

# FORM RDRM C

## PROPOSAL FOR APPROVAL FOR TAKING UP CONSULTANCY

Please refer to Statues 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. Organisation: 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: Program Coordinator, South Asian Network for Development and Environmental Economics, ICIMOD

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): 12 days (May 1 to December 31, 2022)  
b. Starting Date: May 1, 2022

8. Estimate of Charges

Consultancy amount 3,600 USD

Converted amount INR (Indicative as on 6.7.2022 on [xe.com](http://xe.com)): Rs 2,85,332/=

Sr.	Items	Amount
1	Honorarium to PI Non-Sharable component as per SA 38 as the same is below the sharable limit	2,50,000.00
2	Miscellaneous: Stationery, Communication, Travel, Consumables, Data Collection	20,000.00
3*	Contingency*	10,720.00
4	Sub total (Item 1 to 5)	2,80,720.00
5	15% University Overhead (on Item 2,3; Item 1 is below sharable limit as per SA 38)	4,608.00
6	Total (Item 5+6)	2,85,328.00

Note: \*Adjustment in total receipts due to exchange rate fluctuation at the time of actual disbursement will be done under budget head for "Contingency".

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)**

- 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.
- Number of Consultancies at present with me does not exceed four in number.
- 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.
- We have agreed to share the Honorarium as per following distribution.  
Not Applicable
- I/we undertake to abide by all the provisions of Statute SA-38 in connection with the Consultancy project proposed herewith.

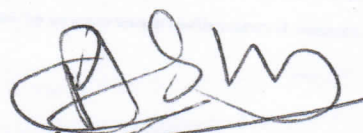
*Pranab Mukhopadhyay*  
(Pranab Mukhopadhyay, PhD)

C/34

ICIMOD

**Declaration by Vice Dean (Research) 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 (Research), GBS

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

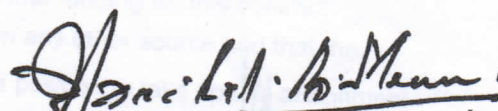
GULD-RDRM/consult./ICIMOD/PM/GBS/07/2022-23.



15/07/22

Signature of In-charge RDRM

Approved/~~Not Approved~~



(Vice-Chancellor) 18/07



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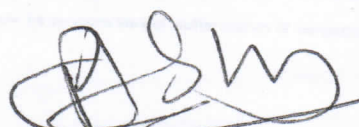
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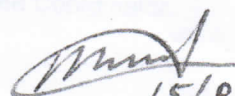
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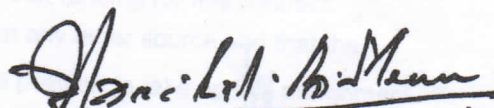
GU/D-RDRM/consult./ICIMOD/PM/GBS/07/2022-23.



15/07/22

Signature of In-charge RDRM

Approved/~~Not Approved~~



(Vice-Chancellor) 18/07



## International Centre For Integrated Mountain Development Kathmandu

### Individual Consultancy Contract Letter

Name : Pranab Mukhopadhyay Contract No. : CONID03192  
National of : India  
Expertise and Position : Consultant - Senior Economist  
Service Duration : From : May 1, 2022 To : December 31, 2022

USD 3,600/- 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; 948-02-02-22

Benefits/Facilities : None

#### Duties and Responsibility:

- Provide research support to SANDEE Secretariat.  
Provide technical support during the RnT workshops.  
Participate in the two RnT workshops. Refer ToR for more details.
- 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.

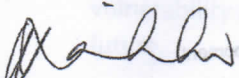
#### Copyright Conditions

ICIMOD.

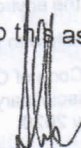
#### Special Conditions

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: **29 APR 2022**

  
DIRECTOR ADMINISTRATION  
& FINANCE

Date: **29 APR 2022**

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



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provides excellent opportunities to the researchers who received competitive research grants from SANDEE to interact with the SANDEE faculty advisors and experts in all aspects of their research projects and make timely progress with high standard.

### **1. Expected Activities (Deliverables):**

As a Consultant- Senior Economist 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:
  - Provide feedback on research concept notes and proposals received from India and some other countries and provide feedback to improve quality of the proposals
  - Review progress reports of the researchers and provide feedback
- b) Participation at the two research and training (RnT) workshops (summer and winter) as a technical expert and providing support during the workshops (June and December), and helping grantees with their research for timely completion with high standard.

**2. Term of Engagement:** Between 01 May 2022 and 31 December 2022 for total 12 days (4 days each for two RnT workshop, 4 days in between two RnTs for providing additional support (as per #a above).

**3. Remuneration:** For the assignment performed, ICIMOD will provide you up to USD 3600 as a lump sum payment (USD 300/day). All the tax liabilities, as applicable to the Consultant, shall be borne by the consultant.

**4. 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 and paid after the completion of each RnT workshop in 2022.*

C/2


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Amount

\$3,600.00

From

 USD - US Dollar

To

 INR - Indian Rupee

3,600.00 US Dollars =  
**285,332.71 Indian Rupees**

1 USD = 79.2591 INR  
1 INR = 0.0126158 USD

[View transfer quote](#)

① We use the mid-market rate for our Converter. This is for informational purposes only. You won't receive this rate when sending money. Check fees, etc.

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**Statement of the University's commitment to use of any University facilities such as equipment or laboratory**

**THE APPLICATION**

**Time Schedule**

- a. Duration (Weeks, months or years): 32 days, May 1 to September 31, 2022
- b. Starting Date: May 1, 2022