



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body under the Govt. of Assam)

Project Management Unit (PMU) of the Asian Development Bank financed

Sustainable Wetland and Integrated Fisheries Transformation (SWIFT) Project

Agriculturecomplex,Khanapara,G.S.Road,Guwahati-781022(Assam, India) Tel:+91361-2332004;website:www.arias.in

Draft Terms of Reference (ToR) for engagement of a Junior MIS Specialist

(A) PROJECT PREAMBLE AND CONTEXT OF ENGAGEMENT:

1. The Assam Sustainable Wetlands and Integrated Fisheries Transformation (SWIFT) project, proposed to be financed by the Asian Development Bank (ADB) seeks to promote the sustainable management of Assam's wetland (beel) ecosystems and fisheries development by actively engaging local communities in the management process and enhancing their economic and livelihood conditions. SWIFT's integrated approach combines institutional strengthening for ecosystem conservation with the development of the beel fisheries value chain. This dual focus benefits both the environment and the local community, ensuring long-term sustainability and economic growth.
2. Specifically, the project is aligned with the following impact: income of small-scale food producers of Assam enhanced (Assam Vision 2030, Fisheries Sector); and the project will have the following outcome: beel fishery productivity and community-based sustainable wetland management enhanced in the state of Assam. Three outputs are envisaged.
3. **Output 1:** Institutional capacity and regulatory framework for sustainable beel ecosystem and fisheries management strengthened. The output aims to reform the current government system on beel management, particularly the leasing system. It will support the following activities: (i) updating relevant beel management and fishery acts, regulations, and rules for community-based management, and preparing public awareness-raising materials; (ii) preparing rules or guidelines for community-based beel management system, considering various hydrology of wetlands, channels, agro ecological situations, and providing necessary training on the subject; (iii) preparing a sustainable operational model as a project exit plan; (iv) capacity building and training of the Department of Fisheries (DoF) staff and other allied public institutions, including the state's wetland authority, in latest fisheries stocking and conservation techniques, community-based beel management best practices, and use of digital technologies; (v) supporting research and development in beel management and fisheries, including carbon sequestration benefits from beel management, climate change impacts and adaptation measures, seed production and breeding, and ex-situ conservation of endangered species; (vi) strengthening beel community-based institutions – specifically Beel Development Committees (BDCs); and (vii) operating beel management monitoring system through the development of project information system and beel fisheries knowledge platform, complementing the state wetland authority's wetland notification process.
4. **Output 2:** Community-based fisheries business developed and beel community income diversified. The project will ensure the sustainability of beel community-based institutions by enhancing their financial viability and strengthening women's and marginalized groups' participation in economic activities. The project will: (i) support the development or strengthening of the Beel Development Committees (BDCs), some of whom are or will operate as fisheries cooperatives; (ii) conduct capacity building for these BDCs through training in organizational and financial management, as well as branding, marketing and processing along the value chain; (ii) provide public sector support for the development of community-based fisheries value chain infrastructure, including fish landing sites and local aggregation

points/centers; (iii) promote private sector led fisheries commercialization by creating matching grant facilities for hatchery, feed mill, primary processing and other value addition initiatives; and (iv) support other income generation activities for self-help groups through strengthening or revitalizing self-help groups based on their needs assessment.

