



Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu, Jammu & Kashmir

Request for Proposal (RFP)
Engagement of Manager – Incubation under JKCIP

Issued by SKUAST-Jammu

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SKUAST-Jammu invites applications from qualified and experienced candidates for the contractual position of **Manager - Incubation** under the **JKCIP** project. The selected candidates will be responsible for managing incubation and startup development in the Jammu region. The engagement will be purely contractual, initially for one year, extendable annually based on performance and programme requirements.

1. General Information

Project name	Competitiveness Improvement of the Agriculture and Allied Sectors Project in the Union Territory of Jammu and Kashmir (JKCIP)
About JKCIP	The Government of Jammu & Kashmir, under JKCIP, aims to enhance the competitiveness of agriculture and allied sectors. The program aligns with IFAD's strategic priorities for rural transformation and smallholder farmer support. The initiative has a specific target of promoting startups and strengthening SKUAST-Jammu's incubation ecosystem. It focuses on fostering innovation, supporting agribusiness entrepreneurs, and providing financial and technical assistance to startups in agriculture and allied sectors.
Maximum project period	07 years
Place of posting	SKUAST-Jammu and 10 districts of Jammu region
Procuring entity	SKUAST-Jammu
Contract title	Engagement of Manager - Incubation
Selection method	Fixed Budget Selection
Applicable Procurement Guidelines	IFAD

2. Procurement details

Procurement method	Individual Consultant Selection (ICS)
Procurement category	Expert engagement
Funding source	IFAD / JKCIP
Remuneration	₹ 70,000 (Consolidated)
Selection type	Open Tender

3. Qualifications & Experience

Minimum qualification	MTech/ MBA/ PGDM/Equivalent Master degree in Agri-Business/Finance/ Marketing/ Agri Marketing/ Agri Economics/ Economics/ Technology Commercialization/ Entrepreneurship from recognised institute
Professional Experience	5 years in technology commercialization, incubation, or any other relevant experience in the startup ecosystem.
Regional Expertise	Preference will be given to candidates with experience in the different districts of Jammu region

4. Scope of Work

The selected Manager - Incubation will undertake the following key activities:

- The candidate will be required to work as a multi-disciplinary resource, including but not limited to - preparing policy documents, making training calendar, interacting with start-ups, faculty and staff; searching appropriate resource-persons, making start-up advertisements, organizing events, digital marketing, and content design.
- The candidate will be required to take complete charge of the operations of incubation processes, and work towards crafting a long-term strategy for the incubation centre.
- This is a multi-disciplinary role demanding the candidate to look after the strategic, operational, sustenance, and growth-related aspects of incubation.
- The candidate will be responsible for relationship management and collaboration with other colleges or corporates.
- The candidate should have good communication skills, excellent writing and proofreading skills.

6. Procurement timeline

Activity	Estimated Date
RFP advertisement	27/03/2025
Application submission deadline	22/04/2025
Evaluation of applications	30/04/2025
Interview & Contract award	08/05/2025
Commencement of services	13/05/2025

7. Selection criteria & evaluation

The selection will follow the **Individual Consultant Selection (ICS)** method under IFAD guidelines. Evaluation will be based on the following criteria:

Criteria	Maximum Score
Qualifications & Education	50
Relevant Work Experience	10 (2 for each year)
Regional Expertise	10
Interview	30
Total	100

8. Application & submission details

Interested candidates must submit the following, along with the duly filled prescribed format:

1. CV and a description of relevant experience
2. Supporting Documents (Educational qualifications and professional certifications)
3. Applications must be submitted with subject line **“Proposal for Manager - Incubation – JKCIIP SKUAST-Jammu”** in both hard copies (sealed envelopes) and via email (single PDF file) to **“Director Research, Directorate of Research, SKUAST-Jammu, Main Campus Chatha – 180009, J&K”** and **‘jkcip@skuastj.org’**, respectively by or before 22-04-2025.

