



Uttarakhand Gramya Vikas Samiti (UGVS)
Rural Enterprise Acceleration Project (REAP)
Aajeevika Bhawan, Tapowan Road, Raipur
Dehradun – 248001
Telephone: 0135 – 2773800



Empanelment of Individual Consultants

Ref No. 1069/Empanelment/IC/2026

Date: 13.02.2026

Uttarakhand Gramya Vikas Samiti (UGVS) invites applications for empanelment from the suitable candidates for the below mentioned positions under the IFAD assisted – Rural Enterprise Acceleration Project (REAP). The details including Qualification and TOR is available on website devnetjobsindia.org and ugvs.in. All applications should reach through email: hrm@ugvs.org CC to sr.procurement@ugvs.org and procurement@ugvs.org latest by 06.03.2026. The applications received after deadline shall not be entertained.

Sl. No.	Name of the Position	Mode of Recruitment
1	Consultant: Agriculture and Horticulture	Empanelment
2	Consultant: Product and Feasible Business Development	
3	Consultant: Rural Commodity Marketing	
4	Consultant: Dairy Development & Animal Husbandry	
5	Consultant: Community Institutions Building and Good Governance	
6	Consultant: Monitoring & Evaluation	
7	Consultant: Drudgery reduction and Women Participation	
8	Consultant: Knowledge Management & Dissemination	
		Project Director UGVS-REAP



**Uttarakhand Gramya Vikas Samiti (UGVS)
Rural Enterprises Acceleration Project (REAP)**

**REQUEST FOR EXPRESSIONS OF INTEREST
FOR
EMPANELMENT OF INDIVIDUAL CONSULTANTS**

Ref. No: **1069/Empanelment/IC/2026**
Issue date: **13.02.2026**
Submission Date: **06.03.2026**



Foreword

This REOI is based on the 1st edition of the IFAD-issued standard procurement document for REOI advertisement – individual consultants to be used in projects financed by IFAD, available at www.ifad.org/project-procurement.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

REQUEST FOR EXPRESSIONS OF INTEREST FOR EMPANELMENT OF INDIVIDUAL CONSULTANTS

INDIA

Rural Enterprises Acceleration Project (REAP)

Assignment title: Empanelment of (Individual Consultants)

Reference no. 1069/Empanelment/IC/2026

The Uttarakhand Gramya Vikas Samiti (UGVS) financing from the International Fund for Agricultural Development (IFAD) towards the cost of Rural Enterprises Acceleration Project (REAP) and intends to apply part of the proceeds for the Empanelment of (Individual Consultants) for various consulting services.

The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Rural Enterprises Acceleration Project (REAP)

The consultant services ("the services") include

- i. Consultant: Agriculture and Horticulture
- ii. Consultant: Product and Feasible Business Development
- iii. Consultant: Rural Commodity Marketing
- iv. Consultant: Dairy Development & Animal Husbandry
- v. Consultant: Community Institutions Building and Good Governance
- vi. Consultant: Monitoring & Evaluation
- vii. Consultant: Drudgery reduction and Women Participation
- viii. Consultant: Knowledge Management & Dissemination

Duration: upto 3 months

Location: Uttarakhand Gramya Vikas Samiti (UGVS), Raipur, Dehradun

The attention of interested consultants is drawn to IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy¹ and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations². The latter sets forth IFAD's provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free

¹ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

² The policy is accessible at www.ifad.org/anticorruption_policy.

of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse.³ By entering in this document, you certify to have read, understood, and agreed to be bound by the Privacy Policy of IFAD.⁴

Interested consultants shall not have any actual, potential or reasonably perceived conflict of interest. Consultants with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. Consultants are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, or b) have a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of the REOI, (ii) the selection process for this procurement, or (iii) execution of the contract. Consultants have an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

The following conflict of interest rules shall apply with respect to recruitment of government/client staff within the consultant's proposed team:

- (a) No member of the client's board of directors or current employees of the client (whether part time, or full time, paid or unpaid, in leave status, etc.) shall be proposed or work as, or on behalf of, any consultant.
- (b) Except as provided in sub-clause 8.6(d), no current employees of the government shall work as consultants or as personnel under their own ministries, departments or agencies.
- (c) Recruiting former client or government employees to perform services for their former ministries, departments or agencies is acceptable provided no conflict of interest exists.
- (d) If a consultant proposes any government employee as personnel in their technical proposal, such personnel must have written certification from the government confirming that: (i) they will be on leave without pay from the time of their official proposal submission and will remain on leave without pay until the end of their assignment with the consultant and they are allowed to work full-time outside of their previous official position; or (ii) they will resign or retire from government employment on or prior to the contract award date. Under no circumstances shall any individuals described in (i) and (ii) be responsible for approving the implementation of this contract. Such certification shall be provided to the client by the consultant as part of its technical proposal.
- (e) In the case where a consultant seeks to engage the services of any person falling under ITC sub-clauses 8.6(a) – 8.6(d), who may have left the client within a period of less than twelve (12)