5. **Output 3:** Beel conservation and restoration planned and managed. The project addresses habitat loss caused by the loss of connectivity with the adjacent river and decreasing water depth, and macrophyte growth that hinders fisheries productivity in beel's. The beel restoration approaches will focus on: (i) beel demarcation; (ii) beel rejuvenation, such as de-weeding and desilting; and (iii) beel's water inflow and outflow control improvement, including desilting, constructing embankments, installing silt traps, building water retaining structures and peripheral bunds, and installing bio-filters.
6. **Implementation arrangements:** A dedicated SWIFT Project Management Unit (PMU) has been established within ARIAS Society, headed by the State Project Director (SPD), ARIASS, and is responsible for overall project execution and ensuring the achievement of project objectives. Further, the Project Implementation Unit (PIU) (currently housed in the ARIAS Society), is also established under the leadership of the Director of Fisheries (DoF), Guwahati. Moreover there are, five (5) Cluster Project Implementation Unit (CPIUs) spread across the five Zonal Offices of the Fisheries Department, each headed by the Deputy Director of Fisheries (DDF).
7. **Context of engagement:** The SWIFT Project entails extensive data collection, monitoring, reporting, and performance tracking across diverse geographic locations. In this context, a robust Management Information System (MIS) is critical for ensuring timely availability of accurate data to support evidence-based planning, decision-making, and reporting to stakeholders, including the ADB. The Project would generate large volumes of data relating to community mobilization, Beel rejuvenation/ restoration, infrastructure, progress monitoring against M&E indicators/ finance/ procurement, and safeguard compliance, which need to be systematically captured, validated, and analyzed. To strengthen the MIS functions at the PMU and to support the Senior MIS Specialist, it is proposed to engage a Junior MIS Specialist. The Jr. MIS specialist will assist in data management, MIS development and its operations, report generation, dashboard maintenance, and coordination with field units for data collection and validation and also hardware maintenance in the PIU and the PMU. The role is essential to ensure data integrity, improve reporting efficiency, and facilitate real-time monitoring of project progress in alignment with project needs.

(B) **OBJECTIVE OF THE ASSIGNMENT:**

8. The overall objective of the assignment is to enhance efficiency & effectiveness of the MIS function by providing operational and technical support to the Senior MIS Specialist, thereby enabling evidence-based decision-making, timely reporting to stakeholders, and improved monitoring of project outcomes.
9. The objective of the assignment is to support the Senior MIS Specialist in ensuring efficient, accurate, and timely management of the Project's MIS for the SWIFT Project. The Junior MIS Specialist (JMISS) will assist in the systematic collection, validation, compilation, and analysis of project data from various implementing units and field levels, thereby contributing to reliable and up-to-date information for monitoring project progress and performance.
10. The assignment aims to strengthen day-to-day MIS operations by facilitate prompt resolution of IT-related issues faced by users, including data entry oversight, database management, report generation, and maintenance of dashboards, while ensuring adherence to defined data protocols and reporting standards. The Junior MIS Specialist will play a key role in improving data quality, minimizing inconsistencies, and facilitating smooth information flow between field units and the Project Coordination Unit (PCU). The role also includes supporting the development, rollout, and maintenance of various IT applications, including those associated with SWIFT management such as Social Safeguard, Website Interface, and Financial Management tools, and managing IT security administration activities.

(C) **SCOPE OF WORK:**

11. The Junior MIS Specialist shall work under the overall guidance and supervision of the Senior MIS Specialist and support the MIS and the IT Systems/functions of the SWIFT Project. The key scope of work shall include, but not be limited to, the following:

- a) **Data Collection and Compilation**
 - Assist in collection, compilation, and consolidation of project data from district, block, and field-level units.
 - Ensure timely receipt of data in prescribed formats from all implementing agencies.
- b) **Data Entry and Database Management**
 - Support data entry, updating, and maintenance of MIS databases and software platforms.
 - Ensure proper data organization, storage, and backup as per established protocols.
- c) **Data Validation and Quality Assurance**
 - Conduct preliminary data verification and validation checks to identify inconsistencies, gaps, and errors.
 - Coordinate with field teams to rectify data discrepancies and ensure data accuracy.
- d) **Report Generation and Documentation**
 - Assist in preparation of periodic reports (monthly, quarterly, and annual) as required by the Project Coordination Unit (PCU) and funding agencies.
 - Generate standard and customized MIS reports, summaries, and analytical notes.
- e) **Dashboard and MIS Tools Support**
 - a) Assist Sr. MISS in development and implementation of the robust open-source based project MIS system integrating project activities at the State, District, and Block levels.
 - Support updating and maintenance of MIS dashboards and visualization tools.
 - Assist in developing simple data visualization outputs (charts, tables, etc.) for review and decision-making.
 - Maintain and manage source code used in developing software, all MIS applications including GRM, websites, and web portals and Mobile applications in hybrid mode
 - Provide troubleshooting support to ensure smooth implementation of MIS applications, user interface issues, networking problems, and security concerns
- f) **Coordination and Follow-up**
 - Liaise with district and field-level functionaries for data submission, clarification, and follow-up.
 - Support the Senior MIS Specialist in ensuring compliance with reporting timelines.
- g) **Support in System Improvement**
 - Assist in testing, troubleshooting, and improvement of MIS applications and tools.
 - Provide feedback on system performance and suggest improvements based on field-level experience.
- h) **Data Security and Confidentiality**
 - Ensure confidentiality and security of project data in line with applicable guidelines and protocols.
- i) **Capacity Building Support**

