



Government of India
NATIONAL BIODIVERSITY AUTHORITY
5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113

F. No. 24/1/UNDP Project/2025-26

Dated: 28.10.2025

NOTIFICATION

**Call for Applications – Engagement of Professionals under the Gol–
UNDP–GEF–7 Biodiversity Project***

Applications are invited for the engagement of qualified professionals on a temporary basis at the national and state levels for implementation of the Government of India–UNDP–GEF–7 Biodiversity Project. The positions are purely contractual and project-specific, aimed at supporting effective execution of project activities across relevant thematic and geographical areas.

1. AT NATIONAL LEVEL

a. MoEFCC

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| i. Project Officer (Biodiversity Specialist) | - 01 Post |
| ii. Admin, Operations and Finance Officer | - 01 Post |
| iii. Consultant (Legal Policy) | - 01 Post |

b. NBA

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| i. National Project Officer (Biodiversity Expert) | - 01 Post |
| ii. Procurement, Admin and Finance Officer | - 01 Post |

2. AT STATE LEVEL

a. MEGHALAYA

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| i. Project Officer (Landscape Specialist) | - 01 Post |
| ii. Admin, Operations and Finance Officer | - 01 Post |

b. TAMIL NADU

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| i. Project Officer (Landscape Specialist) | - 01 Post |
| ii. Admin, Operations and Finance Officer | - 01 Post |

Terms of Reference for recruitment for administrative and technical positions:

S. No	Post	Qualification and Experience	Remuneration	Roles and Responsibilities
1	Project Officer (Biodiversity Specialist) MoEFCC, New Delhi Duration: 5 years	Essential Qualifications • Master's Degree in life science, environment science or relevant subject or bachelor's degree in engineering/technology from a recognized university/ institution. • Atleast 5 to10 years of experience in relevant field • Upper age Limit: 40 years Desirable Qualifications • M.Phil.or Ph.D. in a relevant field. • Proven research experience with published papers. • Post Qualification Experience in the relevant field will be preferred.	1,25,000/-	• The Project Officer will help in overall implementation of the project. • Assist the Ministry of Environment, Forest and Climate Change and the NPSC in monitoring and overseeing project execution.; • Coordination and liaison with counterparts (government offices, non-governmental organizations, donor agencies, private sector, UNDP and other agencies); • Provide research support, as required; • Monitor the key deliverables and documents, including progress reports, preparation of annual work plans and project budget; • Collate key project results, best practices; • Provide technical support on issues related to biodiversity, local institutions, sustainable development and biodiversity finance as required by the National Project Officer; • Any other task as assigned by the National Project Director.

2	Admin, Operations and Finance Officer Location: MoEFCC, New Delhi Duration: 5 years	Essential Qualifications • Master's degree in accounting / finance from a recognized university/ institution. • 15 years of Experience in Financial Management / Research C Development Projects. • Upper Age Limit: 62 years Desirable Qualifications; • Proficiency in project management and finance. • In-depth understanding of financial rules, regulations, policies, and procedures of, Government of India, State Governments and UN Agencies • Familiarity with the General Financial Rules (GFR) and related compliance requirement	1,25,000/-	• Assist the National Project Officer in day-to-day management and oversight of project including liaison with the respective State C Landscape Project Officers. • Assist in the preparation of progress reports; • Provide administrative and logistical assistance for the project to MoEFCC • Liaise with relevant stakeholders i.e. representatives of State Govt./ UTs, District Authorities, State Nodal Agencies/ NGOs, vendors, consultants, contractors etc. in financial functioning of projects. • Review annual budgets and project expenditure reports, as necessary • Ensure proper filing and records of project funds and expenditures; • Facilitate preparation and collection of Utilization Certificates (UCs), and annual audit reports submitted by the Government and other implementing agencies using the Government systems and procedures. • Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings,
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				etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by National Project Steering Committee (NPSC), UNDP, and project consultants Provide support in regular maintenance and update of the project accounting system to ensure accuracy and reliability of financial reporting during the entire project implementation. • The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization.
3	Consultant (Legal Policy) MoEFCC	Essential Qualifications: • Bachelor's degree in law/environmental law & public policy from a recognized university/ institution. • More than 3 years and up to 5 years of relevant professional experience. • Upper Age limit: 40 years.	90,000/-	• Provide legal support on issues of compliance • Support the work of legal specialists on issues of national and international biodiversity law • Guide day-to-day activities on issues of biodiversity law • Prepare legal review documents, • Any other relevant activity by assigned by Competent Authority