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

⁴ The policy is accessible at <https://www.ifad.org/en/privacy>.

months of the date of this RFP, it must obtain a written “no-objection” from the client for the inclusion of such a person, prior to the consultant’s submission of its proposal.

The Uttarakhand Gramya Vikas Samiti (UGVS) now invites eligible Individual consultants (“consultants”) to indicate their interest in providing the services. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services in the form of a curriculum vitae (CV) and other required documents and details is provided in the separate TORs. A consultant will be selected in accordance with the individual consultant selection (ICS) method set out in IFAD’ Project Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement.

The shortlisting criteria are: attached in Annexure B.

Any request for clarification on this REOI should be sent via e-mail to hrm@ugvs.org CC to sr.procurement@ugvs.org and procurement@ugvs.org no later than **20.02.2026**. The client will provide responses to all clarification requests by **24.02.2026**.

Expressions of interest as per the submission requirement of annexure A must be submitted via e-mail to hrm@ugvs.org CC to sr.procurement@ugvs.org and procurement@ugvs.org no later than **06.03.2026**.

The detailed Terms of Reference (TORs) for each of the services listed below, along with the corresponding selection criteria.

Yours sincerely,

Uttarakhand Gramya Vikas Samiti (UGVS)
Rural Enterprise Acceleration Project (REAP)
Aajeevika Bhawan,
Tapowan Road, Raipur,
Dehradun – 248001
Email: hrm@ugvs.org

Terms of Reference

The Objectives of the Third-Party Monitoring Study (REAP Project) is as under:

The third-party monitoring under the REAP project is designed to provide an independent and comprehensive assessment of the project's implementation and outcomes. The study will focus on strengthening project management, knowledge management, and monitoring systems by documenting case studies, conducting climate impact assessments, and undertaking thematic surveys. It will also include concurrent monitoring, evaluation exercises, action research studies, and need-based training programmes to ensure that the project remains responsive to emerging challenges.

A key objective of the visit is to evaluate interventions aimed at reducing drudgery and enhancing women's participation, thereby promoting gender equity and empowerment. The study will also examine the formation and functioning of community institutions, assessing their role in fostering transparency, accountability, and good governance.

In the domain of agriculture and horticulture, the monitoring will review innovations, productivity enhancement measures, and sustainability practices adopted by farmers. Similarly, in dairy development and animal husbandry, the study will assess initiatives that contribute to income generation, nutritional security, and livelihood diversification.

The monitoring will further explore rural commodity marketing systems, identifying opportunities for improved market access, value addition, and fair pricing for producers. Alongside this, the study will evaluate product development and feasible business models, highlighting entrepreneurship opportunities that can strengthen rural economies.

Another important dimension of the visit is knowledge management and dissemination, ensuring that lessons learned, innovations, and best practices are systematically captured and shared with stakeholders. Finally, the study will emphasize **monitoring and evaluation**, assessing the effectiveness of project activities, measuring outcomes, and providing actionable recommendations for improvement.

The consultant services ("the services") include

- i. Consultant – Agriculture and Horticulture
- ii. Consultant: Product and Feasible Business Development
- iii. Consultant: Rural Commodity Marketing
- iv. Consultant: Dairy Development & Animal Husbandry
- v. Consultant: Community Institutions Building and Good Governance
- vi. Consultant: Monitoring & Evaluation
- vii. Consultant: Drudgery reduction and Women Participation
- viii. Consultant: Knowledge Management & Dissemination

1. Consultant: Agriculture and Horticulture

Location of Service: Project Management Unit (PMU), Dehradun with frequent travels to the 13 project districts in Uttarakhand.

Reports to: Project Director, UGVS - REAP.

Category of Consultant: Expert Consultant

Years of Experience: 15+ years relevant experience

Qualification and Experience:

• Educational Qualification:

- ✓ Post Graduate Degree/ Diploma in Agriculture, Agricultural Sciences, Horticulture, Food Technology, Rural Management, Agribusiness Management from a recognised university/ institute.

