

FORM RDRM C

PROPOSAL FOR APPROVAL FOR TAKING UP CONSULTANCY

Please refer to Statutes SA38 for more details

1. TITLE OF PROPOSED PROJECT: Resource person (Consultant)
2. Principal Consultant
 - a. Name: Pranab Mukhopadhyay
 - b. Designation: Professor
 - c. Department: Goa Business School
3. CLIENT:
 - a. Firm: South Asian Network for Development and Environmental Economics, International Centre for Integrated Mountain Development, Kathmandu, Nepal
 - b. Address for Communication: ICIMOD, GPO Box 3226, Khumaltar, Kathmandu, Nepal
 - c. Contact person in the Organization: Executive Director, South Asian Network for Development and Environmental Economics
4. Names, Designation and Department of the staff members involved in this consultancy (including students)

Pranab Mukhopadhyay, Professor, Goa Business School
5. Name and Address of Outside Expert (if any) involved in the Consultancy: Nil
6. Whether the Consultancy shall make use of any University facilities such as equipment or laboratory
Not applicable
7. Time Schedule
 - a. Duration (Weeks, months or years): Six months
 - b. Starting Date: July 31, 2020
8. Estimate of Charges

Sr.	Items	Amount
1	Honorarium to PI	200000
2	Hiring of support Research Assistant staff @ 20,000 per month for four months	80000

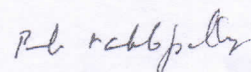
3	Miscellaneous: Stationery, Communication, Travel, Consumables, Data Collection	20000
4	Contingency	12500
5	Sub total (Item 1 to 5)	312500
6	15% University Overhead (on Item 2,3,4; Item 1 is below sharable limit as per SA 38)	16875
7	Total (Item 6+7)	329375

9. Give a brief description of the work to be done that includes scope of the work, Receivables from the client and Deliverables to the client. (As annexure I)

As per Terms of Reference in offer of Contract

Declaration by Consultant(s)

- A. I/we shall ensure that the proposed consultancy project does not affect my/our regular academic, research and related activities and other duties which are assigned to me/us by the University.
- B. Number of Consultancies at present with me does not exceed four in number.
- C. This is to certify that there is no close relationship between me/us and the client funding the consultancy project, or any vendor to whom payments are to be made from the consultancy project funds, or any such issue leading to conflict of interests.
- D. We have agreed to share the Honorarium as per following distribution.
Not Applicable
- E. I/we undertake to abide by all the provisions of Statute SA-38 in connection with the Consultancy project proposed herewith.

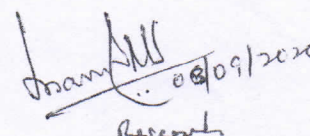


(Pranab Mukhopadhyay, PhD)

Declaration by Vice Dean (Academic) GBS

- A. For the present consultancy the CLIENT International Centre for Integrated Mountain Development, Kathmandu, Nepal has requested the services of Pranab Mukhopadhyay (letter may be placed for records) and he may be permitted to take up the consultancy work.
- B. Based on the expertise available in the Department, following member(s) of the Department have been assigned the present consultancy work.

- a. Pranab Mukhopadhyay



Signature of the Vice Dean (Academic), GBS

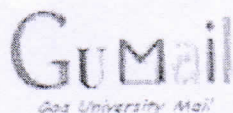
The present consultancy project has been registered in RDRM and the reference number is

GU/D-RDRM/Resource Person (Consultant)/ICTMOD/PM/Economics-GBS/06/2020-21

Signature of In-charge RDRM

Approved ~~Not Approved~~

[Signature]
(Vice-Chancellor)



Pranab Mukhopadhyay <pm@unigoa.ac.in>

ICIMOD - Individual Consultant Contract

Sannu Begum Miya <sannu.miya@icimod.org>

Wed, Aug 5, 2020 at 1:18 PM

To: "pm@unigoa.ac.in" <pm@unigoa.ac.in>

Cc: Mani Nepal <Mani.Nepal@icimod.org>, Liesbeth Segaar <Liesbeth.Segaar@icimod.org>, Philippus Wester <Philippus.Wester@icimod.org>, Neesha Pradhan <Neesha.Pradhan@icimod.org>

Dear Dr. Pranab Mukhopadhyay,

Please find attached herewith your contract which has been approved by ICIMOD Directorate. There are 2 pages in the contract.

We are not able to have a signed contract as our office premises is closed due to pandemic. Please accept this email –for the time being – as a proof of the acceptance of your contract. We will send a signed contract to you when we are back in office.

Please reply confirming your acceptance of the contract, in this way the two emails will be a proof of the acceptance of the contract by 2 parties (ICIMOD and you)

ICIMOD will try its best to have the first installment paid, however, fund transfer cannot be guaranteed in this current situation as we as we are dependent on our local bank and also the intermediary bank for international transfers.

I would like to thank you for your understanding and flexibility.

Thank you.

Best Regards,

icimod blue png logo

Sannu Begum Miya

Senior Human Resources Associate

Human Resources & Organization Development

International Centre for Integrated Mountain Development

GPO Box 3226, Kathmandu, Nepal.

