



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) Assistant Engineers (AE)

A) BACKGROUND OF THE PROJECT:

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 envisages implementation of a wide range of civil works and infrastructure development activities. These include rejuvenation, restoration and rehabilitation and improvement of beel fisheries, construction of infrastructure such as fish landing centres, hatcheries, nurseries, fish drying platforms, market infrastructure, community facilities, office building construction/ renovation and other project-supported civil works. The PMU, PIU and CPIUs is responsible for ensuring that these works are planned, designed, procured, executed, supervised, and completed in accordance with the approved technical specifications, quality standards, environmental and social safeguard requirements, and the procurement and contract management procedures of the ADB/Government of Assam. To strengthen technical supervision, quality assurance, measurement, contract administration, and timely implementation of these infrastructure works across the project areas, the Project intends to engage a 2nd Assistant Engineers at the PIU (one has already been engaged). The Assistant Engineers will provide technical support for planning, supervision, monitoring, quality control, measurement and certification of works, contractor performance monitoring, and coordination with implementing agencies and field-level institutions to ensure timely and quality execution of project interventions. This Terms of Reference (ToR) has been developed accordingly

B) OBJECTIVE OF THE ASSIGNMENT:

8. The services to be provided by the team of national consultants serving in the capacity of contractual staff, will assist the PMU and PIU in implementing project activities to achieve the expected objectives. This multidisciplinary team composed of national experts, will collaborate with DoF and partner agencies on project management, implementation, and capacity building. They will also ensure that safeguard measures are upheld, contributing to the successful delivery of the project's outputs and overall outcomes.
9. A dedicated SWIFT PMU has been established within ARIAS Society, headed by the SPD, ARIAS Society, and is responsible for overall project execution and ensuring the achievement of project objectives.
10. The Project Implementation Unit (PIU), under the leadership of the Director of Fisheries is placed at Directorate of Fisheries, Guwahati and is also spread across the five Zonal Offices (i.e. Cluster Project Implementation Unit) of the Department of Fisheries, each headed by the Deputy Director of the Zonal Office.
11. ARIAS Society now intends to engage an **Assistant Engineer (AE)** on contractual basis to be positioned at Project Implementation Unit (PIU) of the SWIFT Project.

C) TASKS AND RESPONSIBILITIES:

The AE will support the Director of Fisheries/Head of PIU in -

12. Review the design, drawings, DPRs etc. prepared by the Architect/Consultancy firm hired by the project and put-up for approval.
13. Assist the PIU in obtaining the required regulatory clearances for construction of office buildings.
14. Prepare/review BOQ (Bill of Quantities) and Bidding Documents relating to Civil Works to be taken up under this project.
15. Assist the Procurement team to evaluate the bidding documents of Civil Works and support the evaluation/approval committee formed for the purpose.
16. Carry out regular supervision of works at site for reviewing the progress of works, verification of the construction/renovation works for compliance with specified technical standards, approved drawings & designs etc. and submit monthly progress reports with chronological photographs of executed works to the reporting officers of PIU on periodic basis.
17. Document and submit report on the progress of the civil works at the project site at monthly interval to the reporting officer authorized by the DPD.
18. Shall ensure that the civil work activities of the SWIFT are progressing as per the Procurement Plan/Annual Work Plans/relevant Contract Agreements and take all possible measures to keep the progress of the work on time and as per plan.
19. Inform the reporting officer in case of occurrence of any unforeseen/untoward incidents and to suggest remedial measures of such incidents.
20. Verification of the Contractor's bills/vouchers submitted by the contractors and endorsing the same for release of payments.
21. Any other task as & when assigned by the Deputy Project Director (DPD), PIU or by the Directorate of Fisheries (DoF) or by the State Project Director, ARIAS Society.

D) ESSENTIAL QUALIFICATIONS, EXPERIENCE & DESIRED SKILL:

22. Bachelor Degree in Civil Engineering from a recognized institute/University. Candidates having Post Graduate Degree in Civil Engineering will be given preference.
23. At least **7 (seven)** years of professional experience in Civil Engineering including in engineering design and field execution of civil works of varied nature. Candidates having experience of working in externally aided projects or public sector agencies will be given preference.
24. The AE should have adequate knowledge and experience of estimation, quantity survey, Land survey etc.
25. The AE should have adequate knowledge and experience of working with drafting software such as Auto CAD (latest version) or any other similar engineering applications.
26. The AE should have adequate knowledge and experience of working with Project Management Software like MS project or Primavera.
27. The AE should have adequate knowledge and experience of working with MSWord/ Excel/ PowerPoint/Project and Internet based applications.
28. Good social, analytical and planning skills is desirable; the candidate must demonstrate initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.

E) DURATION OF CONTRACT, NOTICE PERIOD ETC

29. The initial contract period of the **Assistant Engineer-PIU** will be for eleven (11) months and the contract shall become effective from the date of signing of the agreement by the **Assistant Engineer-PIU** and the SPD, followed by the date of joining by the **Assistant Engineer-PIU** 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 **Assistant Engineer-PIU** beyond eleven (11) months will depend upon **Assistant Engineer-PIU** 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.

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

F) REMUNERATION AND PAYMENT TERMS:

31. 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 **Assistant Engineer-PIU** 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.
32. 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.
33. 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.

34. 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.

35. 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:

36. The **Assistant Engineer-PIU** will be required to undertake field-visits and tours to the project sites with the approval of DPD. The **Assistant Engineer-PIU** may also be required to visit outside the State for training/exposure visit etc, with the prior approval of SPD, ARIAS Society.

H) REPORTING AND PERFORMANCE REVIEW

37. The **Assistant Engineer-PIU** will report to the Deputy Project Director (DPD), Directorate of Fisheries, Assam. The AE will also be required to coordinate and shall also report to the Sr. Civil Engineer-PMU take instructions from him. The quality of service and performance of the **Assistant Engineer-PIU** will be reviewed by the DPD and the Director of Fisheries on a quarterly basis and the annual performance review will be undertaken by the SPD based on the feedback provided by the PIU.

I) FACILITIES TO BE PROVIDED BY THE DIRECTORATE OF FISHERIES

38. The **Assistant Engineer-PIU** will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.

39. The **Assistant Engineer-PIU** will be provided with one office cubicle in the PIU along with computer, printer, computer/office consumables, and internet access.

40. 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.

41. 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.