



UNION TERRITORY OF JAMMU AND KASHMIR
DIRECTORATE OF HORTICULTURE,
Gole Pully, Talab Tillo, Jammu

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Advertisement No. 03 Dated: 21.04.2025

Directorate of Horticulture Jammu, working under the APD, Government of Jammu & Kashmir invites applications for the position of “**Planning and M&E Officer**” under JKCIP. The Engagement will be on a contractual basis, initially for one year, with the possibility of extension based on performance and project requirements. Details to apply and critical information is given hereunder.

Implementing Agency: Director Horticulture Jammu, JKCIP: Agriculture Production Department, J&K

Funding Agency: International Fund for Agriculture Development (IFAD)

Project Period: 7 Years

Location: Directorate of Horticulture Talab Tillo, Jammu

Duration Initially one year, extendable based on performance and project requirements/coterminous

Background

The **Competitiveness Improvement of Agriculture and Allied Sectors Project in Jammu and Kashmir (JKCIP)** is an initiative focused on enhancing Horticultural productivity, economic resilience, and sustainability for small holder farmers in the J&K region. Aligned with IFAD's strategic objectives, JKCIP aims to address high poverty rates, gender disparities, youth unemployment, and environmental challenges in J&K. Key project goals include boosting farmers' income through value addition, Promoting climate-smart Horticulture practices, and supporting enterprise development. By targeting and strengthening the Horti-business ecosystem, the project seeks to make Horticulture more competitive and sustainable.

Job Description

- Consolidate and finalize the AWPB of the project party.
- Collate and analyse data, entering computerized MIS and submission data analysis reports to the Head of the Department.
- Prepare monthly reports on achievement against targets in the AWPB for submission to the HoD.
- Provide input to prepare semi-annual progress reports of the project party for submission to the PMU.
- Support the agencies engaged for conducting baseline survey, mid-line survey end-line survey to assess the impact of the project.
- Assist the Manager-KM to identify success stories and facilitate dissemination of best practices from field level implementation.
- Any other task assigned by the Director/HoD.
- Consolidate and finalize the AWPB of the project party.
- Collate and analyse data, entering computerized MIS and submission data analysis to the Head of the Department.

Selection Criteria & Evaluation

• Eligibility/Selection Criteria

| Criteria | Details |
|-----------------------------------|--|
| Educational Qualifications | <ul style="list-style-type: none">Post-graduate degree/ bachelor's in agriculture economics/ Statistics/ Economics. |
| Professional Experience | Minimum 3 years of experience in rural development undertaking research/ studies related to impact assessment, evaluating project performance and establishing systems for preparation of AWPB and monitoring results. Minimum 5 years' experience for the bachelor's degree holder. |
| Key Skills | <ul style="list-style-type: none">Strong skills in preparing consolidating, finalizing Annual Work Plans and Budgets (AWPB) in alignment with project objectives.Proficiency in data collation, analysis, and entering information into computerized MIS, along with the ability to generate and interpret analytical reports for decision-making.Ability to prepare monthly reports on achievements against AWPB targets and contribute to semi-annual and annual progress reports for submission to the PMU.Experience in supporting baseline, mid-line, and end-line surveys to assess project impacts, including coordination with the external agencies.Competence in identifying success stories, best practices and lessons learned from field-level implementation to support knowledge management and dissemination.Strong written and verbal communication skills for presenting data insights.Meticulous attention to detail to ensure accurate data entry, analysis, and reporting.Ability to work closely with the Manager-Knowledge Management, project staff, and external survey agencies for effective implementation and reporting.Critical thinking and problem-solving skills to analyse project data, flag gaps, and provide actionable recommendations.Flexibility to take on additional tasks and responsibilities as assigned by the Director or Head of the Department.Familiarity with M&E frameworks, MIS tools, and software applications used in planning, monitoring and evaluation processes. |
| Knowledge of Policies | World Bank's/ IFAD Procurement Regulations, Environmental and Social Standards, and Anti-Corruption Guidelines, |
| Age Limit | Not more than 55 years as on the application deadline. |

• Evaluation Criteria

| Criteria | Marks Allocation |
|-----------------------------|--|
| Educational Qualifications | 50 marks (pro-rata). |
| Professional Certifications | 10 marks (e.g., CIPS, CPPP). |
| Experience | 20 marks (4 marks/year beyond the minimum required). |
| Interview and Presentation | 20 marks. |

