

Position : Planning, M&E Officer

Advertisement No:02

Dated: 23 .04.2026

**Advertisement and Terms of Reference (TOR) For Individual Consultant Selection of  
“Planning, M&E Officer” Under “Competitiveness Improvement of  
Agriculture and Allied Sector Projects in Jammu & Kashmir (JKCIP)**

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Director Horticulture Kashmir, working under the Agriculture Production Department, Government of Jammu & Kashmir, invites applications for the position of **“Planning, 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:** Directorate of Horticulture Kashmir,

**Funding Agency:** International Fund for Agricultural Development (IFAD)

**Project Period:** 7 years

**Location:** Kashmir Division

**Contract Type:** Individual Consultant Selection (ICS)

**Duration:** The initial engagement will be for one year, with the possibility of extension annually based on performance and project requirements.

**Background**

The Competitiveness Improvement of the Agriculture and Allied Sector Project in Jammu & Kashmir (JKCIP), funded by the International Fund for Agricultural Development (IFAD), aims to enhance farmer incomes by improving the competitiveness of the region’s agriculture and horticulture sectors. The project is designed with a strong emphasis on environmental sensitivity and sustainable natural resource management, while also promoting climate-resilient practices among all the farmers.

The core objective of JKCIP is to overcome production and productivity constraints in high-value niche crops and horticultural value chains. This will be achieved through the adoption of climate-smart technologies, and the development of value addition facilities such as grading, packing, storage, and processing units. Improved market linkages will enable better price realization for farmers.

JKCIP is intended to complement and supplement the Holistic Agriculture Development Programme (HADP) by addressing thematic and financial gaps, particularly those affecting the value chain.

The project comprises four interlinked components:

- (i) Climate-smart and market-led production
- (ii) Agri-business ecosystem development support
- (iii) Support to vulnerable communities
- (iv) Project management

### **Job description**

- Consolidate and finalize the AWPB of the project party.
- Collate and analyse data, entering computerized MIS and submission of data analysis reports to the Director Horticulture Kashmir.
- Prepare monthly reports on achievement against targets in the AWPB for submission to the Director Horticulture Kashmir.
- Provide input to prepare semi-annual and 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 Horticulture Kashmir.

### **Deliverables/Assignments**

Director Horticulture Kashmir shall assign monthly/quarterly deliverables/assignments to the consultant after prior discussion with him/her and these shall be reviewed on a monthly basis and adjustments/ amendments/ revisions made from time to time. Performance of the consultant shall be evaluated based on these deliverables.

#### **Qualifications & Experience:**

##### **Basic Qualification:**

Bachelor's degree in Agriculture Economics/Statistics/Economics (20 marks)  
Pro Rata basis

##### **Desired Qualification:**

Post-graduate Degree in Agriculture Economics/Statistics/Economics (10 marks) Pro Rata basis

### **Experience**

#### **Postgraduate**

5 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. (30 marks)

5 additional marks for each additional year of experience with a maximum of 20 marks for 4 additional years

#### **Graduate**

7 years' experience for candidates with Bachelor's Degree. (30 marks)

5 additional marks for each additional year of experience with a maximum of 20 marks for 4 additional years

## 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.

## Selection Criteria & Evaluation

Candidates will be evaluated based on the following criteria:

Criteria	Marks
Qualification	<b>Basic Qualification:</b> Bachelor's degree in agriculture Economics/Statistics/Economics (20 marks) Pro Rata basis
	<b>Desired Qualification:</b> Post-graduate Degree in Agriculture Economics/Statistics/Economics (10 marks) Pro Rata Basis
Experience	<b>Postgraduate</b> 5 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. <b>(30 marks)</b> 5 additional marks for each additional year of experience with a maximum of <b>20 marks</b> for 4 additional years. <b>Graduate</b> 7 years' experience for candidates with bachelor's degree. <b>(30 marks)</b> 5 additional marks for each additional year of experience with a maximum of <b>20 marks</b> for 4 additional years. <b>General:</b> Computer literacy and proficiency in use of spreadsheets.
Interview, understanding & presentation	20marks
<b>Total</b>	<b>100 marks</b>

- 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 scores

- 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 photographs, Affidavits, NOC and self-attested photocopies of certificates; failing to do so may lead to rejection of candidate.
- 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 Kashmir, JKCIP 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 Kashmir.

### **Remuneration & Payment Terms**

- i. The consultant will be paid up to ₹0.80 lac per month (Negotiable)
- ii. Payments 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:

- I. Cover letter
- II. Application form(attached herewith)
- III. Updated CV
- IV. Self-attested Copies of educational & experience certificates
- V. Declaration of no prior convictions or sanctions

Applications should be submitted in hard copies only in sealed envelopes with the subject line: Application for Planning, M&E Officer”, JKCIP.

#### **Postal Address:**

**Director Horticulture Kashmir  
Directorate of Horticulture Kashmir  
Rajbagh, Srinagar 190008**

**Enquiries:**

[TECHNICALSECTION@GMAIL.COM](mailto:TECHNICALSECTION@GMAIL.COM)

**Last date:** 20 days from the publication of this Advertisement.

**Note: Applications must be submitted in hard copy only, strictly adhering to the instructions provided. as per the specified instructions before the given deadline. Submissions that deviate from the prescribed process will be disqualified and will not be considered for evaluation under any circumstances. Applicants are advised to apply well in advance to ensure timely postal delivery. Postal delays will not be accepted, and all hard copy applications must reach the designated address before the deadline whether by hand or postal submission.**

**Key engagement terms:**

- i. Working hours and leaves: Consultant should follow Directorate'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 DIRECTORATE. Leave and tour of professionals deployed shall be approved by the Director Horticulture Kashmir.
- ii. The working month will be 30 days, and the working days will be at par with the working of Directorate.
- iii. Performance of the consultant will be subject to review by the Directorate of Horticulture, on a quarterly basis. If the performance of the consultant, is found to be unsatisfactory, the contract is liable for termination.
- iv. Notwithstanding above, the contract may be terminated at any point of time by the Director Horticulture Kashmir, 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. Director Horticulture Kashmir shall 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 actuals/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.

## General Terms & Conditions

### 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, sub-consultants, and any of their agents (whether declared or not) and personnel observe the highest standards of ethics during the 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 activity 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, including 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 to: (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 Debarment 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<sup>2</sup> 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 requires 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.

## Settlement of Disputes and Legal Jurisdiction

In case, if any dispute or difference, the decision of Director Horticulture, Kashmir shall be final and binding upon both the parties. However, any disputes arising out of or in connection with the Advertisement and Terms of Reference (TOR) shall be **subject to exclusive jurisdiction of Hon'ble High Court of J&K at Srinagar.**

**Application for Planning, M&E Officer, Directorate of Horticulture, Kashmir**

**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 General experience viz. Computer literacy, Spreadsheets, etc.			

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_