• Experience:

- ✓ Demonstrated experience in agriculture/horticulture value chain development, rural livelihood projects, or agribusiness development preferably in development sector or Agri-enterprises.
- ✓ Proven track record in projects related to agriculture or horticulture production, post-harvest handling, processing, and market linkages.
- ✓ Experience working with government agencies, private sector actors, research institutions, and donor-led projects is desirable.

Skills and Competencies:

- ✓ Demonstrated ability in project supervision, monitoring, advisory, and technical backstopping in agriculture/horticulture sectors.
- ✓ Strong analytical skills to assess value chains and identify innovation/upgrading opportunities.
- ✓ Experience supporting design, implementation, and evaluation of agri-based projects.
- ✓ Excellent communication and presentation skills in Hindi and English.
- ✓ Proficient in MS Office applications (Word, Excel, PowerPoint).
- ✓ Competent in stakeholder engagement including government, private sector, research bodies, and beneficiaries.
- ✓ Entrepreneurial mindset, results orientation with a drive for quality and continuous improvement.
- ✓ Ability to work independently as well as support teams remotely or in field settings.
- ✓ Energetic, flexible and willing to undertake rigorous field visits across project districts.

Roles and Responsibilities:

- ✓ Evaluate agriculture and horticulture value chain projects focusing on input use, production systems, post-harvest technologies, processing, and market linkages through sustainable and market-driven lenses.
- ✓ Support monitoring the progress of value chain networks and analyse bottlenecks; identify opportunities for upgrading, public-private partnerships (PPP) and other scale-up mechanisms.
- ✓ Support design, assessment, and pilot testing of innovation programs related to agribusiness and value chain development.
- ✓ Maintain an updated knowledge repository on agriculture and horticulture; document and disseminate lessons learned and best practices; initiate and facilitate knowledge exchange forums internally and externally.
- ✓ Maintain active collaboration with seed companies, technology providers, universities, research institutions, government departments, donors, and private sector partners to explore and promote new opportunities.
- ✓ Conduct rigorous field visits across project districts to interface with various stakeholders, assess on-ground realities, and recommend actionable strategies for acceleration of project objectives.
- ✓ Any other tasks assigned by the project to support REAP's development objectives.

Service Rules and Conditions

- **Duration:** Short-term consultancy ranging from 1 day and up to 3 months.
- **Location:** Based at PMU, Dehradun with extensive travel across project districts.
- **Reporting:** Submit progress reports, field visit notes, and any thematic reports as per project requirements.
- **Remuneration:** Commensurate with qualifications and experience (based on category A, B, or C).
- **Code of Conduct:** Comply with UGVS and REAP project guidelines on ethics, confidentiality, and conduct.
- **Working Hours:** Flexible to meet fieldwork demands and stakeholder engagement needs.

2. Consultant: Product and Feasible Business Development

Location of Service: Project Management Unit (PMU), Dehradun with frequent travels to the 13 project districts in Uttarakhand.

Reports to: Project Director, UGVS – REAP

Category of Consultant: Expert Consultant

Years of Experience: 15+ years relevant experience

Qualification and Experience:

- **Educational Qualification:**

- ✓ Post Graduate Degree/ Diploma in Agriculture, Allied sectors, Food Technology, Rural Engineering, Economics, Rural Management, Business Management or related disciplines from recognised institutions.

- **Experience:**

- ✓ Experience in agriculture/rural development sectors, specifically in product development and rural enterprise business development.
- ✓ Prior experience working with State Government, Central Government programs, or MFIs focusing on rural livelihoods (e.g., SRLM, NRLM) is mandatory.
- ✓ Demonstrated experience in agriculture value chains, especially facilitating buyer-seller engagements and market linkage development.
- ✓ Strong experience working with cluster-based rural organisations such as Farmer Producer Organisations (FPOs), Livelihood Collectives, Self-Help Groups (SHGs).
- ✓ Exposure in business development or marketing functions with a focus on agri-businesses and rural enterprises.

Skills and Competencies:

- ✓ Ability to conduct rapid market-demand and supply-side assessments and technology scouting for viable product ideas.
- ✓ Expertise in guiding community groups through establishing production units and value-added product lines.
- ✓ Competence in preparing and presenting regular progress reports, forecasts, and business plans (monthly, quarterly, annual).
- ✓ Strong analytical and multi-tasking skills; capable of prioritising and managing time effectively.
- ✓ Excellent written and verbal communication skills in English and Hindi.
- ✓ Proficiency in MS Office suite (Excel, Word, PowerPoint).
- ✓ Experience in team leadership and large-scale stakeholder coordination.