- i. The candidate with the highest total weighted score is ranked first.
- ii. If multiple candidates score similarly, a tie-breaker can be based on interview score.
- iii. Only shortlisted candidates meeting minimum eligibility criteria will be contacted for further evaluation, including interviews and presentations.
- iv. The top-scoring candidate will be offered the contract. If they do not accept or join, the opportunity will be extended to the next highest-ranked candidate, following the same process sequentially
- v. Minimum Qualifying Marks: A minimum score of 55 out of 100 is required to ensure selection of quality consultants. If no candidates meet this threshold, the positions shall be re-advertised.
- vi. The candidate must be physically fit, motivated, and dynamic and result oriented and willing to join immediately after selection.
- vii. No TA & DA will be paid for appearing in the interview.
- viii. Date of interview shall be conveyed to the shortlisted candidates by telephone/email.
- ix. At the time of interview, candidates shall bring Original Certificates of qualifications and experience along with the Passport size photograph, Affidavits, NOC and self-attested photocopies of certificates; failing to do so may lead to rejection of candidature.
- x. The documents claimed by the candidate shall be verified for correctness. In case, it is found that any certificate is incorrect and/or is not as per the requirement, the Director Horticulture Jammu, shall be at liberty to reject/disqualify/disengage the candidate at any point of time when the discrepancy is brought to the notice of the Director Horticulture Jammu.

Remuneration & Payment Terms:

- i. The consultant will be paid Rs.0.80 Lac per month
- ii. Payment shall be made monthly on submission of attendance and actual deployment on pro rata basis,
- iii. The tax deduction at source (T.D.S) for the payments shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided.

Application Process

Interested candidates must submit the following:

- Cover letter
- Application form (attached herewith)
- Updated curriculum vitae
- Self-attested copies of educational and experience certificate
- Declaration of no prior convictions or sanctions.

Application must be sent in a sealed envelope labeled **"Application for Planning and M&E Officer"** to the Directorate Horticulture Talab Tillo, Jammu 180002

Postal address: Directorate of Horticulture, Gole Pulli, Talab Tillo, Jammu, 180002

Email address: jammuhorticulture@gmail.com

Enquires:

Telephone: 0191-2505781 **Fax:** 0191-2501219

The date of submission of applications will start from 21.04.2025
Last date of submission of applications is 14.05.2025

Note: Application must be submitted in both hard copy and via email as per the specified instructions before the given deadline. Any deviation from the prescribed submission process will lead to disqualification, and such applications will not be considered for evaluation under any circumstances.

Key engagement terms:

- i. **Working hours and leaves:** Consultant should follow Directorate/APD's working hours. Consultants will be entitled to 22 days Leave during one year (including 6 sick leaves) in addition to the Holidays observed by APD/Directorate Leave and tour of professionals deployed shall be approved by the Director/Nodal Officer at Directorate level.
- ii. The working month will be 30 days, and the working days will be at par with the working of Directorate.
- iii. The Director of Horticulture Jammu/Nodal officer shall assign monthly/quarterly deliverable assignment to the consultant and performance of the consultant will be subject to review by the Director of Horticulture Jammu/Nodal Officers.
- iv. Notwithstanding above, the contract may be terminated at any point of time by the Director Horticulture Jammu owing to, but not limited to, deficiency of service, sub-standard quality of work, breach of contract, reduction, or cessation of the requirements of work with no liability to the consultant.
- v. Directorate will provide office space, computers, office internet connectivity to the consultant.
- vi. Consultant would be eligible for travel allowance for official travel and for field visits as per actual/norms.
- vii. The contract is purely temporary and does not guarantee future employment.
- viii. IFAD & JKCIP reserve the right to reject applications without assigning reasons.
- ix. The candidate's services can be terminated with one month notice or with remittance of one month pay in lieu thereof. If a candidate wishes to leave the services, he/she shall have to give one month notice or remittance of one month salary in lieu thereof.
- x. The candidate must be in good physical and mental health.

General Terms & Condition

Prohibited practices

The Fund requires that all beneficiaries of IFAD funding, including the client and any consultants, implementing partners, service providers, suppliers, sub-suppliers, contractors, sub-contractors, consultants, consultants, and any of their agents (whether declared or not) and personnel observe the highest standards of ethics during the procurement and execution of such contracts, and comply with IFAD's Policy on Preventing Fraud and Corruption in its Activities and Operations, revised on 12 December 2018 (Refer IFAD website for details)

For the purposes of these provisions, and consistent with IFAD's Anticorruption Policy, the terms set forth below are defined as follows, and referred to collectively as "Prohibited Practices":

- a. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value in order to improperly influence the actions of another party;
- b. "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party in order to obtain a financial or other benefit or to avoid an obligation;
- c. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including improperly influencing the actions of another party;
- d. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party, to improperly influence the actions of that or another party;
- e. "obstructive practice" is (i) deliberately destroying, falsifying, altering or concealing evidence that may be material to an investigation by the Fund or making false statements to investigators in order to materially impede an investigation by the Fund; (ii) threatening, harassing or intimidating any party in order to prevent that party from disclosing its knowledge of matters relevant to an investigation by the Fund or from

pursuing such an investigation and/or (iii) the commission of any act intended to materially impede the exercise of the Fund's contractual rights of audit, inspection and access to information.