T +977-1-5275222 ext Extension no. 202 | W www.icimod.org

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Individual Consultant Contract Pranab.pdf
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International Centre For Integrated Mountain Development
Kathmandu

Individual Consultancy Contract Letter

Contract No. : CONID02669

Name : Pranab Mukhopadhyay
National of : India
Expertise and Position : Consultant - Economist, Support to the SANDEE initiative of ICIMOD
Service Duration : From : July 1, 2020 To : December 31, 2020
USD 4,500/- lump sum payment to be made in two installments. Details as per ToR.
*The consultant is personally liable to pay his/her consultancy tax as per the prevailing laws of his/her country of residence.
Account To Charge : 6-948-000-0-C; 948-03-01-20
Benefits/Facilities : None

Duties and Responsibility:

- (a) Provide research support to SANDEE secretariat
Participate in R&T workshops as a Resource Person
Details as per ToR
- (b) Work under overall supervision and guidance of SANDEE Programme Coordinator

Reporting Requirements : Refer the Term of Reference.
Final Output of Consultancy Assignment : Refer the Term of Reference.
Copyright Conditions : ICIMOD.
Special Conditions : The consultant certifies that funding for this contract
will not be received from any other source and that the
consultant is legally in a position to take up this assignment.

Please refer to the HR policies for details

DIRECTOR GENERAL

Date: _____

DIRECTOR ADMINISTRATION
& FINANCE

Date: _____

To

The Director General
ICIMOD

I hereby accept the contract described in this letter, subject to the conditions therein specified.

Date:

Appointee:

ICIMOD Core Values and Code of Conduct

ICIMOD values the contributions of all of its staff members and seeks to maintain an environment where the highest standards of professionalism prevail. By accepting this contract with ICIMOD I agree to conduct myself in a manner that will foster and preserve these standards and the professional image of the Centre, demonstrating behavior based on ICIMOD's core values which are:

- * Honesty, integrity and selfless devotion to the service of poor mountain people
- * Encouraging openness and creating an enabling trusting environment of team work
- * Recognizing and respecting gender, diversity of cultures and inclusion
- * Empowering staff and encouraging creativity and innovativeness
- * Conservation of the natural and cultural inheritance of the mountains

Additionally, by accepting this contract with ICIMOD, I agree to uphold the code of conduct, which is:

- * Follow all norms, policies, procedures, rules and regulations of the organization
- * Be devoted to the well-being and development of poor mountain people
- * Abide by ICIMOD's zero tolerance towards fraud, financial irregularity and other potential malpractices
- * Abide by ICIMOD's zero tolerance towards sexual harassment
- * Demonstrate mutual respect and courtesy to all, regardless of language, ethnicity, culture, gender, religion, age, sexual orientation or health status
- * Uphold and promote the highest standards of ethical and professional conduct, and carry out duties with honesty, and integrity
- * Use ICIMOD property and resources wisely and for the benefit of ICIMOD and the people of Hindu Kush Himalaya
- * Respect personal and professional confidentiality, and exercise discretion in all official matters related to ICIMOD
- * Maintain the confidentiality, integrity and availability of all information at ICIMOD
- * Maintain the confidentiality of proprietary and other non-public information even after resignation, retirement or involuntarily termination
- * Avoid conflicts of interest, or even the appearance of a conflict, between personal interests and professional responsibilities
- * Avoid abuse of power or authority and avoid behaving in a manner that is offensive, humiliating, embarrassing or intimidating to another person
- * Be open-minded, flexible, and non-hierarchical
- * Promote teamwork
- * Perform job tasks and responsibilities as per the required job standards
- * Abide by the laws of the land, where one operates and resides
- * Maintain and demonstrate respect for the RMC governments and partners
- * Refrain from participation in political activities that may interfere or conflict with duties or status as a staff member
- * Assist in the creation of a safe, open, friendly, harmonious and pleasant work environment, free from any intimidation, hostility, offence and any form of harassment and discrimination
- * Promote conservation of the environment
- * Act responsibly and carefully with the environment and natural resources in line with the principles of sustainable development

Any failure to uphold the Code of Conduct, behavioral standards, internal policy regulations and norms shall be construed as misconduct and render you liable to disciplinary action. The disciplinary action for any such misconduct will be taken in line with the provisions in Section 7 of the HR Policy 2020.

I hereby commit to follow ICIMOD Core Values and Code of Conduct as described above.

Date :

Appointee

Title: Consultant - Economist, Support to the SANDEE initiative of ICIMOD

Duties and responsibilities:

As a Consultant to the SANDEE initiative of ICIMOD, you are expected to make contribution in the specific area identified below, under the overall supervision and guidance of SANDEE's Program Coordinator.

The tasks involved will be two-fold and will involve:

- a) Providing research support to the SANDEE secretariat. This involves reviewing concept notes and proposals received for two rounds (January and June 2020) from India and providing feedback to improve quality of the proposals
- b) Identifying reviewers, developing memo to researches after reviewing comments from the reviewers and communicating with the SANDEE secretariat.
- c) Participation at the research and training workshops as a resource person. This will involve providing support during the workshops (August and December), helping grantees with their research.

Term of Engagement: July 1st – December 31st 2020 for 18 days.

Remuneration:

For the assignment performed, ICIMOD will provide you USD 4500 as a lump sum payment.

Method of Payment:

On recommendation and approval of Program Coordinator of SANDEE and upon successful completion of the duties and responsibilities stipulated in the above agreement, ICIMOD will approve payment as per this agreement provided appropriate invoices for these services are given to ICIMOD. The payments will be made in two installments after the completion of R&T workshops in August and December.

Note: All the tax liabilities, as applicable to the Consultant, shall be borne by the consultant.

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4,500 USD = 329,136.17

INR

US Dollar to Indian Rupee
Conversion

2020-09-04 10:11 UTC

All figures are live mid-market rates,
which are not available to consumers
and are for informational purposes
only.

USD to INR Chart

USD to INR Stats

6 Sep 2019 00:00 UTC - 4 Sep 2020 10:11
UTC **USD/INR** close:**73.14137** low:**70.51977**
high:**77.28104**

	Last 30 days	Last 90 days
High	75.0720	76.4952
Low	73.0975	73.0975
Average		

FEEDBACK

Oct Dec Feb 20 Apr Jun Aug