

GOI – GEF – UNDP Project titled ‘Sustainable management and restoration of degraded landscapes for achieving Land Degradation Neutrality (LDN) in India’

Madhya Pradesh Forest Department

Terms of Reference: State Project Officer

A. Project Background and Description

The Action for Climate and Environment (ACE) Unit at UNDP is organized around the thematic areas of climate change adaptation and mitigation, natural resource management, biodiversity conservation, ecosystem & land restoration, disaster management and resilience, and access to clean and efficient energy.

The Natural Resource Management and Biodiversity pillar of ACE is supporting the Government of India in meeting national development objectives along with commitments under important multilateral environment agreements especially the United Nations Convention to Combat Desertification (UNCCD). The programme/projects under the pillar have been supporting the Ministry of Environment, Forest & Climate Change (MoEFCC), National and State level planning for land restoration and biodiversity conservation, habitat restoration, carbon sequestration through enhanced restoration, promotion of nature-based livelihoods and One Health approach.

UNDP is supporting the Ministry in the implementation of a GEF -7 project “Sustainable management and restoration of degraded landscapes for achieving Land Degradation Neutrality (LDN) in India”. The project aims to achieve land degradation neutrality by creating additional carbon sinks through an ecosystem-based approach for restoring degraded agricultural, forest, pastoral lands, and surface water bodies. It involves enabling institutional frameworks and policies for integrated sustainable land management practices and up-scaling landscape-wide practices in 3 states Gujarat, Maharashtra and Madhya Pradesh contributing to the national target of restoring 26 Mha of degraded lands by 2030.

The project being implemented over a period of five years will lead to the following outcomes: (1) Enhanced national, state and district-level enabling frameworks incentivizing SLM practices and supporting participatory multi-sector platforms to avoid, reduce and reverse land degradation, biodiversity loss and climate mitigation; (2) Integrated participatory landscape design and financing models established in support of avoidance, reduction and reversal of land degradation, desertification, biodiversity loss and negative impacts of climate change to generate multiple sustained environmental and economic benefits; (3) Improved capacity for LDN monitoring, assessment and reporting to UNCCD in support of LDN target setting and evaluation of capacities of partners; allowing government institutions and other agencies to better document, analyse and disseminate effective intervention strategies for restoring productive landscapes and replication of best practices at national and state level, and at international level through improved South-South cooperation, knowledge and adaptive management.

It proposed to hire the services of State Project Officer to support the implementation of the GEF-GoI-UNDP Land Degradation Neutrality (LDN) project in selected districts of Madhya Pradesh through targeted research, capacity building, community engagement and knowledge dissemination, with a specific focus on women's participation and youth awareness.

S/he will also work closely with the State Project Director (Nodal Officer), Program Manager, NRM & Biodiversity, UNDP in the implementation of the project. We are looking for people who are enthusiastic, motivated, and committed to making a positive contribution to development in India.

B. Essential Qualification Required :

1. Post-Graduate Degree/ Diploma in Forestry Management/ Post Graduate Degree /Diploma in Management with finance specialization.
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2. Master's degree in Environmental Science / Sustainable Development/ Finance & Management or related field.

C. Desirable Qualification:

1. Additional qualification higher than the post-graduation will be a plus.
2. Minimum 04 years' experience of working on programmes and projects related to landscape restoration, natural resource management with government departments at central or state level or with UN agencies like the World Bank, UNDP, UNEP, FAO etc.
3. Experience of working in a government aided project/institution.
4. Experience of financial management/ fund management on projects/ schemes (especially externally aided) in forestry sector will be preferred.
5. The incumbent should have knowledge and expertise in financial management, internal controls/systems development & implementation, government treasury accounting, auditing & reporting, general management and ability to resolve problems or situations that requires the exercising of good judgment.
6. Outstanding project management and organization skills.
7. Fluency in verbal and written Hindi and English with outstanding communication skills in presenting, discussing and resolving critical issues.
8. The incumbent should also have proficiency in computer operations and applications especially, Excel, MS Office, Power Point presentation.
9. Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential issues.