		Desirable Qualifications: • Master degree. in a relevant field. • Proven research experience with published papers. • Post-qualification experience in the relevant field will be preferred • Additional certifications or training relevant to the role.		
4	National Project Officer (Biodiversity Expert) NBA, Chennai Duration: 5 years	Essential Qualifications • Master's Degree in life science, environment science or relevant subject or bachelor's degree in engineering/technology from a recognized university/ institution. • Atleast 20 years of experience in the field of Biodiversity Conservation • Upper Age Limit: 62 years Desirable Qualifications • M.Phil or Ph.D. in a relevant field. • Proven research experience with published papers. • Post-qualification experience in the relevant field will be preferred.	1,75,000/-	• Manage the overall implementation of the project. • Plan the activities of the project and monitor progress against the approved workplan. • Execute activities by managing personnel, goods and services, training and capacity development, including drafting terms of reference and work specifications, and overseeing all contractors' work. • Supervise the work of and receive regular report backs from the Meghalaya State C Landscape Project Officer and the Tamil Nadu State C Landscape Project Officer on Components 1 and 2. • Directly oversee and coordinate the national level work of the project, including the following high-level elements of Components 1 and 2, in

				collaboration with the Landscape Project officers: to set up the state / landscape level structures, especially the curriculum development to help provide access to central schemes for funding actions, facilitating registration at state and central level of Community Reserves and OECMs, developing resource mobilization strategies, and strengthening financial capacities, • Taking responsibility for delivery on Component 3 as a whole, facilitating the work of consultants and technical service providers, and cooperating with the two Landscape Project Officers; • Supervise the work of the Procurement, Finance and Admin Officers and the Gender and Safeguards Specialists, both servicing the project as a whole. • Monitor events as determined in the project monitoring plan, and update the plan as required. • Provide support for completion of assessments required by UNDP, spot checks and audits. • Manage requests for the provision of UNDP financial resources through funding advances, direct payments or
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				reimbursement using the FACE form. • Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports. • Monitor progress, watch for plan deviations and make course corrections when needed within project board-agreed tolerances to achieve results. • Ensure that changes are controlled and problems addressed. • Perform regular progress reporting to the project board as agreed with the board, including measures to address challenges and opportunities. • Prepare and submit financial reports to UNDP on a quarterly basis. • Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log; • Capture lessons learned during project implementation. • Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly
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				plans if required. • Prepare the inception report no later than one month after the inception workshop. • Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF PIR submission deadline so that progress can be reported in the GEF PIR. • Prepare the GEF PIR each year; • Assess major and minor amendments to the project within the parameters set by UNDP-GEF; • Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans; • Monitor and track progress against the GEF Core indicators. • Support the Mid-term review and Terminal Evaluation process.
5	Procurement, Admin and Finance Officer NBA Chennai Duration: 5 years	Essential Qualifications: • Master's Degree in Accounting or Finance from a recognized university/ institution. • Minimum of 5 years of experience in Financial Management or	80,000/-	1. Procurement, Admin and Finance Officer (NBA) Procurement • Procure goods and equipment needed for the Component 3 of the project • Procure goods and equipment needed for Component 1 and 2, in collaboration with the Meghalaya and Tamil Nadu Admin,

