



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

Sustainable Wetland and Integrated Fisheries Transformation (SWIFT) Project

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Draft Indicative Terms of Reference (ToR) Junior Engineer (Civil) 'JE'

(A) BACKGROUND OF THE PROJECT AND 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, agroecological 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 macrophytes 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 Assam SWIFT Project envisages implementation of a wide range of civil works and infrastructure development activities across the PIU and the five CPIUs. These include construction, rehabilitation, restoration and improvement of fisheries and wetland infrastructure such as fish landing centres, hatcheries, nurseries, fish drying platforms, market infrastructure, community facilities, water management structures, and other project-supported civil works e.g. construction of new office buildings/ renovation of existing office buildings of the Fishery Department. The successful implementation of these interventions requires timely preparation of engineering surveys, plans, estimates, technical drawings, cost estimates, site supervision, quality assurance, measurement of works, contractor coordination, and supervision of the execution of civil works, progress monitoring in accordance with approved engineering standards, procedures, and environmental & social safeguard requirements. The zonal level CPIUs in association with the District Fishery Development Officers (DFDOs) are responsible for the day-to-day execution, supervision, monitoring, and certification of these civil works under the overall guidance of the PIU & PMU.

To strengthen the engineering capacity at the field level, the **Project intends to engage five (5) Junior Engineers (Civil)**, one for each CPIU, to support planning, execution, supervision, measurement, quality control, contract administration, and reporting of project-supported infrastructure works. The **Junior Engineers (JEs)** will work under the technical guidance of the Senior Civil Engineer-PMU and Assistant Engineers-PIU to ensure timely, quality, and cost-effective implementation of civil works in accordance with the Project Administration Manual (PAM), Government of Assam engineering standards, and the requirements of the Asian Development Bank (ADB). 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 field-level engineering support for the planning, execution, supervision, monitoring, measurement, and quality assurance of civil works undertaken under the Assam SWIFT Project within the assigned CPIU. The **Junior Engineer (Civil)-CPIU (JE-CPIU)** shall assist in conducting site surveys, preparing engineering drawings, plans, estimates, and technical documentation; support procurement by preparing technical inputs and cost estimates; supervise construction activities and ensure compliance with approved drawings, technical specifications, construction codes, quality standards, and environmental and social safeguard requirements; undertake measurement of completed works, maintain Measurement Books (MBs), verify contractor bills, and monitor physical and financial progress of civil works. The **JE-CPIU** shall also coordinate with contractors, Beel Development Committees (BDCs), implementing agencies, and project officials, prepare periodic progress reports, identify implementation issues, and support timely completion of infrastructure works in accordance with the Project Administration Manual (PAM), applicable Government of Assam engineering practices, procurement procedures, and the requirements of the ADB.

(C) TASKS AND RESPONSIBILITIES:

9. **Preparation of Plans and Estimates for the project civil work activities, etc.:** The Junior Engineer shall have to prepare plans and estimates for the project civil works with detailed calculations based on physical visit to the project sites. The activities will include field visit to the project sites for survey, preparation of plan & estimate, etc. by using CAD for dimensional drawings as well as other documents as & when required and submitting the same to the supervising senior civil engineer for approval.
10. **Oversee the Project Workflow:** The job responsibility of a Junior Engineer (Civil) [JE(C)] also includes management of the civil work execution sites. Accordingly, they shall have to visit the construction sites to take measurements, gather data, and address queries of the contractor, senior officials/ engineers of the project, etc. The JE (C) shall serve as a point of contact between the project engineering team and the construction contractors/workers. The JE (C) shall also be responsible to prepare project schedules and timelines under the supervision of Sr. Engineer.
11. **Preparing Cost Estimates & Keeping MB records:** The JE (C) shall be responsible to develop cost estimates for materials, labour, and types of equipments, etc. to determine feasibility of the civil work. They shall closely work with the CPIU heads in reviewing the quotations (for CPIU/ BDC level procurements). The JE (C) shall be responsible for taking measurements of work volume and record the same in MBs and review of the contractor's bills etc..
12. **Inspection of Construction Sites and submitting progress Reports:** One of the major responsibilities of the **JE (C)** is to visit the construction sites to track the progress and to inspect whether the civil works are being executed as per approved drawings, construction codes and specifications. The **JE (C)** shall prepare monthly report on the status of each construction site, indicating the reasons for delays or issues on the construction sites, the progress of the works, etc. and submit the report to the CPIU heads and the Senior Civil Engineer and other project officials as instructed.
13. **Other tasks:** Undertake other tasks as assigned by the Deputy Director Fisheries-CPIU, DPD, DOF, Assistant Engineers-PIU, Sr. Civil Engineer-PMU, and the SPD, as per requirement of the project from time to time.