The Fund will deny financing of a proposed contract award if it determines that the firm or individual recommended for award, or any of

- a. its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has directly or indirectly, engaged in any of the prohibited practices in connection with an IFAD-financed and/or IFAD-managed or operation, including in competing for the contract.

In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. This may include ineligibility: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund.

The Fund also has the right to unilaterally recognize debarments by any of the International Financial Institutions that are members to the Agreement for Mutual Enforcement of Debarment Decisions if such debarments meet the requirements for mutual recognition under the Agreement for Mutual Enforcement of Department Decisions.

In addition, the Fund has the right to, at any time, declare a misprocurement and/or the ineligibility of any expenditures associated with a procurement process or contract if it determines that prohibited practices occurred in connection with this procurement process or contract and that the borrower/recipient has not taken timely and appropriate action, satisfactory to the Fund, to address such practices when they occur.

Bidders, consultants, contractors, and their sub-contractors, sub-consultants, service providers, suppliers, agents and personnel, are required to fully cooperate with any investigation conducted by the Fund into possible prohibited practices, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to the relevant IFAD-financed and/or IFAD-managed operation or activity and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.

The consultant is obliged to disclose relevant prior sanctions and criminal convictions and any commissions or fees paid or are to be paid to any agents or other party in connection with this procurement process or the execution of the contract.

The consultant shall keep all records and documents, including electronic records, relating to this procurement process available for a minimum of three (3) years after notification of completion of the competition process or, in case the consultant who is awarded the contract, execution of the contract.

SECAP

Performance Standards

The resulting contract will be implemented in a manner consistent with SECAP, available on <https://www.ifad.org/secap>.

Sexual Harassment, Sexual Exploitation and Abuse

The Fund required that all beneficiaries of IFAD Funding, including the client and any consultants, implementing partners, service providers, suppliers, sub-suppliers, contractors, sub-contractors, sub-consultants, and any of their agents (whether declared or not) and personnel comply with IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. For the purpose of this provision, and consistent with IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse as it may be amended from time to time, the terms set forth below are defined as follows:

Sexual harassment means "any unwelcome sexual advance, request for sexual favour or other verbal, non-verbal or physical conduct of a sexual nature that unreasonably interferes with work, alters or is made a condition of employment, or creates an intimidating, hostile or offensive work environment.

Sexual exploitation and abuse means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of others (sexual exploitation); the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions (sexual abuse).

Clients and consultants shall take all appropriate measures to prevent and prohibit SH and SEA on the part of their personnel and subcontractors or anyone else directly or indirectly employed by them or any of subcontractors in the performance of the contract. Clients and consultants shall immediately report to the client or IFAD any incidents of SH and SEA arising out of or in connection with the performance of the contract or prior to its execution, including convictions, disciplinary measures, sanctions or investigations. The client may take appropriate measures, including the termination of the contract, on the basis of proven acts of SH, SEA arising out of or in connection with the performance of the contract.

The consultant is required to disclose any relevant prior sanctions, convictions, disciplinary measures or criminal records.

**Sd/-
Accounts Officer
Directorate of Horticulture
Jammu**

Application for Planning & M&E Officer, JKCIP

1. Personal Details

Full Name : _____

Date of Birth (DD/MM/YYYY) : _____

Gender : _____

Address: _____

Phone Number : _____

Email : _____

2. Educational Qualifications (Attach self-attested copies of certificates)

| Qualification | Degree Name | Institution | Year of Passing |
|--|-------------|-------------|-----------------|
| Details of Minimum Qualification as per Advertisement | | | |
| | | | |
| Details of Additional Qualification as per Advertisement | | | |
| | | | |

3. Work Experience (Attach Certificates)

| Organization | Position Held | Years of Experience | Key Responsibilities |
|--|---------------|---------------------|----------------------|
| Details of Minimum Experience as per Advertisement | | | |
| | | | |

| | | | |
|---|--|--|--|
| Details of Additional Experience as per Advertisement | | | |
| | | | |
| Details of Experience with Externally Aided Projects | | | |
| | | | |
| Details of Experience with Project Management/ Monitoring/ Support/ Implementation unit of Central/ State/ UT Government schemes/project/Mission | | | |
| | | | |

Total Years of Experience: _____

4. Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge. I understand that any false information may lead to my disqualification or termination of contract if selected.

Signature: _____ Date; ____/____/____