D. Job description:

1. Support in planning, coordination, and implementation of the project to ensure that its results are in accordance with the project document and project results framework.
2. Develop and implement state specific annual work plans and ensure accurate and timely reporting of state project activities to the designated authorities and UNDP.
3. Organize, facilitate and participate in the State and Landscape Level Project meetings including State Project Steering Committee and State Technical Committee meetings and follow up on decisions taken at such meetings.
4. Coordinate with the State Level Institutions relevant to Land Restoration for implementation of the project and to undertake project activities.
5. Coordinate with other state departments to ensure convergence and sharing knowledge and best practices learnt in the project landscapes.
6. Coordinate with the State Budget & Finance Department to facilitate smooth Financial Management of the project.
7. Conduct workshops for dissemination of LDN based knowledge to the stakeholders under the project.
8. Organize training programmes to facilitate creation of gender responsive and sustainable livelihood for the community within project Landscape.
9. Collect and compile progress data, activities conducted and field observations and prepare presentations etc as directed by PCCF GIM.
10. Analyze implementation status against project targets, outcomes and indicators.
11. Prepare a Draft PIR Report, highlighting progress, achievements, challenges and recommendations.
12. Identify thematic areas requiring capacity building (e.g., agroforestry, organic farming, SLM practices) across different community segments (women, farmers, youth).
13. Develop a capacity building plan with prioritized themes, target groups and proposed modalities.
14. Design age-appropriate, interactive and visually engaging training and awareness materials on land degradation, its impacts and sustainable land practices.

E. Process of selection:

1. The candidates will be shortlisted based on the information provided in the application form subject to fulfilling essential qualification.
 2. Shortlisted candidates will be asked to present their credentials before the selection panel. Each candidate will be given 15 minutes to showcase his/her suitability for the advertised position.
 3. Presentation will be followed by interview of the candidates by the selection panel.
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4. The marking scheme will be as follows:

- i. Desirable qualification 12%
- ii. Additional qualification 13 %
- iii. Presentation - 55 %
- iv. Interview - 20 %

F. Remuneration: -

1. The remuneration for the service will be Rupees 1,48,000/- (one lakh forty-eight thousand only) per month.
2. There will be a revision of monthly remuneration after every six months starting from the new financial year, which will be based on the performance.
3. The assignee will be entitled to avail the benefit on TA and DA applicable to class I officers of state of Madhya Pradesh for conducting/attending official tour, field works attending workshops/trainings, seminar and will be debited under the budget available with GOI-GEF-UNDP Project.

G. The duration of the contract will be coterminous with the project duration. Upon selection, an agreement will be signed between the two parties.

H. The assignee shall be entitled for 13 (Thirteen) days casual leave with 15 (Fifteen) days earned leave and 3 (Three) optional leave per year. Besides the above, no other kind of leave will be admissible.

Note: Minimum Age limit of the applicant should be 25 years and maximum age should not be more than 50 Years.

Expression of Interest must be submitted through postal mail or by email in the prescribed format.

Office Address: Office of PCCF Green India Mission

First Floor Block – C, Van Bhawan

Tulsi Nagar, Bhopal, Madhya Pradesh- 462003.

Email: apccfgim@mp.gov.in

Last Date of Submission of application form is 26.10.2025, till 5:00 p.m.

Pro-forma for application

1. Advertisement number
2. Post applied for
3. Photograph (to be affixed on top right-hand side of the application)
4. Name (in block letters)
 - a. Date of birth
 - b. Nationality
 - c. Father's / Husband's name
 - d. Gender
 - e. Permanent Address
5. Address for correspondence along with PIN.
6. Email ID.
7. Mobile Number.
8. Aadhaar Number
9. Educational qualifications from secondary level in following format (Along with copy of self-attested certificates)

S. No.	Course	Board/University/Institute	Year	Marks In %

10. Details of desirable qualification

S.NO.	Details of qualification	Remark



10. Experience relevant to the post applied for in following format (in months) if any.
(Along with copy of self-attested certificates)

Name of Organization	Period (from — to)	Position	Nature of Work

11. Declaration: I affirm that information given in this application is true and correct to my knowledge. I also fully agree that if at any stage it is found that any attempt has been made by me to will-fully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

Place:

(Name/ Signature of the applicant)