- ✓ Goal-oriented mindset with demonstrated ability to lead and coach teams.
- ✓ Energetic, flexible for extensive field visits and community-level engagements.

Roles and Responsibilities:

- ✓ Conduct rapid appraisals to analyse demand-supply dynamics and identify affordable, scalable product technologies suitable to local contexts.
- ✓ Support community organisations in setting up production units and developing production lines for identified products that have feasible market potential.
- ✓ Contribute to comprehensive business plans and strategies for rural enterprises and value chain development.
- ✓ Facilitate design and development of new non-farm rural products aligned with market needs and local resources, promoting cluster-based mass production approaches.
- ✓ Generate new product ideas leveraging local skills and resources; design financial and operational plans to support sustainable and profitable businesses.
- ✓ Facilitate product and enterprise certification, registration, and compliance with relevant statutory authorities.
- ✓ Map and analyse product life cycles considering competition, market demand, and profitability to inform strategic decisions.
- ✓ Promote initiatives for statutory and voluntary sustainability certifications and standards management. Additionally, manage Intellectual Property Rights (IPR), including patents, trademarks, Geographical Indications (GI), and ensure their protection at community and enterprise levels.
- ✓ Develop and implement effective onsite evaluation mechanisms for product/business outcomes and scale-up initiatives.
- ✓ Collaborate closely with the market access team to build and strengthen buyer-seller linkages and access to markets.
- ✓ Any other tasks assigned by the project to support REAP's development objectives.

Service Rules and Conditions:

- **Duration:** Short-term consultancy ranging from 1 day and up to 3 months.
- **Location:** Based at PMU, Dehradun with extensive travel across project districts.
- **Reporting:** Submit progress reports, field visit notes, and any thematic reports as per project requirements.
- **Remuneration:** Commensurate with qualifications and experience (based on category A, B, or C).
- **Code of Conduct:** Comply with UGVS and REAP project guidelines on ethics, confidentiality, and conduct.
- **Working Hours:** Flexible to meet fieldwork demands and stakeholder engagement needs.

3. Consultant: Rural Commodity Marketing

Location of Service: Project Management Unit (PMU), Dehradun with frequent travels to the 13 project districts in Uttarakhand.

Reports to: Project Director, UGVS – REAP

Category of Consultant: Expert Consultant

Years of Experience: 15+ years relevant experience

Qualification and Experience:

- **Educational Qualification:**

- ✓ Postgraduate Degree/ Diploma in Management with specialisation in Agribusiness, Agriculture, Agricultural Economics, Development Studies, Rural Management, or related fields from a reputed university/institute.

- **Experience:**

- ✓ Knowledge of channel sales/distribution with experience to handling a managerial role leading and managing teams.
- ✓ FMCG experience with rural market exposure is essential, along with distributor management experience preferred.
- ✓ Proven track record of working with government funded rural livelihood programs such as NRLM or equivalent livelihood interventions.
- ✓ Experience in strategic planning, M&E framework development, and performance monitoring is strongly preferred.
- ✓ Experience managing large-scale programs that increase farmer incomes and promote farm and non-farm livelihoods, preferably in hilly or difficult terrain regions of India.

Skills and Competencies:

- ✓ Strong leadership skills with ability to lead and coordinate with multidisciplinary teams.
- ✓ Excellent communication and presentation skills in Hindi and English.
- ✓ Proficiency in MS Office suite (Word, Excel, PowerPoint) for reporting and analysis.
- ✓ Analytical mindset with capacity to conduct market studies and synthesise findings to inform strategies.
- ✓ Energetic, proactive, and capable of frequent field and stakeholder engagement.

Roles and Responsibilities:

- ✓ Conduct comprehensive value chain analysis to enhance the marketability of rural commodities.
- ✓ Develop and strengthen sustainable backward and forward market linkages, locally and beyond, including avenues for export.

