



**Indian Council of Forestry Research and Education**  
(An Autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India)  
**P.O. New Forest, Dehradun-248 006 (Uttarakhand), INDIA**

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**EXPRESSION OF INTEREST**

**TASK: Business Process Re-Engineering (BPR) of ICFRE**

**Assignment**

**Expression of Interest for Business Process Re-engineering of ICFRE**

The Indian Council of Forestry Research and Education (ICFRE) is an autonomous body of Ministry of Environment, Forests and Climate Change, Government of India. ICFRE was established after reorganization of erstwhile FRI and Colleges in 1986. Subsequently, in 1991, ICFRE was declared as autonomous body registered as a society under the Societies Registration Act, 1860. It is an apex body at the national level and has been undertaking holistic development of forestry research through need based planning, promoting, conducting and coordinating research, education and extension covering all aspects of forestry. The Council deals with the solution based forestry research in tune with the emerging issues in the sector, including global concerns such as climate change, conservation of biological diversity, combating desertification and sustainable management and development of resources.

To meet the research needs of different bio-geographical areas of the country, ICFRE has nine research institutes and five centres all over the country. The centres are affiliated to one of the institutes, as under:

S. No.	Institute	Affiliated centre
1.	Forest Research Institute, Dehradun	CSFRE, Allahabad
2.	Tropical Forest Research Institute, Jabalpur	CFRHRD, Chhindwara
3.	Institute of Wood Science and Technology, Bengaluru	-
4.	Institute of Forest Genetics and Tree Breeding, Coimbatore	-
5.	Arid Forest Research Institute, Jodhpur	-
6.	Rain Forest Research Institute, Jorhat	CFLE, Tripura

		ARCBR, Aizawl
7.	Himalayan Forest Research Institute, Shimla	-
8.	Institute of Forest Productivity, Ranchi	-
9.	Institute of Forest Biodiversity, Hyderabad	WBC, Vishakhapatnam

A Performance Review of ICFRE was conducted by Indian Institute of Management, Kashipur. MoEF & CC has approved the recommendation contained in the Performance Review Report of ICFRE and directed to prepare a road map for Business Process Re-engineering (BPR) of ICFRE.

## **OBJECTIVES**

- (a) To prepare a roadmap to make ICFRE self-sustainable over a period, through various interventions like restructuring and re-engineering.
- (b) To analyse and design/ redesign of workflow within/between organizations / departments of the council to improve productivity, quality and agility of core and support process.

## **SCOPE**

The BPR study will include the Headquarters of ICFRE and its nine research institutes and five regional centres located in different places in the country (details given above). The study consists of an analysis of the existing workflows and process within and between organisations/units/ departments/ sections.

## **TERMS OF REFERENCE**

1. To identify core supporting processes, mapping of As Is process, their analysis and their re-engineering
2. To re-engineer the existing organizational structure, function with regard to stake holder's expectation, fast-changing requirements & recommend a suitable modification in the structure including broad functional divisions in order to meet council's long-term goals.
3. To re-engineer the present set of core and support processes and redesign it to meet the expectations of various stakeholders.
4. To re-engineer the HR process with a view to develop and manage human resources planning, policies, and strategies. HR planning includes assessing the strength of human resource and suggest for staffing norms at different levels.
5. To Reengineer key priority functions like managing of financial resources, administration and resource management, research project portfolio management, revenue generation through developing and managing products and service.
6. To prepare a roadmap to make ICFRE as a self-sustainable over a period after a detailed study of the best practices from similar national and international research organisations.

The entire activity shall be led by a team from ICFRE that shall be trained to handle the BPR activities by the consultant. The report shall be submitted within six months and upon acceptance, the capacity building of the ICFRE team shall be done by the consultant organization. The consultant organization (CO) is expected to do limited hand holding for a period of two years after the work is over to see a smooth re-engineering of the process.

#### Qualifications of the CO

1. Essentially be a management institute of repute involved in conducting training programmes and courses
2. Must be at least five years old
3. Have experience in BPR activities

**Expression of interest must be delivered in a written form either through postal mail or by email using the prescribed format (annexure – I) on or before 18<sup>th</sup> March 2018**

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## Format for EoI

Name of the organization		
Address		
Year of establishment		
Email		
Phone		
Contact Person		
Details of departments / Divisions	Departments	Number of faculty (with designations or equivalent)
		Professors: Associate Professors: Assistant Professors:
Nature of activities carried out by the organization		
Regular Courses / training programmes		
Special Courses / Training programmes		
Similar projects carried out in past		
<b>Title and duration (with dates)</b>	<b>Client</b>	

Signature of the Head of Organization

Seal