



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body under Govt. of Assam)

**Project Management Unit (PMU) of the Asian Development Bank financed
Assam Sustainable Wetland and Integrated Fisheries Transformation (SWIFT) Project**

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Draft Indicative Terms of Reference (ToR) For GIS and MIS Executive (GME)

A. BACKGROUND OF THE PROJECT A CONTEXT OF ENGAGEMENT:

1. The Sustainable Wetlands and Integrated Fisheries Transformation (SWIFT) project 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). The CPIU managed by DDF shall be reporting to the PIU headed by the Director of Fisheries.
7. **Context of Engagement:** The SWIFT Project will *inter alia* use a robust Geographic Information System (GIS) and Management Information System (MIS) to support planning, implementation, monitoring, and evaluation of project interventions across multiple wetlands and districts. The Project will generate large volumes of spatial and non-spatial data relating to wetland restoration, fisheries development, community institutions, infrastructure, beneficiary households, environmental indicators, safeguards, and progress against the Design and Monitoring Framework (DMF), Gender Action Plan (GAP), and other project performance indicators. The PMU, PIU, and CPIUs are responsible for ensuring that project information is systematically collected, geo-referenced, validated, analyzed, and reported through an integrated GIS and web-based MIS platform to facilitate evidence-based planning, real-time monitoring, informed decision-making, and timely reporting to the Government of Assam and the Asian Development Bank (ADB).

By collecting, analyzing, and visualizing spatial data, geospatial technologies the Fisheries Directorate will be able to understand the spatial distribution of water quality parameters, identify pollution sources, and implement effective management strategies and to make informed decisions about resource allocation, conservation efforts, and enforcement activities. To strengthen GIS and MIS functions at the field level and ensure timely collection, validation, and management of project data, the **Project intends to engage four (4) GIS & MIS Executives (GMEs)**, one for each designated 04 CPIUs (recruitment of one GME is differed). The GIS & MIS Executives will provide technical support for GIS database management, spatial analysis, field data integration, MIS operations, reporting, capacity building, and coordination with field teams and stakeholders to ensure effective implementation of the Project's monitoring and information management systems. This Terms of Reference (ToR) has been developed accordingly

(B) OBJECTIVE OF THE ASSIGNMENT:

8. The overall objective of the assignment is to provide technical and operational support for the implementation, maintenance, and effective utilization of the GIS and MIS at the CPIU level under the Assam SWIFT Project. The **GIS & MIS Executive** shall facilitate the collection, validation, analysis, integration, and management of spatial and non-spatial project data; support the development and maintenance of GIS databases and the web-based MIS; prepare thematic maps, dashboards, and analytical reports; and ensure timely and accurate reporting of project progress, beneficiary information, infrastructure, environmental indicators, and results against the DMF and GAP. The Executive shall also support integration of digital field data collection tools with the central MIS platform, strengthen the capacity of project staff and stakeholders in the use of GIS and MIS applications, promote data quality and interoperability with Government systems, and facilitate informed planning, monitoring, evaluation, and

decision-making in accordance with the Project Administration Manual (PAM), Monitoring and Evaluation Framework, applicable Government of Assam guidelines, and requirements of ADB.

9. The GIS & MIS Executive will provide technical support for the design, development, and implementation of a spatial data management system and a web-enabled Management Information System (MIS); He/ She will also facilitate spatial analysis, data visualization, and integration of spatial/non-spatial data to aid decision-making; Support participatory planning, monitoring, and impact evaluation using GIS and MIS tools.

(C) TASKS AND RESPONSIBILITIES: The GME will be responsible for the following

10. **GIS-Related Responsibilities**

- a) Develop and maintain a comprehensive GIS database for project sites including wetlands, fisheries habitats, infrastructure, and socio-economic features;
- b) Conduct spatial analysis for wetland restoration, fisheries zoning, and ecological sensitivity mapping;
- c) Produce high-quality maps and spatial visualizations for project planning, reporting, and stakeholder consultation;
- d) Provide training to local agencies and project teams on GIS tools and applications.

11. **MIS-Related Responsibilities**

- a) Support in design of a web-based MIS and its implementation to track project inputs, outputs, outcomes, and impacts;
- b) Ensure MIS captures disaggregated data on beneficiaries, activities- -particularly against the DMF (design and monitoring framework) and gender action plan indicators, infrastructure, and environmental indicators;
- c) Facilitate integration of field data collection tools (e.g., mobile apps, dashboards) with the central MIS platform;
- d) Regularly update, validate, and generate MIS reports for ADB and government reporting requirements.