- ✓ Enhance institutional capacities of apex bodies such as federations, Livelihood Collectives (LCs), Cluster Level Federations (CLF-LCs), and Farmer Producer Organisations (FPOs) in branding, packaging, pricing, storage, and marketing techniques.
- ✓ Provide technical and strategic support to Farmer Producer Companies in procurement planning, outbound logistics, and data management.
- ✓ Promote sound financial management practices ensuring the profitability and sustainability of marketing operations.
- ✓ Conduct market studies to identify competitive advantages such as product differentiation, packaging innovations, pricing strategies, and client segmentation.
- ✓ Design and plan physical market infrastructure tailored to competitive marketing needs and linked with federations, CLFs, LCs, and FPOs.
- ✓ Facilitate development and promotion of rural markets, especially for fast perishable commodities; promote rural products through government establishments and maximise opportunities for trade fairs and exhibitions.
- ✓ Facilitate linkages between rural producers and markets via government schemes, private sector partners, and other institutions.
- ✓ Support preparation of project proposals, Detailed Project Reports (DPRs), expression of interest (EOIs), and respond to Requests for Proposals (RFPs) pertaining to rural commodity marketing initiatives.
- ✓ Support monitoring, evaluation, and reporting on marketing interventions and outcomes.
- ✓ Any other tasks assigned by the project to support REAP's development objectives.

Service Rules and Conditions:

- **Duration:** Short-term consultancy ranging from 1 day and up to 3 months.
- **Location:** Based at PMU, Dehradun with extensive travel across project districts.
- **Reporting:** Submit progress reports, field visit notes, and any thematic reports as per project requirements.
- **Remuneration:** Commensurate with qualifications and experience (based on category A, B, or C).
- **Code of Conduct:** Comply with UGVS and REAP project guidelines on ethics, confidentiality, and conduct.
- **Working Hours:** Flexible to meet fieldwork demands and stakeholder engagement needs.

4. Consultant: Dairy Development & Animal Husbandry

Location of Service: Project Management Unit (PMU), Dehradun with frequent travels to the 13 project districts in Uttarakhand.

Reports to: Project Director, UGVS – REAP

Category of Consultant: Expert Consultant

Years of Experience: 15+ years relevant experience

Qualification and Experience:

- **Educational Qualification:**

- ✓ Post Graduate Degree/ Diploma in Veterinary Science, Animal Husbandry, Dairy Technology, or other related fields from a recognised university/institute.

- **Experience:**

- ✓ Experience in supervisory or technical roles focused on livestock production and value chain development.
- ✓ Demonstrated history of delivering measurable results in livestock/dairy production enhancement and commercialisation.
- ✓ Experience working with rural stakeholders, government departments, pastoralists, and private sector in livestock or dairy development projects.

Skills and Competencies:

- ✓ Ability to foster collaborative relationships, promote organisational learning.
- ✓ Open to new ideas, adaptive to local conditions, and capable of knowledge sharing.
- ✓ Strong communication and presentation skills in Hindi and English.
- ✓ Proficiency in MS Office suite (Word, Excel, PowerPoint) for documentation and reporting.
- ✓ Energetic with strong field orientation and the ability to engage with diverse stakeholders.
- ✓ Analytical skills for value chain assessment and data collection related to livestock breeds and categories.

Roles and Responsibilities:

- ✓ Conduct comprehensive assessment and analysis of livestock value chains with a focus on dairy, meat, and other livestock-based products.
- ✓ Support development of operational guidelines, manuals, and tools; periodically monitor project performance and outcomes.
- ✓ Develop and implement context-sensitive strategy and detailed work plans aligned with local agro-ecological conditions and beneficiaries' demand/supply characteristics.

- ✓ Strengthen capacities of local institutions, communities, and other stakeholders involved in livestock development under REAP. Foster positive and sustained relationships with project stakeholders.
- ✓ Promote commercialisation of livestock products by engaging pastoralists and producers through market systems approaches and value chain interventions.
- ✓ Facilitate widespread access to modern animal production technologies and veterinary services for REAP beneficiaries through partnerships with private sector and government bodies under PPP arrangements.
- ✓ Systematically identify and assess viable livestock/dairy value chain development and commercialisation opportunities.
- ✓ Coordinate detailed data collection on livestock breeds (small and large), classified by their purpose (dairy, meat, other) to inform interventions.
- ✓ Develop and recommend appropriate technical interventions tailored to hill/mountain agro-climatic conditions, promoting best practices in animal management and husbandry.
- ✓ Any other tasks assigned by the project to support REAP's development objectives.

Service Rules and Conditions:

- **Duration:** Short-term consultancy ranging from 1 day and up to 3 months.
- **Location:** Based at PMU, Dehradun with extensive travel across project districts.
- **Reporting:** Submit progress reports, field visit notes, and any thematic reports as per project requirements.
- **Remuneration:** Commensurate with qualifications and experience (based on category A, B, or C).
- **Code of Conduct:** Comply with UGVS and REAP project guidelines on ethics, confidentiality, and conduct.
- **Working Hours:** Flexible to meet fieldwork demands and stakeholder engagement needs.