		in managing Research C Development projects. - Upper Age Limit: 40 Additional Requirements: - Strong knowledge of project management and implementation processes. - Familiarity with financial rules, regulations, policies, and procedures of the Government of India, State Governments, UN agencies, and General Financial Rules (GFR) requirements.		Operations C Finance Officers - Procure the services of Consultants for Component 1: (i) Gender Specialist, (ii) Ecological Landscape Planning Expert, (iii) Governance Specialist, (iv) Community Engagement Specialist, (v-viii) National Consultants (Biodiversity, Human-Wildlife Conflict, Soil and Water Conservation, Access and Benefit Sharing), (ix) Consultant for designing Tracking Tools to monitor progress against implementation of landscape management plans, (x) Forest Restoration Consultant - Procure the services of Consultants for Component 2: (i) Technical Expert for development of tracking tools, (ii) Technical Expert for establishing Cooperative Societies, (iii) Technical Experts for developing biodiversity finance gap report, (iii) Technical Consultant for conducting customized training and incubation support programme for enterprises, (iv) Technical Consultant for curriculum development for training on budgeting on biodiversity action
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				• Procure the services of Consultants for Component 3: (i) Local Expert for uploading training material and tools related to mainstreaming, (ii) Communication Specialist for development and implementation of project communication strategy, (iii) Technical Expert for developing National Replication Strategy • Procure the services of Consultants for Project Management / MCE: (i) International Consultant for Mid-term Review, (ii) International Consultant for Terminal Evaluation, (iii) Additional part-time support from Gender and Safeguards Specialist, (iv) National Consultant for Mid-term Review, (v) National Consultant for Terminal Evaluation • Procure the contractual services of Companies / Organizations for Component 1: (i) Multi stakeholder engagement for landscape level plans, (ii) Development of gender-responsive training courses/tools C institutionalization with SIRDs, (iii) Updating PBR guidelines and supporting communities to update 445 PBRs, (iv) Supporting 40
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				champion villages on designing and implementing costed priority actions, (vi) Conducting Women Leadership Programme • Procure the contractual services of Companies / Organizations for Component 2: (i) Developing biodiversity gap report for 40 champion villages, based on costed biodiversity priority actions, (ii) Conducting a feasibility study on existing value chains and developing a business concept for each of the 6 forest-based / eco-friendly enterprises / set of enterprises in a value chain, (iii) Conducting women in business leadership programme, (iv) Conducting a business execution support programme, (v) Facilitating agreements with buyers and marketing C branding strategy for 6 enterprises / enterprise clusters • Procure the contractual services of Companies / Organizations for Component 3: (i) Digitization of spatial data, (ii) Developing short documentaries on lessons learnt from 40 villages
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				Administration • Assist the National Project Officer in day-to-day management and oversight of project activities, including liaison with the Meghalaya State C Landscape Project Officer and the Tamil Nadu State C Landscape Project Officer on Components 1 and 2 • Assist the Gender and Safeguards Specialists where necessary • Assist the National Project Officer in matters related to MCE and knowledge resources management; • Assist in the preparation of progress reports; • Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by NPSC, UNDP, and project consultants;
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				• Provide administrative and logistical assistance.
6	Project Officer (Landscape Expert) (2 positions) 1 in Meghalaya and 1 in Tamil Nadu Duration: 5 years	Essential Qualifications: • Master's degree in science or relevant subject or bachelor's degree in engineering/technology from a recognized university/institution. • More than 5 years and up to 10 years of relevant work experience. • Upper Age limit: 40 years. Desirable Qualifications: • M.Phil. or Ph.D. in a relevant field. • Proven research experience with published papers. • Post-qualification experience in the relevant field will be preferred. • Preference will be given to local candidates hailing from the state	1,00,000/-	Project Officer-Landscape Expert (2 positions- 1 in Meghalaya and 1 in Tamil Nadu) • Landscape Experts will be responsible for coordinating day-to-day activities on the ground, both limited activities in at state level, and multiple activities at district and local level, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. • Oversee the work at the relevant state/landscape level supervising one Admin, Operation and Finance Officer each, 3 Community Mobilizers each; • Cooperate with the national PMU to supervise and sign off on the work of multiple landscape level consultants and contractors; • Establish, capacitate and coordinate the multi-stakeholder State C Landscape Level Coordinating Committee, as an ongoing forum for support to the