- Assist in organizing and facilitating training/orientation sessions for field staff on MIS formats, tools, and reporting requirements.
- Conduct training for project staff on effective use of the MIS system and related applications.
- Participate in knowledge-sharing meetings with team members at the PMU/PIU and develop a robust document repository.

j) **System Administration and User Management**

- Assist in administering MIS applications, including creation and management of user accounts, access controls, and user permissions.
- Provide first-level technical support to users for MIS-related issues, including login, access, and functionality concerns.

k) **IT Infrastructure and Hardware Support**

- Oversee routine functioning and maintenance of IT hardware, including computers, printers, scanners, and other peripherals at the PCU.
- Coordinate with service providers/vendors for repair, servicing, and AMC-related activities.

l) **Network and Connectivity Management**

- Support maintenance and troubleshooting of Local Area Network (LAN), internet connectivity, and related networking equipment.
- Ensure stable connectivity for MIS operations and virtual coordination with field units.

m) **Server and Data Backup Management**

- Assist in the maintenance and monitoring of local servers and ensure regular data backup as per defined protocols.
- Support implementation of data recovery mechanisms and safeguard against data loss.

n) **Software Installation and Updates**

- Facilitate installation, configuration, and regular updating of required software, MIS tools, antivirus programs, and operating systems.
- Ensure all systems are compliant with security standards and updated with necessary patches.

o) **IT Asset Management**

- Maintain inventory of IT assets and ensure proper documentation, tagging, and tracking of equipment.
- Assist in procurement planning by providing inputs on IT hardware and software requirements.

p) **Any Other Assigned Tasks**

- Perform any other MIS-related or other tasks as assigned by the Senior MIS Specialist or Project authorities/SPD from time to time.

(D) **ESSENTIAL QUALIFICATIONS, EXPERIENCE & DESIRED SKILL:**

12. The candidate should possess atleast a Bachelor's degree in Computer Science, Information Technology, Computer Applications, or a related field from any Govt. recognized University.
13. The candidate should have atleast **7 (seven)** years of working/ professional experience in MIS development, data management, and reporting, preferably in externally aided projects, government programs, or development sector organizations. The candidate should also have experience in development and management of real time web-based MIS platforms, databases,

dashboards, and data analytics tools. Proficiency in programming languages (such as PHP, JavaScript, React JS, Node JS etc.), Web Technologies, Development Tools, and familiarity with GIS applications and integration with MIS will be an added advantage.

14. The candidate should possess strong analytical skills, proficiency in data analysis tools, MS Excel, and reporting software, along with good communication skills in English, Hindi, and Assamese.
15. The candidate should have the ability to work effectively in a team environment and coordinate with multiple stakeholders across different levels.

