution in formulating and implementing the related governmental policies becomes more meaningful and effective in future.

2. Ministry of Environment, Forest & Climate Change has also decided to introduce 360⁰ Evaluation Policy with the objectives of assessing the suitability of Scientists for promotion, knowing the strengths and weaknesses of the human resources in order to put them at the right job, understanding the probable interests of the employees for future development, ascertaining about the manpower requirement at a given point of time, ascertaining the requirement of specific training for each officer etc.

3. Keeping the above purpose in view, this Ministry intends to engage one Consultant/Consulting Agency on contract basis. Details of terms of reference **(Annexure-A)**, essential qualification/experience, mode of payment etc. are available on the website <http://www.moef.gov.in/advertisements>. Interested individuals/ agencies are requested to apply in the prescribed format available **(Annexure-B)** on the website in hard copy (in triplicate) in sealed cover clearly super-scribing on the envelope "Engagement of Consultant/Consulting Agency for Formulation of Training Policy/ 360⁰ Evaluation Policy in MoEF & CC", to the undersigned i.e. Shri S. R. Amin, Under Secretary, P.I Section, 1st Floor, Prithvi Block, Ministry of Environment, Forest and Climate Change, Indira Pariyavaran Bhawan, Jorbagh, New Delhi-110 003, either by post or by hand **within 21 days** of the placing of the Advertisement on the website. Applications received after the deadline shall not be considered.

Sekhar Ranjan Amin

(S.R. Amin)
Under Secretary (P.I)

Terms of Reference for Consultant/Consulting Agency

(i) Statement of Objective

Ministry of Environment, Forest and Climate Change (M/o EF & CC) has decided to introduce training programme for the Scientists of all grades with the objective to get themselves acquainted of the various environment and forest related Acts, policies and latest research progress and output at national and international level so that their contribution in formulating and implementing the related governmental policies becomes more meaningful and effective in future. Further, Government of India has promulgated National Training Policy in 2012. All the Ministries/Departments, according to this Policy, are expected to formulate their Ministry/Department specific training policies and strategies.

Ministry of Environment, Forest & Climate Change has also decided to introduce 360⁰ Evaluation Policy with the objectives of assessing the suitability of Scientists for promotion, knowing the strengths and weaknesses of the human resources in order to put them at the right job, understanding the probable interests of the employees for future development, ascertaining about the manpower requirement at a given point of time, ascertaining the requirement of specific training for each officer, etc.

(ii) Expected outcome of the Consultancy

- (a) Training Policy of the Ministry
- (b) Action Plan to operationalise the Training Policy
- (c) Formulation of 360⁰ Evaluation Policy

(iii) Main Duties/Responsibilities of Scientists in this Ministry

- Appraisal/monitoring of environment impact.
- Pollution and Hazardous substances.
- Conservation of Forests.
- Research in Environment
- Climate Change.
- Noting and drafting, handling of RTI applications and Appeals, Parliament Questions and Court Cases on the related matters.

(iv) Experience

In case of an individual, there has to be an experience of at least 5 years in imparting training in any eminent institution. In addition to it, there has to be an experience of formulating/operationalising training policy, training strategies, training perspective plans and cadre training plan of Central/State Government.

In case of an agency, there has to be an experience of at least 5 years in organizing and conducting training programme relating to Government officers. In addition to it, there has to be an experience of formulating training policy of any cadre of the governmental institution.

(v) Selection Criteria

The interested Consultant/Consulting Agency shall submit bid in two parts :-

- (a) Technical bid
- (b) Financial bid

It being the technical nature of work, the bid shall be evaluated on the basis of Combined Quality Cum Cost Based Approach (CQCCBA). The break-up of evaluation shall be as under :-

Technical	:	70 marks
Financial	:	30 marks

The technical bid will be evaluated on the following parameters:

Methodology and Work plan	:	50 marks
Experience of individual/ agency	:	20 marks

(vi) Time Frame

The consultancy is to be completed within **2 months** from the date of offer of consultancy.

(vii) Terms and Conditions of Payment

(a) Regarding Training Policy of the Ministry and Action Plan for operationalisation of Training Policy

The consultancy fee shall be released in two parts. First instalment @ 50% of the total amount shall be released on submission of draft structure of the training policy and draft Action Training Plan. The remaining amount shall be released on submission of the final training policy documents and final Action Training Plan.

(b) Regarding 360° Evaluation Policy and Parameters

Full payment of the consultancy fee shall be released on submission of the final 360° Evaluation Policy document.

[Amount for (a) & (b) above may be quoted separately.]

**PROFORMA FOR APPLICATION FOR CONSULTANT/ CONSULTING
AGENCY**

1. Name:
2. Date of Birth:
(for individual only)
3. Date of incorporation:
(for agency)
4. Corresponding Address:
5. Phone No.(with STD code):
6. Mobile No.:
7. E-mail ID:
8. PAN /TAN:
9. Highest Educational Qualification:
(for individual)
- 10.No. of employees :
(for agency)
- 11.Experience:
 - a)
 - b)
 - c)
12. Any other relevant information: