

## Website Advertisement

Advt. No.: SIDBI/GCFV/GCF-IRMF/2023-24/T002296234 DATED 05-07-2023

### TERMS OF REFERENCE

**Hiring 02 number of individual experts for monitoring and evaluation (M&E) under Integrated Result Management Framework (IRMF) of the Green Climate Fund Program**

**Small Industries Development Bank of India (SIDBI)** is seeking to hire two individual experts (02) on full time basis for designing, development and implementation of the Integrated Result Management Framework (IRMF). The interested candidates may submit their application based on the scope of work given below.

#### **1. Background**

##### **1.1 Small Industries Development Bank of India (SIDBI)**

Small Industries Development Bank of India (SIDBI) was established on April 2, 1990, under an Act of Indian Parliament. It is the principal financial institution for the promotion, financing and development of Micro, Small & Medium Enterprises (MSMEs). To improve productivity and competitiveness of MSME sector through energy efficiency (EE) measures, SIDBI has undertaken several initiatives which include development assistance and line of credits from The World Bank, Japan International Cooperation Agency (JICA), Kreditanstalt für Wiederaufbau (KfW) and Agence Française de Développement (AFD).

SIDBI is accredited by Green Climate Fund (GCF) as a Direct Access Entity (DAE).

##### **1.2 Green Climate Fund (GCF)**

Green Climate Fund (GCF) is designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (UNFCCC) and is currently world's largest environmental fund. The decision to set up the Green Climate fund (GCF) was taken at the Conference of Parties (CoP) 16 at Cancun in December 2010. The GCF was operationalized at COP 17 in Durban in 2011. It is head quartered in Songdo, Incheon City, Republic of Korea.

The fund aims to promote a paradigm shift towards low emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their Greenhouse Gas (GHG) Emissions and to adapt to the impacts of climate change. The fund also strives to maximize the impact of its funding (for adaptation and mitigation), as it seeks a balance between the two while promoting environmental and socio-economic developmental co-benefits and takes a gender- sensitive approach.

##### **1.2.1 Integrated Result Management Framework (IRMF<sup>1</sup>)**

The GCF Board has adopted a new Integrated Results Management Framework (IRMF) that supersedes the previous GCF Results Management Framework (RMF) and Performance Measurement Frameworks (PMFs). While the IRMF strengthens the GCF's approach to results monitoring and evaluation, Accredited Entities (AEs) have to ensure that their project monitoring and reporting frameworks and systems are fit-for-purpose to generate data needed to report on progress against the new set of indicators.

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<sup>1</sup> <https://www.greenclimate.fund/sites/default/files/document/irmf-policy.pdf>

## 2. Vacancies:

The selected candidates shall be attached on full time basis with SIDBI under Integrated Result Management Framework of the Green Climate Fund Program. The expected duration of the contract is 1 year which may be extended based on the project requirements.

Please refer to the subsequent paragraphs about the eligibility criteria, educational qualification, work experience, and emolument given under the job descriptions.

## 3. Objective of the Assignment

- ▶ SIDBI seeks to engage **two (02) number of Monitoring and Evaluation Experts (M&E Expert)** for designing, development and implementation of monitoring and evaluation of the activities for the climate change projects and programs are being implemented to enhance the accountability and learnings
- ▶ The experts shall also develop related tools and solutions for monitoring the SIDBI's projects supported by Green Climate Fund as well as other projects assisted by SIDBI under its Green Finance Scheme
- ▶ The experts shall also be required to impart and disseminate the training/capacity building of SIDBI Officials and other stakeholders on the Integrated Result Management Framework

## 4. Tasks and Responsibilities

The experts will be responsible for the following tasks:

- a) To co-ordinate with the consultancy firm being hired for developing the IRMF training modules
- b) Reviewing the current monitoring and evaluation systems and frameworks of GCF to climate change projects and programs, including data collection, analysis, and reporting mechanisms.
- c) Conducting a comprehensive analysis of the key indicators used to measure the impact, effectiveness, and sustainability of GCF climate change interventions
- d) Identifying the existing data gaps and limitations in the monitoring and evaluation system and suggesting appropriate strategies for addressing them.
- e) Developing and implementing a monitoring and evaluation framework as well as the tools & solutions for climate change projects and programs, including the development of monitoring tools and the establishment of baseline data as per the IRMF guidelines
- f) Conducting regular field visits to project sites to monitor the progress and performance of the projects and programs, and to verify the accuracy and completeness of the data collected
- g) Providing technical assistance to project staff and partners in the design, implementation, and monitoring of project activities, and in the use of monitoring and evaluation tools and techniques.
- h) Analyzing and interpreting the monitoring and evaluation data collected and preparing periodic reports to, GCF, SIDBI Mangers, Project Proponents, Executing Entity highlighting the progress, achievements, and challenges faced

- i) Identifying and documenting best practices, lessons learned, and recommendations for improvement in the design and implementation of GCF's climate change projects and programs.
- j) Ensure the effective dissemination of training through conducting training sessions/workshops with the participants. The experts shall be required to provide training and build capacities of SIDBI, Executing Entity, Project Proponents, and other stakeholders etc.

## 5. Qualifying Criteria for the M&E Expert:

### A. Essential:

- a) At least a Bachelor's degree in engineering / technology, economics, climate / environmental sciences, or a related field.
- b) The experts should have at least 3 years of post qualification experience preferably on monitoring and evaluation of energy efficiency / environmental / infrastructural / other projects.
- c) Age as on March 31, 2023: not exceeding 45 years.

### B. Desirable

- a) The experts should have familiarity with international best practices in M&E, including the OECD-DAC evaluation criteria, the SDGs, and the Paris Agreement on Climate Change.
- b) Excellent analytical and report writing skills, with the ability to present complex information in a clear and concise manner
- c) Strong interpersonal and communication skills, with the ability to work effectively with diverse stakeholders, including project staff, partners, and donors.
- d) Experience in the use of monitoring and evaluation tools and techniques, including data collection, analysis, and reporting.
- e) Experience in working with Government Ministries/Departments, Public Sector Undertakings or financial institutions would be an added advantage. Experience in working with international development organizations on climate change and familiarity with their policies and procedures would be desirable.

## 6. Deliverables:

The experts will be expected to deliver the following:

- a) Carry out analysis of the existing monitoring and evaluation system and frameworks of GCF related to climate change projects and programs, including data collection, analysis, and reporting mechanisms.
- b) Preparing a detailed monitoring and evaluation plan for GCF's climate change projects and programs, including the development of monitoring tools and the establishment of baseline data.
- c) Preparing regular monitoring reports, including progress reports and periodic evaluations of GCF/SIDBI's climate change projects and programs, highlighting the progress, achievements, and challenges faced.

- d) Documentation of best practices, lessons learned, and recommendations for improvement in the design and implementation of GCF's climate change projects and programs.
- e) Develop a strategy on how the results/potential indicators are identified, how to devise the means of verification.
- f) Developing a strategy to identify how progress will be measured against those strategies and towards those objectives.
  - tools to measure, evaluate and effectively report whether progress is being made
  - Understand why progress is (or is not) being made
  - Identify how performance can be improved
- g) Develop the core and supplementary indicators, baseline which are -Specific, Measurable, Achievable, Relevant and Time-bound for an effective roll out of the interventions and subsequent concurrent monitoring and evaluation exercises in line with the relevant GCF Standards
- h) Strategies to be developed in preparing for the scorecard-based assessments of the interim and final evaluation on paradigm shift and enabling environment which would result in preparing a robust strategy for the M&E requirements under IRMF
- i) Devise processes and methodologies for core climate change mitigation and adaptation outcome indicators with supplementary indicators associated with GCF's result areas
- j) Develop a working methodology to account for the GHG emissions from a set of activities pertaining to several Mitigation Result Areas (MRAs), adaptation benefits to adaptation result areas (ARAs) and other co-benefits in line with the available international best practices
- k) Devise and manage interim and final evaluations, including assessment of projects / programmes' contributions to paradigm shift to assess the program results ex-post of GCF investment
- l) Develop a deeper understanding of the GCF results architecture to measure GCF Impact Level such as the Paradigm Shift Potential in-line with IRMF, where project/programme is expected to be monitored by applying the three assessment dimensions i.e., scale, replicability, and sustainability to better measure its' contributions towards the Paris Agreement
- m) Help to quantify the ex-post GCF investment to the rolled-out programme based on the specific tool to calculate the Social/Economic Return on Investment
- n) Assimilate the concept of Enabling Environment in proposal and the program there of that could measure the outcome with a combination of qualitative and quantitative indicators on Institutional and regulatory frameworks, innovation, market development and knowledge generation, management and learning, inter-alia allowing to better measure the contributions to SDGs
- o) Improved data collection and data management systems and statistically evaluate in line with the new indicators laid down in the IRMF
- p) Qualitatively and quantitatively analyze the data generated and develop that into a reporting format as per the IRMF guidelines

## 7. Compensation:

- a) The compensation may be in the range of ₹1,50,000/- to ₹2,00,000/- per month (all inclusive) plus GST. However, the above range shall be negotiable and shall not be a constraint for the deserving candidates.
- b) Remuneration mentioned above is only indicative. Actual remuneration shall depend upon the current CTC and other terms & conditions of appointment.
- c) Final emoluments would be bifurcated into two parts (i) fixed monthly payment of 75% of the monthly remuneration and (ii) performance linked variable payment of 25% of the monthly remuneration and would be paid quarterly upon achieving milestones/targets.
- d) On successful completion of every year of engagement, the contract personnel will be eligible for annual increment at the rate of 5% during subsequent year of engagement. The increment will be given from the first day of month subsequent to the month in which you complete the year.

## 8. Tenure & Duty Station:

- a) The duration of the contract shall be for a period of 1 year which shall be extendable until completion of the assignment, subject to annual/periodical review and satisfactory performance.
- b) Contract can be terminated by giving 01 month's notice on Bank side and three months notice or three month's remuneration from Expert Side, provided that such notice or compensation in lieu thereof shall not be necessary on the part of SIDBI where the termination is for any misconduct or unsatisfactory performance of which SIDBI shall be the sole judge. There shall be no obligation on the part of SIDBI, either to renew the contract at the end of 01 year or to issue a formal order of termination of contract.
- e) The Expert shall be stationed at Green Climate Finance Vertical (GCFV) at New Delhi and to make regular visits to project sites as required.

## 9. Selection Process:

- a) The applications received shall be screened for eligibility. The candidates may be shortlisted for selection.
- b) The SIDBI reserves the right to shortlist the number of candidates for selection out of eligible candidates.
- c) Due to prevalent pandemic situation, based on the requirement and discretion of SIDBI, selection process may be conducted online.

## 10. Leave Details:

The Expert shall be eligible for leave as under:

- a) 10 Casual Leaves (CL) in a calendar year, subject to the limit of 3 CL in first 3 months.
- b) Ordinary Leave (OL) of 20 days p.a. to be credited at the rate of 05 days at the end of every 3 months. Accordingly, no OL can be availed/encashed before the completion of 3 months of service.
- c) If you leave the job during the contract period, SIDBI has the discretion to adjust the unavailed OL not exceeding 10 days per year against the notice period.