5. Consultant: Monitoring & Evaluation

Location of Service: Project Management Unit (PMU), Dehradun with frequent travels to the 13 project districts in Uttarakhand.

Reports to: Project Director, UGVS – REAP

Category of Consultant: Expert Consultant

Years of Experience: 15+ years relevant experience

Qualification and Experience:

- **Educational Qualification:**

- ✓ Postgraduate degree/ diploma in Social Sciences, Statistics, Development Studies, Agriculture, Economics, Management, or related disciplines.

- **Experience:**

- ✓ Experience in designing, implementing, and managing M&E systems for government or externally aided development projects (preferably in rural development/ agriculture/ livelihood sectors).
- ✓ Experience in capacity-building of project teams and partner organisations on M&E frameworks and tools.
- ✓ Experience working with large datasets using software such as MS Excel, SPSS, SAS, or other statistical/ project management applications.

Skills and Competencies:

- ✓ Advanced proficiency in analytical tools and statistical software such as, SPSS, SAS, MS-Excel, R, etc.
- ✓ Strong ability to design and adapt M&E methodologies, indicators, and tools aligned with project logical frameworks and donor requirements.
- ✓ Excellent interpersonal, facilitation, interview, and group engagement skills.
- ✓ Strong written and verbal communication skills in English and Hindi.
- ✓ Proficiency with MS Office Suite.
- ✓ Energetic and proactive with the ability to work in teams and independently.
- ✓ Analytical mindset with attention to detail and quality assurance in data management.

Roles and Responsibilities:

- ✓ Design, develop, and regularly update the project's M&E framework, indicators, and tools consistent with the Project Logical Framework and RIMS.
- ✓ Carry out baseline, midterm, and end-line assessments, including specialised studies such as AOS (Assessment of Strengths), COI (Cost of Inaction), KAP (Knowledge, Attitudes, Practices), and Rapid Impact Monitoring Systems related surveys.

- ✓ Conduct primary and secondary research including thematic studies, case studies, beneficiary/client satisfaction surveys, and field monitoring.
- ✓ Develop Terms of Reference for external evaluations, research studies, and surveys.
- ✓ Reviewing and ensuring data quality and accuracy from field sites; provide timely feedback and corrective actions for improvement.
- ✓ Support the development and enhancement of project MIS systems by integrating M&E data streams.
- ✓ Build capacity of project staff and partner organisations through training and mentoring on M&E methodologies, tools, and best practices.
- ✓ Prepare detailed data analysis reports and presentations for internal and external stakeholders.
- ✓ Facilitate consensus building on monitoring results and project adjustments with project management teams.
- ✓ Provide technical support to project teams for evidence-based decision-making and adaptive management.
- ✓ Any other tasks assigned by the project to support REAP's development objectives.

Service Rules and Conditions:

- **Duration:** Short-term consultancy ranging from 1 day and up to 3 months.
- **Location:** Based at PMU, Dehradun with extensive travel across project districts.
- **Reporting:** Submit progress reports, field visit notes, and any thematic reports as per project requirements.
- **Remuneration:** Commensurate with qualifications and experience (based on category A, B, or C).
- **Code of Conduct:** Comply with UGVS and REAP project guidelines on ethics, confidentiality, and conduct.
- **Working Hours:** Flexible to meet fieldwork demands and stakeholder engagement needs.

6. Consultant: Community Institutions Building and Good Governance

Location of Service: Project Management Unit (PMU), Dehradun with frequent travels to the 13 project districts in Uttarakhand.

Reports to: Project Director, UGVS – REAP

Category of Consultant: Expert Consultant

Years of Experience: 15+ years relevant experience

Qualification and Experience:

- **Educational Qualification:**

- ✓ Postgraduate degree/ diploma in Social Sciences, Master of Social Work (MSW), Economics, Development Studies, Development Economics, or related discipline.

- **Experience:**

- ✓ Experience in building, strengthening, and managing community institutions.
- ✓ Demonstrated experience in promoting good governance, transparency, accountability, and gender mainstreaming in rural development programs.
- ✓ Experience working with Self-Help Groups (SHGs), federations, village-level organisations, FPOs and other rural community collectives.

Skills and Competencies:

- ✓ Strong interpersonal skills, coordination and open dialogue among stakeholders.
- ✓ Openness to new ideas and commitment to organisational learning and adaptive management.
- ✓ Excellent writing, documentation, communication, and presentation skills in Hindi and English.
- ✓ Proficient in MS Office suite (Word, Excel, PowerPoint) for documentation and reporting.
- ✓ Energetic, field-oriented, with capacity to work collaboratively in diverse teams.
- ✓ Ability to develop training manuals, modules, guidelines, and assessment tools.

