



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

**REQUEST FOR EXPRESSIONS OF INTEREST
FOR**

**Engagement of Deputy Director (Human Resources & Training)
On Deputation / Contractual / Retired Personnel**

Ref. No: 290/DD/ICS/2026
Issue date: 04.08.2026
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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.

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REQUEST FOR EXPRESSIONS OF INTEREST

For

Engagement of Deputy Director (Human Resources & Training) on Deputation / Contractual / Retired Personnel

INDIA

Rural Enterprises Acceleration Project (REAP)

Reference no. 290/DD/ICS/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 **Engagement of Deputy Director (HR & Training) on Deputation / Contractual / Retired Personnel**.

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 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 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.

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.

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>.

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.
- (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) The Uttarakhand Gramya Vikas Samiti (UGVS) now invites eligible Individual consultant ("consultants") on Deputation / Contractual / Retired Personnel basis 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's 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 info@ugvs.org CC to sr.procurement@ugvs.org and procurement@ugvs.org no later than 07.08.2026. The client will provide responses to all clarification requests by 11.08.2026.

Expressions of interest as per the submission requirement of annexure A must be submitted via e-mail to info@ugvs.org CC to sr.procurement@ugvs.org and procurement@ugvs.org no later than 18.08.2026 till 5:00 PM.

Duration of the contract period: Initially for 1 Year and may be extended annually bases on performance.

The detailed Terms of Reference (TORs) for the services listed below, along with the corresponding selection criteria in Annexure "B"

Yours sincerely,

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

Terms of Reference

1- Background-

The Uttarakhand Gramya Vikas Samiti (UGVS) is implementing the Rural Enterprise Acceleration Project (REAP), financed by the International Fund for Agricultural Development (IFAD), Government of India, and Government of Uttarakhand. UGVS intends to fill vacant position of one Deputy Director (Human Resources & Training) and Administrative functions under the Project.

Position Purpose: Ensure that all administrative and human resource management functions are efficiently and transparently fulfilled as per the F & A rules and HR Policies and Procedures of the project.

Educational Qualification and Experience:

- **For Deputation: Education Qualification:** MBA in (HR) and Officers holding posts of Pay Matrix Level 10.
- **Experience:** Minimum 5 years of relevant experience with Govt. Externally Aided Projects

OR

- **For Contractual Appointment (Open Market): Education Qualification:** MBA in (HR)
- **Experience:** Minimum 5 years of relevant experience with Govt. Externally Aided Projects

OR

- **For Retired Personnel: Education Qualification:** MBA in (HR).
- **Experience:** Minimum 5 years of relevant experience with Govt. Externally Aided Projects

Relevant Training: Proficient in computer applications particularly MS office (desirable).

Additional Skills:

Good communication skills. Proactive, work with minimum supervision, ability to empathise, good listener and capability to cope up with stress.

Roles and Responsibilities:

Administrative functions:

- Maintain inventory of office equipment with clear inventory codes and its location.
- Manage office supplies - stationery and other materials used in the maintenance and upkeep of the office.
- Manage service contracts for maintaining office equipment, vehicles and motor bikes.
- Check log books of vehicles to ensure use of vehicles by authority and its adherence for the purpose. Check fuel efficiency and fuel tracking of all the project vehicles.

- Ensure cleanliness and good housekeeping of the office including safety during and after office hours.
- Ensure regular payments of utilities bills and rental charges.
- Issuing of notices, appointment letters, administrative/finance related letter, and signing of any contract agreement on the behalf of the Project Director, where such signing authority shall be delegated by the Project Director.

Human Resources management:

- Develop and implement HR strategies and initiatives aligned with the overall project goals.
- Manage the recruitment and selection process.
- Prepare a potential talent pool directory for future hiring / on-boarding Documentation for staff management i.e. staff files kept with allocated codes/serial numbers, staff leave records etc.
- Maintain attendance register and consolidate the record towards the end of the month and submit the report to Finance Controller and to Project Director- staff present, absent, on leave.
- Prepare annual training and capacity building plans for the Human Resources.
- Ensure utilization of human resources in an optimal manner.
- Setting up timeline for onboarding of required staff and consultancies and adhering to the same.
- Leverage online sites and services for reaching maximum number of candidates while recruiting.
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the project.
- Management of support staff as per tasks entrusted to them.
- Devise and implement transparent performance appraisal system.
- Build team work and culture within the Project for optimum utilisation of manpower.
- One to one goal setting for work effectiveness and retention of employees.
- Appropriate manpower planning and recruitment process considering the attrition rate.
- Identification of employees' capacity building needs and make provision for need based trainings.
- Evaluate the impact of trainings and other measures for staff capacity building.
- Knowledge sharing and other tasks to improve efficiency of employees.
- Arranging logistics and making hospitality arrangement for visiting consultants and other guests.

Other tasks:

- Maintain roster of events and ensure timely and quality preparation for interviews, staff meetings, board meetings, partners meeting, conferences, missions and other events as determined by the management.
- Advertise for staff recruitment and manage the responses to advertisements.
- Manage mails and parcels inward and outward dispatch.
- Follow the Code of Conduct including formal dress code to maintain the decorum of the Project.
- Prompt response to telephone calls, SMS's, e-mails and other communications related to tasks and responsibilities.
- Any other tasks assigned by the Project Director.

Eligibility Conditions

- The applicant must be an Indian Citizen.
- The candidate must possess the prescribed educational qualification from a recognized University/Institution.

- The required experience shall be counted up to the last date of submission of applications.
- Candidates applying on deputation must submit a No Objection Certificate (NOC) from the parent department before appointment.
- Retired personnel must have retired from Government/Autonomous Bodies/Public Sector Organizations without any vigilance or disciplinary proceedings.
- The selected candidate shall be required to produce original certificates and testimonials for verification before joining.
- UGVS-REAP reserves the right to reject any application found incomplete or containing false information.

Age Limit

- **Deputation:** As per deputation rules Government of Uttarakhand
- **Contractual (Open Market):** Preferably not more than **50 years** on the last date of application.
- **Retired Personnel:** Not more than **62 years** on the last date of application. Should be medically fit and free from any vigilance or disciplinary proceedings at the time of retirement

Duration of the contract period: The engagement shall initially be for one (1) year and may be extended annually based on satisfactory performance, project requirements, and availability of funds

Location: UGVS-REAP, PMU, Dehradun.

Reporting Line: Project Director, UGVS-REAP

Expected Date of Joining: within 15 Days/ Immediate will be preferred.

Total monthly emoluments: As per table given below: -

For Deputation	For Contractual Appointment (Open Market)	For Retired Personnel
As per deputation rules, Govt. of Uttarakhand	INR 55,000/- PM (Consolidated)	As per Govt. Rules and UGVS F&A Rules

Submission Requirements- Annexure A

Interested Candidate should submit the documents:

Sl. No.	Document	Yes/No
1	Covering letter	
2	Application Form	
3	Copies of Educational and Professional qualifications	
4	Computer Certificate (in case of contractual appointment)	
5	NOC of parental department for Deputation	

Note: Please mention “Application for Dy. Director (HR&T)” in the email subject line. Please note that only shortlisted candidates will be contacted.

Selection Criteria- Annexure B

Sl. No.	Criteria	Maximum Marks
1	Educational / Professional Qualification: For Deputation: MBA (HR) with officers holding a post in Pay Matrix Level-10. For Contractual: Appointment (Open Market): MBA (HR) from a recognized University/Institution. For Retired Personnel: MBA (HR). i) Less than required qualification: - 0 Marks ii) Complete required qualification: - 25 Marks	25
2	Relevant Professional Experience: Post Qualification: Minimum five (5) years of relevant experience with govt. externally aided project in Human Resource Management & Administration, Public Sector, Externally Aided Projects: IFAD, World Bank, ADB, etc., Experience in field coordination, community institutions, and project implementation shall be considered an added advantage. Marking Pattern: for relevant experience with Govt. Externally Aided Project. i. Less than 05 years: 0 Marks ii. 05 Years complete: 15 Marks iii. >05 to 10 Years: 25 Marks iv. >10 to 15 Years: 30 Marks v. >15 Years: 35 Marks	35
3	Computer Proficiency Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and use of digital office applications. (Documentary proof/certificate to be attached).	10
4	Interview (Virtual or in Person)	30
	Total	100

- Candidates securing a minimum of 80% marks out of 70 in the preliminary evaluation (Qualification, Experience, and Computer Proficiency) shall be shortlisted for the interview. The final merit list shall be prepared based on the combined score out of 100 marks (70 marks preliminary evaluation + 30 marks interview). The candidate securing the highest combined score, subject to fulfilment of eligibility criteria, shall be recommended for selection.
- In case two or more candidates obtain the same combined score, preference shall be given to the candidate having higher relevant experience in Government Externally Aided Projects. If the tie still persists, the candidate with longer post-qualification relevant experience shall be ranked higher.
- UGVS-REAP reserves the right to cancel, modify, or withdraw this REOI at any stage without assigning any reason. No correspondence shall be entertained regarding the selection process.

Uttarakhand Gramya Vikas Samiti (UGVS)
Rural Enterprise Acceleration Project, REAP (IFAD Assisted)
APPLICATION FORM

1.	Position applied for		Affix a recent passport size photograph duly attested by the candidate
2.	Advertisement No.		
3.	Name (in capital letters)		
4.	Father's/Husband's name		
5.	Date of birth (DD/MM/YYYY):		
6.	Marital status		
7.	Aadhar number		
8.	PAN No.		
9.	Email id		
10.	Contact Mobile Number		
11.	Postal address for communication with pin code		
12.	Permanent address with pin code		
13.	Notice Period/Time required to join if selected		

14. Educational/Professional and Technical Qualifications (Starting from class 12) (please attach a copy of all relevant certificates duly self-attested):

Sl. No.	Examination Passed	Name of the Board/ University	Subjects/Stream	Duration of Degree/ Diploma	Year of Passing

15. Details of post qualification employment in reverse chronological order (Attach separate sheet, if necessary) (please attach a copy of all relevant experience certificates duly self-attested):

Sl. No.	Department / Organization	Post held	Period of employment		Pay Matrix Level/ Consolidated Emoluments (Rs.)
			From	To	

16. **Curriculum Vitae:** Attach a signed copy of latest CV.

17. **References:**

(i)	Name: Designation & Organization: Postal address: E-mail id Mobile No.	
(ii)	Name: Designation & Organization: Postal address: E-mail id Mobile No.	
(iii)	Name: Designation & Organization: Postal address: E-mail id Mobile No.	

DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained above and mentioned in the advertisement and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information, which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any engagement in the project and if already engaged for any assignment in the project, my engagement will be terminated forthwith.

Place:

Date:

Signature of the Applicant