## 11. Others:

- a) **Service Conditions:** The engagement of personnel is purely temporary in nature and during the contract period, the service conditions of the candidate, including place of posting, would be as decided by the Bank from time to time. The personnel engaged will not be entitled to claim for any regular employment in SIDBI or any relaxations in case of any recruitment for regular posts in SIDBI.
- b) **Conduct & Discipline:** During the period of contract, candidates will be governed by Chapter IV of SIDBI (Staff) Regulations, 2001 on Discipline and Conduct and as modified from time to time. The contractual engagement will be regulated by SIDBI's rules and administrative orders that may be enforced from time to time during the period of engagement.
- c) **Secrecy:** Selected candidates shall sign a declaration of fidelity and secrecy on usual lines at the time of appointment / joining.
- d) **Reporting:** Selected candidates shall report to the General Manager or Deputy General Manager or Assistant General Manager, GCFV, SIDBI, New Delhi and you shall work closely with the department and other officers/experts/specialists responsible for the project activities in PRSF and SIDBI for all the related tasks associated with the organization.
- e) The cut-off date for ascertaining age and experience, etc will be as on 31-03-2023.
- f) **Nationality:** Only Indian Nationals are eligible to apply.
- g) Those working in Public Sector/ Government Sector/ Autonomous bodies of Government may forward application 'Through Proper Channel' or submit 'No Objection Certificate' at the time of Interview or should submit proper relieving order from present employer at the time of joining.
- h) No person shall be eligible for appointment if he/she has been convicted by a court of law for an offense involving moral turpitude. No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the service of a corporation or department of a state or central government or a local authority or from an autonomous statutory body
- i) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.



- j) An application not accompanied by photocopies of relevant certificate(s) / documents, in support of proof of age, category, educational qualification, work experience, etc. mentioned in the application form or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.
- k) If any document/certificate is issued in a language other than Hindi/English, candidates are required to submit a certified translation of the same in Hindi/ English along with the application and also at the time of Interview.
- l) For candidates having experience in more than one organization, any gap period of upto 15 days between date of relieving from one organization and date of joining the other organization shall be counted as experience.
- m) Candidates are advised that they should not furnish any particulars or information that are false, tampered/fabricated or should not suppress any material information while applying. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated on an immediate basis without any notice.
- n) Selection would be by way of personal interview to be held at New Delhi before the Selection Committee. The Bank will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.
- o) Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, category, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.
- p) The roles and responsibilities are indicative in nature, candidates shall be assigned any other work related to the project, as per requirement.
- q) Before filling in the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect of age, educational qualification, work experience, etc., as on last date of application submission and that the particulars furnished in the application form are correct in all respects.
- r) Training / Teaching period will not be counted as experience. All computations of Age and Post Qualification Experience etc., shall be as on closing date of application. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- s) Any Clarifications/ Date Extension/ Addendums etc. will be posted on SIDBI website viz. <https://www.sidbi.in/en/careers> and no individual communication will be sent. Posting on the website would be deemed as if SIDBI having communicated to all prospective Candidates. Information regarding this recruitment process shall be made available in the career section of SIDBI website. Applicants are advised to check the website periodically for updates.
- t) The Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason thereafter. The vacancies notified may vary and operation of panel will depend on requirement.

- u) Management reserves the right to raise or lower the qualifying standards/Age in any stage of the selection process depending on availability of sufficient number of candidates.
- v) No correspondence will be entertained from candidates not shortlisted/ not selected.
- w) Self-attested scanned copies of following documents should be attached (File type should be .jpg/.png/.pdf and should not exceed as per email permission limit):
- (i) As per the prescribed application format - **ANNEXURE**
  - (ii) Proof of Date of Birth (Tenth Class Certificate/ Birth Certificate)
  - (iii) Documents related to Essential Qualification (Pass certificate & Mark sheets showing class/ division/ CGPA/ percentage, mode, duration along with specialization) \*. If Class/ Division and percentage is not indicated in the Certificate or Mark sheet, the applicant shall submit the conversion formula for deriving CGPA to percentage equivalence from the concerned University/Institution, failing which the application is liable to be rejected.
  - (iv) Documents related to Other Qualifications (Pass Certificate and Mark sheets) \*
  - (v) Documents related to experience such as: (present as well as all previous employment/s) starting from current employment in descending order\*
    - ✓ Appointment order/ joining order
    - ✓ Experience Certificate: Proof of experience indicating post held, period of service, pay scale/ emoluments & area of experience (In respect of PSU/ Govt. employees indicating revised as well as pre-revised pay scales with period details)
    - ✓ Pay Certificate from concerned organization (Govt./ Public/ Private sector) in support of experience in relevant pay scale/ emoluments. Documentary evidence for annual CTC or pay slips for last 3 months, certificate from employer etc.
    - ✓ Relieving Certificates (in case of experience with more than one organization)
    - ✓ Orders of the company where the applicant is working presently clearly indicating executive grades & pay structure of the organization and position of the applicant in the hierarchy for relevant experience
    - ✓ Relevant experience in the form of office orders/ office memorandums/ transfer orders/ work allocation orders/ experience certificate etc
- (\*All requisite documents pertaining to each educational qualification and each employment/ experience should be merged into a single file. File type should be .jpg/.png/.pdf and should not exceed as per the permissible limit of email)
- x) Candidates are NOT required to submit hard copy of application form. To avoid last minute rush, the candidates are advised to submit early enough. SIDBI will not be responsible for network issues/ technical glitches/ servers' issues etc.



- y) The applications needed to be forwarded to GCFV as per format provided here – “Resume Format” on or before the last date & time of application by e-mail to mail to: [gcfv@sidbi.in](mailto:gcfv@sidbi.in) with the subject "Application for the post of 02 number of individual experts for monitoring and evaluation (M&E) under Integrated Result Management Framework (IRMF)" with Advertisement No. SIDBI/GCFV/GCF-IRMF/2023-24/T002296234 DATED 05-07-2023, to be addressed to:

Application vide Email:	Application vide Hardcopies:
<ol style="list-style-type: none"><li>1. <a href="mailto:gcfv@sidbi.in">gcfv@sidbi.in</a></li><li>2. <a href="mailto:atuls@sidbi.in">atuls@sidbi.in</a></li></ol>	महाप्रबंधक /General Manager हरित जलवायु वित्त उदभाग / Green Climate Finance Vertical 12वीं मंजिल /12th floor, आत्मराम हाउस /Atmaram House, 1, टॉल्स्टॉय मार्ग / Tolstoy Marg, नई दिल्ली /New Delhi - 110001 Phone-011-23448300

Start date for receipt of applications:	July 05, 2023
Last date for receipt of applications	July 17, 2023, till 2359 hours.

## ANNEXURE

**APPLICATION FORM**

Application for the post of Monitoring and Evaluation (M&amp;E) expert

Paste your recent  
photograph here**FILL ALL THE INFORMATION IN BLOCK LETTERS**

(Before filling in Application Form, please read carefully all the General Instructions contained in the detailed advertisement)

**1. NAME IN FULL** (Surname first) (leave one box blank between two parts of your name)Shri / Smt./ Kum [*as it appears on your educational certificate*]


**2. FATHER'S / HUSBAND'S NAME** (Surname first) (indicate appropriately by tick mark)

(leave one box blank between two parts of your name)


**3. ADDRESS FOR CORRESPONDENCE** (leave one box blank between two parts of the address)

STATE								PIN CODE						

**4. CONTACT INFORMATION**

E - MAIL ADDRESS														
MOBILE NUMBER														
TELEPHONE NUMBER														
STD CODE														

**5. PERMANENT ADDRESS** (leave one box blank between two parts of the address)

STATE								PIN CODE						

**6. DATE OF BIRTH**

DD			MM			YYYY			
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**7. Age as on March 31, 2023.**

DAYS			MONTHS			YEARS		
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**8. BIRTH PLACE**