Roles and Responsibilities:

- ✓ Develop, revise and implement capacity enhancement modules focused on good governance and institutional strengthening of community organisations.
- ✓ Facilitate capacity building activities for promoting transparency, accountability, and participatory governance.
- ✓ Conduct system reviews to ensure compliance with best practices and continuous improvement of community institutions.
- ✓ Prepare manuals, training modules, guidelines, and toolkits to strengthen governance and operational effectiveness of rural institutions.

- ✓ Conduct rigorous assessments of community institutions to identify strengths, gaps, and areas for improvement.
- ✓ Support community organisations in enhancing their business skills to achieve competitive advantages in market access and product promotion.
- ✓ Facilitate linkages between community institutions and markets for productive trade and economic engagement.
- ✓ Explore and introduce suitable new technologies to improve community engagement, information sharing, and governance.
- ✓ Provide technical support for integrating livelihood and other development interventions within community institutional frameworks.
- ✓ Support preparation of project proposals, Detailed Project Reports (DPRs), Expressions of Interest (EOIs), and Request for Proposals (RFPs) related to community institution strengthening and governance initiatives.
- ✓ Any other tasks assigned by the project to support REAP's development objectives.

Service Rules and Conditions:

- **Duration:** Short-term consultancy ranging from 1 day and up to 3 months.
- **Location:** Based at PMU, Dehradun with extensive travel across project districts.
- **Reporting:** Submit progress reports, field visit notes, and any thematic reports as per project requirements.
- **Remuneration:** Commensurate with qualifications and experience (based on category A, B, or C).
- **Code of Conduct:** Comply with UGVS and REAP project guidelines on ethics, confidentiality, and conduct.
- **Working Hours:** Flexible to meet fieldwork demands and stakeholder engagement needs.

7. Consultant: Drudgery reduction and Women Participation

Location of Service: Project Management Unit (PMU), Dehradun with frequent travels to the 13 project districts in Uttarakhand.

Reports to: Project Director, UGVS – REAP

Category of Consultant: Expert Consultant

Years of Experience: 15+ years relevant experience

Qualification and Experience:

- **Educational Qualification:**

- ✓ Postgraduate degree/ diploma in Social Sciences, Master of Social Work (MSW), Economics, Development Economics, Gender Studies, or related discipline.

- **Experience:**

- ✓ Experience in community-based organisation development, gender mainstreaming, and social mobilisation.
- ✓ Proven track record in organising awareness campaigns/forums aimed at reducing drudgery practices affecting women.
- ✓ Experience in conducting gender-focused studies, women empowerment initiatives, and policy advocacy related to livelihoods and market access.

Skills and Competencies:

- ✓ Ability to foster close coordination within community groups and stakeholders.
- ✓ Openness to new ideas and adaptive learning within community-based organisations (CBOs).
- ✓ Excellent communication, presentation, and facilitation skills in both Hindi and English.
- ✓ Proficiency in preparing training curricula, manuals, and IEC materials.
- ✓ Strong organisational skills and capability to work with MS Office suite (Word, Excel, PowerPoint).
- ✓ Energetic, motivated, and capable of engaging effectively in field and stakeholder environments.

Roles and Responsibilities:

- ✓ Develop customised training modules and supporting materials on gender mainstreaming tailored to community's perspective.
- ✓ Design and produce a comprehensive Handbook on Social Mobilisation for use by field practitioners.
- ✓ Prepare multiple contextual IEC materials for sensitising diverse stakeholders on gender, drudgery reduction, and women's participation.

- ✓ Plan and conduct awareness campaigns/forums focused on eliminating drudgery practices that impede women's productive participation.
- ✓ Undertake short studies and research analysing household violence and drudgery that negatively affect women's participation in livelihoods.
- ✓ Conduct targeted studies on women's participation, empowerment, and barriers within rural enterprises and community institutions.
- ✓ Support policy analysis and advocacy for reforms improving women's livelihoods and market access.
- ✓ Support development of project proposals, Detailed Project Reports (DPRs), Expressions of Interest (EOIs), and Request for Proposals (RFPs) related to gender mainstreaming and women's empowerment initiatives.
- ✓ Collaborate closely with other project teams and stakeholders to ensure integration of gender and social inclusion principles across project activities.