(E) **DURATION OF CONTRACT**

16. The initial contract period of the **Jr.MISS-PMU** will be for eleven (11) months and the contract shall become effective from the date of signing of the agreement by the **Jr.MISS-PMU** and the SPD, followed by the date of joining by the **Jr.MISS-PMU** and shall automatically terminate after eleven (11) months, if not terminated or cancelled or closed earlier by SPD based on the provisions of the contract agreement. The continuity of the **Jr.MISS-PMU** beyond eleven (11) months will depend upon **Jr.MISS-PMU** performance, requirement of the position, and availability of project funds, and as decided by the SPD, ARIAS Society and the decision shall be final and binding in this regard

Note: Further, as per the Executive Order No. FEC (II).670250/5 Dated 26-02-2026 of the Finance Department, Govt. of Assam, any renewal or extension of contract for contractual personnel shall be effected only after a clear break of at least two (2) working days between the expiry of the existing contract and commencement of the renewed/extended contract and availing prior concurrence of Finance dept as per DFPR, 2022.

17. Pursuant to the provision in the contract agreement, the contract with **Jr.MISS-PMU** may be terminated by either side at any point of time during the contractual period by serving a 30 (thirty) days' notice without assigning any reason and without thereby incurring any liability to the Director of Fisheries/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the closing date of SWIFT project. The Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of the incumbent.
18. The **Jr.MISS-PMU** shall not assign or sub-contract, in whole or in part, his/her obligations to perform under this ToR, except with the reporting officer's prior written consent. The **Jr.MISS-PMU** will have to serve the PMU on full time basis under the **Sr. MIS Specialist, PMU** and under overall command of the State Project Director, ARIAS Society.
19. The assignment is purely contractual in nature and the SPD-ARIAS Society reserves the right to terminate or cancel the assignment and/or shorten its duration or extend the duration, irrespective of whether the assigned tasks of **Jr.MISS-PMU** as per the ToR has been completed or not, based on the requirements or availability of the project funds or performance and/or conduct of the **Jr.MISS-PMU** or for convenience as determined by the SPD ARIAS Society, without thereby causing any liability to the **Jr.MISS-PMU** or to the Government of Assam or the Government of India or the ADB. Whatever be the reason for termination, the **Jr.MISS-PMU** shall comply with the termination order forthwith without any reservation.

(F) **REMUNERATION**

20. Depending on the qualifications, experience, competency, and remuneration of the last assignment of the candidate, the consolidated fixed remuneration of the successful candidates selected for the position of **Jr.MISS-PMU** will be determined and mutually agreed with the selected candidate, which shall be within the range of **Rs.60,000/= to Rs.75,000/= per month**. Taxes as applicable shall be dealt with as per applicable laws.
21. In cases the successful/selected candidate's last drawn monthly remuneration is lesser than the advertised range of the consolidated fixed monthly remuneration, the offered remuneration shall be minimum of the range of remuneration mentioned in the table above, unless otherwise approved by the competent authority based on exceptional merit and project requirements.

22. In cases the successful/selected candidate's last drawn monthly remuneration is higher than the advertised range of the consolidated fixed monthly remuneration, the offered remuneration shall be maximum of the range of remuneration mentioned in the table above, unless otherwise approved by the competent authority based on exceptional merit and project requirements.
23. In case the successful/selected candidate happens to be a retired Government Servant, relevant rules of the Government shall be applicable and the monthly fixed remuneration of the incumbent shall be fixed based on the principle of “Last Pay – Minus – Pension” of the Government of Assam.
24. Travelling, Boarding, Lodging and Food expenses for approved official tours outside the assigned CPIU HQ will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement.

(G) TRAVEL REQUIREMENT

25. The **Jr.MISS-PMU** may be required to undertake field visits within the State/occasional out-of-state visits as per project requirements, with prior approval of competent authority.

(H) PERFORMANCE REVIEW

26. The performance of the **MISS-PMU** will be **reviewed by the SPD ARIAS Society**.

(I) FACILITIES TO BE PROVIDED BY THE ARIAS SOCIETY

27. The **Jr.MISS-PMU** will be provided with access to relevant documents, office space, computer, internet, and other necessary facilities required for discharge of assigned responsibilities.
28. No additional allowances or benefits shall be provided other than those explicitly mentioned in the contract agreement.
29. Will not be provided with any clerical assistance

Note: This is a draft ToR and the SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.