9. Contract Terms & Conditions

- The engagement will be purely on contractual basis co-terminus with the project on year to year extension basis, depending upon the performance of the candidate.
- The selected candidate may be deputed to any district in the Jammu region during the project period.
- The candidate's services may be terminated with one month's notice or by paying one month's salary in lieu. Similarly, if the candidate wishes to resign, they must provide one month's notice or compensate with one month's salary.
- The candidates shall have no legal right to claim his/her regularization/appointment by absorption or otherwise against any regular post in SKUAST-Jammu or any further contractual engagement beyond JKCIIP.
- No Objection Certificate from the employer in case of engagement elsewhere and experience certificate, relevant to the project, in original, if any will be produced at the time of interview.
- Only eligible candidates will be informed about the date, time and venue of interview later on.
- No TA/DA shall be paid for attending the interview.

- Complete application in the prescribed format, duly filled in along with copies of all academic and experience certificates should be mailed as **one PDF file** to 'jkcip@skuastj.org'.
- The candidate shall observe the highest standard of ethics **during the procurement and execution of such contracts and comply with IFAD's Policy on preventing Fraud and corruption** in its activities and operations.
 - a. **"Corrupt practice"** is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value in order to improperly influence the actions of another party.
 - b. **"Fraudulent practice"** in any act or mission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party in order to obtain a financial or other benefit or to avoid an obligation.
 - c. **"Collusive practice"** is an arrangement between two or more parties designed to achieve an improper purpose; including improperly influencing the actions of another party.
 - d. **"Coercive practice"** is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party, to improperly influence the actions of that or another party.
 - e. **"Obstructive practice"** is (i) deliberately destroying, falsifying, altering, or concealing evidence that may be material to an investigation by the Fund or making false statements to investigators in order to materially impede an investigation by the Fund; (ii) threatening, harassing, or intimidating any party in order to prevent that party from disclosing its knowledge of matters relevant to an investigation by the Fund or from pursuing such an investigation; and/or (iii) the commission of any act intended to materially impede the exercise of the Fund's contractual rights.
- Candidate is required to comply with IFAD's policy on preventing sexual harassment, exploitation, and abuse. In case of proven sexual misconduct, the candidate's contract will result in termination and shall be dealt with under law. Candidates must ensure equal opportunity and fair treatment with others avoiding discrimination based on characteristics such as sex, race, or nationality.
- The candidate shall ensure that its activities under the contract comply with IFAD's Social, Environmental, and Climate Assessment Procedures (SECAP), as relevant to the activities performed under his contract. Information on SECAP is available on <https://www.ifad.org/en/secap>.
- The candidate shall have to give an undertaking that he/she shall abide by the HR Policy and procedures of the University.
- The candidate shall have to submit a declaration that he/she has neither charged/convicted by the Hon'ble Court nor dismissed/removed/compulsorily retired by way of punishment from the service of any Public/Private Sector Undertaking or from Government Department and that he/she has not been declared insolvent by any court.

- The selection procedure shall be finalized based on the number of applications received and will be communicated to eligible candidates in due course of time. Accordingly, there may be a written test before conducting the interview.
- Selection will be based on a personal interview and a presentation. At the time of the interview, candidates shall bring original certificates of qualifications and experience along with them.
- The candidate should be physically fit, highly motivated, dynamic, result-oriented, and ready to join immediately upon selection.
- Incomplete application(s) in any form & the application(s) received after due date will not be considered
- The salary will be released on a monthly basis, depending on the availability of funds, and will be based on the performance and achievement of milestones.
- The deadline for submitting applications via email / postal service is 22-04-2025.
- University management or funding agency will not be responsible for any postal delay.
- Canvassing in any form will liable to disqualify the candidature.
- The University reserves the right to change/withdraw the advertisement either partly or wholly at any time without assigning any reason thereof.
- In the event of any dispute between the employer and employee, the Mission Director of HADP will act as the arbitrator, and their decision shall be final and binding on both parties.
- Any other disputes shall be subject to the jurisdiction of the courts in Jammu and Kashmir only.

10. For further inquiries, please contact:

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