				process of mainstreaming biodiversity into local governance and development planning and budgeting; • Establish, capacitate and coordinate the District Coordination Mechanisms, as an ongoing forum for support to the process of mainstreaming biodiversity into district and local governance and development planning and budgeting; • Provide both state and landscape level reporting to the central Project Management Unit on activities carried out and results achieved, including completing relevant tracking tools; • Plan the activities of the project, especially Components 1 and 2 at state and landscape level, together with the National Project Officer (Project Manager) • Monitor progress against the approved
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				workplan, in coordination with the national PMU; • Execute activities by managing on a day-to-day basis the personnel, goods and services, training and capacity development, including drafting terms of reference and work specifications, and overseeing all contractors' work, in coordination with the central PMU. • Any other task assigned by National Project Officer
7	Admin, Operations and Finance Officer (equivalent to Consultant A) (2 positions) 1 in Meghalaya and 1 in Tamil Nadu Duration: 5 years	Essential Qualifications: • Master's degree in commerce from a recognized university/ institution. • 3 to 5 years of experience in Financial Management or handling Research C Development projects. • Upper Age limit: 32 Years.	60,000/-	• Support administrative needs of the State Project Management Unit (SPMU) in coordinating day-to-day activities on the ground, both limited activities in at state level and multiple activities at district and local level, including the mobilization of all project inputs, supervision over project staff, consultants and sub- contractors. Duties and Responsibilities Administration • Assist the Landscape Expert in day-to-day management and

		Desirable Qualifications: • Proficiency in project management and implementation. • Sound knowledge of financial rules, regulations, policies, and procedures of Government of India, State Governments, UN agencies • Familiarity with General Financial Rules (GFR) and related compliance requirements. • Preference will be given to local candidates hailing from the state		oversight of project activities, largely on Components 1 and 2 • Assist in gathering information and reporting data for the Gender and Safeguards Specialists and the Monitoring and Evaluation Specialist; • Assist in the preparation of progress reports; • Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PB, TAC, UNDP, and project consultants; • Provide administrative and logistical assistance. • Keep records of project funds and expenditures, and support the Procurement, Finance and Admin Officer; Review annual budgets and project expenditure reports, as necessary and notify the Procurement, Finance and Admin Officer if there are any discrepancies or issues; • Liaise and follow up with consultants and contractors for implementation of project activities in matters related to project funds and financial progress reports, as necessary.
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INSTRUCTIONS:

- Experience includes upto 3 years for Ph.D., holders, provided no work experience is counted during those 3 years.
- Experience shall be in the relevant field of specialized work. Good Computer Skill is mandatory.
- The crucial date for determining the age limit shall be the closing date for submission of applications

Mode of Selection: All short-listed candidates will be called for a personal interview.

Any form of mis-use, malpractice and applying influence at any level by the candidates will entitle the authorities to cancel their candidature summarily.

- i. Relaxation will be considered for all or any of the above-prescribed conditions for persons having proven track-record and high talent as the engagement is for a specific purpose and special mission.
- ii. The initial engagement is for one (1) year only. Work performance will be assessed/evaluated at the earliest after the end of the tenure and extension to suitable candidates maybe provided after evaluation.
- iii. The engagement of Consultants is purely temporary and do not facilitate any claims of regular/ permanent postings at NBA.
- iv. The consolidated remuneration mentioned above is all inclusive and no other allowances or facility will be made available to the incumbents.
- v. The remuneration will be paid on monthly basis after deducting the applicable taxes.
- vi. Good Computer and communication skills are mandatory.
- vii. It is a full time engagement and therefore candidate selected should not take up any other part time assignments.
- viii. The NBA/ MoEFCC reserves the right to discontinue the services of Consultants at any time before completing one year without assigning any reason.
- ix. The number of positions mentioned above may vary based on the requirement.
- x. The NBA/ MoEFCC reserves the right to cancel the selection process at any point of time without assigning any reason.
- xi. For the state PMU positions, candidates with domicile of Meghalaya and Tamil Nadu will be preferred in the respective states.

The interested and eligible candidates may apply in the prescribed format within 10 days from the date of publication of this notification, i.e., on or before **08.11.2025** to **“The Administrative Officer, National Biodiversity Authority, 5th Floor, TICEL Bio-Park, CSIR Road, Taramani, Chennai, Tamil Nadu - 600 0113”**. The envelope should be superscribed with the following (as per position being applied to):

"APPLICATION FOR PROFESSIONALS IN GEF 7 BD Project- MoEFCC"

"APPLICATION FOR PROFESSIONALS IN GEF 7 BD Project - NBA"

"APPLICATION FOR PROFESSIONALS IN GEF 7 BD Project - Meghalaya"

"APPLICATION FOR PROFESSIONALS IN GEF 7 BD Project – Tamil Nadu"

For detailed notification, application format, eligibility criteria and other details please visit the National Biodiversity Authority website www.nbaindia.org.