STATE								
DISTRICT								
PLACE								

**9. NATIONALITY** \_\_\_\_\_**10. INDICATE BY TICK MARK IN APPROPRIATE BOX.****(I) GENDER**

MALE	FEMALE

**(II) MARITAL STATUS**

SINGLE	MARRIED

**11. Languages known (please tick appropriate column)**

Name of Language	Read	Write	Speak

**12: CURRENTLY EMPLOYED: Indicate Yes/ No** \_\_\_\_\_**13. EXPECTED REMUNERATION: ₹** \_\_\_\_\_

(Mention expected consolidated monthly remuneration in Indian Rupees as per the Detailed Advertisement)

**14. NOTICE PERIOD FOR JOINING: \_\_\_\_\_ Days**

(Mention notice period in months/days required to join SIDBI)

**15. EDUCATIONAL QUALIFICATIONS** as on March 31, 2023  
(12<sup>th</sup> Std. onwards)

Examination passed	Name of University / Institution	Subject details	Month & Year of passing	Percentage Marks obtained	Class / Division

**Note :-**

(i) Please attach a separate sheet, if the space above is insufficient.

(ii) *Self Attested photo copies of certificates / mark sheets / degree / diploma etc. in respect of educational qualifications must be attached with the application form.*

**16. Any other relevant certifications**

Type of Certification	Year of issuance	Issuing Authority	Certificate no. and valid upto

Please provide *Self Attested copies of certificate(s)*



**18.** Please furnish details of two references experts in energy efficiency field and who know you well and can certify your credentials-

i. Name & Designation----- -----	i. Name & Designation----- -----
ii. Address- ----- -----	ii. Address- ----- -----
iii. Contact No.----- -----	iii. Contact No.----- -----

**19.** Please provide information on your previous assignments undertaken with multilateral agencies, if any. (not more than 250 words) - **Please attach separate sheets**

**20** Please share brief on your marketing capabilities and liasoning work with various stakeholders viz. Banks/FIs, Government Departments and Multilateral agencies, Industries, MSMEs and ESCOs. (not more than 250 words) - **Please attach separate sheets**

**21.** Please confirm that you have not been debarred, terminated, blacklisted from any organisation.- **Please attach separate sheets**

**22.** Whether you have any experience of working with Banks/FIs/NBFCs and MSMEs- If yes, give details. **Please attach separate sheets**

**23.** Please provide your experience in monitoring and evaluation. -**Please attach separate sheets**

**24.** Please provide your experience in Energy Efficiency, Environment and Climate Change projects. -**Please attach separate sheets**

**25.** Please provide experience of high-level dialogue with governments, financial institutions, development agencies and other stakeholders in the energy efficiency sub-sector.- **Please attach separate sheets**

**26.** Please provide demonstrated experience of working closely with/for utility companies, ESCOs, energy engineering consulting firms, and/or financial institutions.- **Please attach separate sheets**

**27.** Please explain about your capabilities and expertise for this position (not more than 250 words)- **Please attach separate sheets**

**28.** Any other relevant information, which is in line with the objective of applied position (not more than 250 words) - **Please attach separate sheets**



29. Self Attested photo copies of your CV, relevant identity proof (e.g. PAN Card, Voter Card, Aadhaar Card, Passport ) and proof of residence (e.g. Voter Card, Aadhaar Card, Passport ) must be attached with the application form.

**30. DECLARATION:**

I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment / selection / subsequent service in the Bank, it is found that any information / statement / data given in this application is false / incorrect / any material fact suppressed **OR** I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature / appointment is liable to be cancelled / terminated forthwith without giving any notice or reasons thereof. I am willing to serve in any of the office / department / associate / subsidiary of the Bank at various places from time to time. I am aware that Bank has a right to transfer me in my existing capacity to any part of the country and / or to any job position from time to time at its sole discretion and such decision of the Bank shall be final and binding on me. I also undertake to abide by all the terms and conditions of the advertisement given by the Bank. I further declare that I have read and fully understood all the General Instructions contained in the advertisement and undertake to abide by the same.

DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

PLACE: \_\_\_\_\_

SIGNATURE OF CANDIDATE

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