Service Rules and Conditions:

- **Duration:** Short-term consultancy ranging from 1 day and up to 3 months.
- **Location:** Based at PMU, Dehradun with extensive travel across project districts.
- **Reporting:** Submit progress reports, field visit notes, and any thematic reports as per project requirements.
- **Remuneration:** Commensurate with qualifications and experience (based on category A, B, or C).
- **Code of Conduct:** Comply with UGVS and REAP project guidelines on ethics, confidentiality, and conduct.
- **Working Hours:** Flexible to meet fieldwork demands and stakeholder engagement needs.

8. Consultant: Knowledge Management & Dissemination

Location of Service: Project Management Unit (PMU), Dehradun with frequent travels to the 13 project districts in Uttarakhand.

Reports to: Project Director, UGVS – REAP

Category of Consultant: Expert Consultant

Years of Experience: 15+ years relevant experience

Qualification and Experience:

- **Educational Qualification:**

- ✓ Graduation in Mass Communication, Journalism, or related discipline. Postgraduate degree/ diploma in Mass Communication or Journalism is desirable.

- **Experience:**

- ✓ Experience in developing, writing, editing, and publishing communication materials related to Community Based Organizations (CBOs), gender mainstreaming, and awareness campaigns.
- ✓ Proven track record of managing KM systems, documentation, and dissemination activities in development projects.

Skills and Competencies:

- ✓ Excellent written and verbal communication skills in Hindi and English.
- ✓ Strong command over MS Office suite (Word, Excel, PowerPoint) and digital communication platforms.
- ✓ Familiarity with audio-visual tools and content management systems.
- ✓ Ability to work proactively with minimal supervision.
- ✓ Analytical and creative approach to knowledge capture and dissemination.
- ✓ Energetic with facilitation and presentation skills to engage varied stakeholders effectively.

Roles and Responsibilities:

- ✓ Develop and implement effective knowledge management structures tailored to the project context and stakeholder needs.
- ✓ Design and deploy tools and methodologies for systematic knowledge capture, including literary and visual content (case studies, success stories, technical papers).
- ✓ Conduct studies to assess the impact of KM initiatives on project households and stakeholders.
- ✓ Capture, document, and archive case studies from various stages of project implementation and impact.

- ✓ Identify and categorize stakeholders for targeted engagement in knowledge gathering and dissemination processes.
- ✓ Develop cost-effective and efficient communication channels and dissemination tools for spreading knowledge among communities and partners.
- ✓ Produce and disseminate technical publications, newsletters, reports, and audiovisual content on farm and non-farm value chains developed under the project.
- ✓ Facilitate knowledge exchange forums and events for peer learning and replication.
- ✓ Facilitate preparation of project proposals, Detailed Project Reports (DPRs), Expressions of Interest (EOIs), and Requests for Proposals (RFPs), particularly related to KM and communications.
- ✓ Collaborate closely with various project teams to integrate KM into all aspects of project implementation.
- ✓ Provide advisory support on the use of digital and audiovisual tools for knowledge dissemination.

Service Rules and Conditions:

- **Duration:** Short-term consultancy ranging from 1 day and up to 3 months.
- **Location:** Based at PMU, Dehradun with extensive travel across project districts.
- **Reporting:** Submit progress reports, field visit notes, and any thematic reports as per project requirements.
- **Remuneration:** Commensurate with qualifications and experience (based on category A, B, or C).
- **Code of Conduct:** Comply with UGVS and REAP project guidelines on ethics, confidentiality, and conduct.
- **Working Hours:** Flexible to meet fieldwork demands and stakeholder engagement needs.

Submission Requirements- Annexure A

Interested Individual Consultants should submit:

- Updated Curriculum Vitae (CV)
- Covering letter indicating area(s) of expertise
- Copies of educational and professional qualifications
- Details of relevant experience/assignments

Selection Criteria- Annexure B

No.	Criteria	Maximum Marks
1	Educational / Professional Qualification (Relevance, level, certifications)	20
2	Overall Professional Experience (No. of years, relevance to sector)	20
3	Relevant Assignment Experience (IFAD/World Bank/Govt./development projects, similar roles)	25
4	Technical Competency & Skills (audit/procurement/M&E/enterprise/training etc. as applicable)	15
5	Experience in Field/Community/Project Environment	10
6	Understanding of Assignment / Cover Note Quality	10
	Total	100

Empanelment shall be carried out in accordance with the prescribed selection criteria. Being empanelled does not confer any right to engagement. Consultants will be hired as and when required, based on assignment-specific Terms of Reference (TORs).

Remunerations: The remunerations for the Expert Consultant is fixed at INR 8,150/day, plus boarding and lodging expenses.