(D) ESSENTIAL QUALIFICATIONS & EXPERIENCE:

14. **Essential Qualifications:** Candidates must have atleast a Diploma (3 years course) in Civil Engineering/ Civil Engineering and Planning / Construction Technology from any technical institutes recognized by AICTE. The Diploma course must be a regular course. Diploma course obtained through distant/ online mode of education shall not be considered.

Candidates with Bachelors Degree in Civil Engineering/ Civil Engineering and Planning / Construction Technology will also be considered for this position.
15. **Essential Experience:** Minimum **five (5) years** of working experience in Planning/ Execution/ Maintenance of Civil Engineering works is essential.

Candidates having experience in similar capacity and sound working knowledge in externally aided projects/ programs financed by Asian Development Bank (ADB)/ World Bank (WB) / Japan International Cooperation Agency (JICA), etc. shall be preferred.
16. **Computer Proficiency:** The JE (C) must have proven experience of using Internet based applications, advanced word processing/spreadsheet including MS Word, MS Excel etc. in addition to expertise in Computer Aided Engineering design/CAD, comprehensive structural finite element analysis and design applications and other related applications.

(E) DURATION OF CONTRACT, NOTICE PERIOD ETC.

17. The initial contract period of the **Junior Engineer (Civil)-CPIU (JE-CPIU)** will be for eleven (11) months and the contract shall become effective from the date of signing of the agreement by the **JE -CPIU** and the SPD, followed by the date of joining by the **JE -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 **JE-CPIU** beyond eleven (11) months will depend upon **JE-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 **JE - 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.
8. The **JE-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 **JE -CPIU** will have to serve the assigned office/CPIU on full time basis under overall command of Zonal Project Coordinator-CPIU / Deputy Director Fishery.
9. 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 **JE -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 **JE -CPIU** or for convenience as determined by the SPD ARIAS Society, without thereby causing any liability to the **JE -CPIU** or to the Government of Assam or the Government of India or the ADB. Whatever be the reason for termination, the **JE-CPIU** shall comply with the termination order forthwith without any reservation.

(F) REMUNERATION AND PAYMENT TERMS:

19. 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 **Junior Engineer (Civil)-CPIU (JE-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.
20. 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.
21. 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.
22. 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.
23. 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:

24. The **Junior Engineer (Civil)-CPIU** will be required to undertake field-visits within the jurisdiction of the CPIUs allotted to him and tours to the project sites with the approval of concerned Zonal Deputy Director of Fisheries, CPIU.

(H) REPORTING AND PERFORMANCE REVIEW

25. The **JE-CPIU** will report to the zonal Deputy Director of Fisheries, head of respective CPIU i.e. Zonal Project Coordinator. The **JE-CPIU** shall also report to the Deputy Project Director (DPD), PIU, concerned Assistant Engineer-PIU and the Sr. Civil Engineer-PMU for engineering matters, under the overall command of the Director of Fisheries. The quality of service and performance of the **JE-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 PMU based on the feedback provided by the PIU and CPIU.

(I) FACILITIES TO BE PROVIDED IN THE CPIUS: The Junior Engineer (Civil)-

26. The **JE-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 Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinators.
27. The **JE-CPIU** will be provided with one office cubicle in the CPIU along with computer, printer, computer/office consumables, and internet access.
28. 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.
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