12. **Capacity Building and Coordination**

- a) Support in developing manuals and SOPs for GIS/MIS use at different levels of project implementation;
- b) Work closely with the social, environmental, and fisheries teams to ensure synergy between spatial and non-spatial data;
- c) Liaise with government agencies and consultants to ensure data compatibility and alignment with national systems.

13. The GME shall have to undertake any other responsibility as assigned by DDF/DPD/DOF/SMISS-PMU SPD.

(D) ESSENTIAL QUALIFICATIONS, EXPERIENCE & DESIRED SKILL:

14. **Educational Qualification:** Master's degree in GIS, Geography, Environmental Sciences, IT, Computer Science, or related fields;

15. **Working Experience:**

- Minimum **five (5)** years of relevant professional experience in GIS and MIS systems, preferably in Externally Aided project/ Central Government Sponsored Project, etc.
- Proven experience with spatial software (e.g., ArcGIS, QGIS), database management (e.g., PostgreSQL/PostGIS, SQL Server), and MIS platforms;
- Experience in the fisheries, wetlands, or natural resource management sector is desirable;

16. **Language:** Fluency in English. Candidates having proficiency in local language will be an advantageous.

(E) DURATION OF CONTRACT, NOTICE PERIOD ETC.

17. The initial contract period of the **GIS & MIS Executive (GME) -CPIU** will be for eleven (11) months and the contract shall become effective from the date of signing of the agreement by the **GME -CPIU** and the SPD, followed by the date of joining by the **GME -CPIU** 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 **GME -CPIU** beyond eleven (11) months will depend upon **GME -CPIU** performance, requirement of the position, and availability of project funds, and as decided by the SPD, ARIAS Society based on the feedback from the Director of Fisheries, Head of PIU 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.

18. Pursuant to the provision in the contract agreement, the contract agreement with the **GME-CPIU** 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.
19. The **GME -CPIU** 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 **LC-CPIU** will have to serve the **CPIU** on full time basis and report to the concerned Zonal Deputy Director Fisheries, CPIU and also to the Deputy Project Director (DPF) under the overall command of the Director of Fisheries, Assam.
20. 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 **GME -CPIU** 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 **GME -CPIU** or for convenience as determined by the SPD ARIAS Society, without thereby causing any liability to the **GME -CPIU** or to the Government of Assam or the Government of India or the ADB. Whatever be the reason for termination, the **GME -CPIU** shall comply with the termination order forthwith without any reservation.

(F) REMUNERATION AND PAYMENT TERMS:

21. 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 **GIS & MIS Executive (GME) -CPIU** will be determined and mutually agreed with the selected candidate, which shall be within the range of **Rs.50,000/= to Rs.60,000/= per month**. Taxes as applicable shall be dealt with as per applicable laws.
22. 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 above, unless otherwise approved by the competent authority based on exceptional merit and project requirements.
23. 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 above, unless otherwise approved by the competent authority based on exceptional merit and project requirements.

24. 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.
25. Travelling, Boarding, Lodging and Food expenses for approved official tours outside the Guwahati/PIU/HQ will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement

(G) TRAVEL REQUIREMENT:

26. The **GME -CPIU** will be required to undertake field-visits within the jurisdiction of the CPIUs allotted to him and visit to the project sites with the approval of Zonal Deputy Director of Fisheries, concerned CPIU.

(H) REPORTING AND PERFORMANCE REVIEW

27. The **GME -CPIU** will report to the Deputy Director of Fisheries, head of respective CPIU i.e. Zonal Project Coordinator. The **GME -CPIU** shall also report to the Deputy Project Director, PIU under the overall command of the Director of Fisheries as well as to the Sr. MIS Specialist-PMU on GIS & MIS matters. The quality of service and performance of the **GME-CPIU** will be reviewed by the Deputy Director of Fisheries, head of respective CPIU on a quarterly basis and the annual performance review will be undertaken by the SPD based on the feedback provided by the PIU and CPIU.

(I) FACILITIES TO BE PROVIDED BY THE CPIU

28. The **GME -CPIU** will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned by the Deputy Director of Fisheries-CPIU i.e. Zonal Project Coordinator.
29. The **GME -CPIU** will be provided with one office table in the CPIU along with computer, printer, computer/office consumables, and internet access.
30. The PIU will pay the consolidated fixed monthly remuneration as per the contract agreement. No other payment whatsoever (except reimbursement of travelling expenses) shall be paid.
31. Will not be provided with any clerical assistance.

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