



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

Agriculture complex, Khanapara, G.S.Road, Guwahati-781022(Assam, India)

Tel:+91361-2332004;website:www.arias.in;

Draft Indicative Terms of Reference (ToR) Social Safeguard & Gender Specialist (SSGS)

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.

B) Objective of the Assignment:

6. 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.
7. 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.
8. 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.
9. ARIAS Society now intends to engage a **Social Safeguard & Gender Specialist (SSGS)** on contractual basis to be positioned at Project Implementation Unit (PIU) of the SWIFT Project.

C) TASKS AND RESPONSIBILITIES:

The Social Safeguards & Gender Specialist (SSGS) will support the PMU and PIU in all aspects of implementing social safeguards plans, and establishing effective systems for training, monitoring, and reporting on indigenous people and ethnic minority issues. Specifically, the SSGS will:

10. Conduct social impact assessment, due diligence, and continuous meaningful consultations and information disclosure with all Project stakeholders including STs and their communities, affected persons, ensuring proper documentation of these activities.
11. Conduct census and socio-economic survey, if and when required.
12. Prepare and update the draft and final IPP based on detailed designs prepared for the project following ADB SPS 2009 and national and local policies of India including the Government of Assam.
13. Update the draft IR-DDR (Involuntary Resettlement & Due Diligence Report) and disclose on PMU website.
14. Prepare a resettlement plan (RP) or combined resettlement and indigenous peoples plan (R&IPP) if required based on ADB SPS 2009 and national and local policies of India including the Government of Assam. Close cooperation with the Government agencies responsible for assets valuation to develop the impact assessment methodologies considering Project Entitlement Matrix and ensuring the compliance with ADB SPS requirements.

15. Ensure including provision of social safeguards requirements in the standard bidding documents.
16. Ensure the timely disclosure of the draft and final IPP and IR-DDR including other safeguards planning documents that may be required (RP, R&IPP, Corrective Action Plan (CAP) and etc.), in locations and formats accessible and understandable to the STs and affected persons.
17. Coordinate with the project team in the overall management, implementation, monitoring and reporting of social safeguards compliance.
18. Oversee the social safeguards implementation of the project and ensure that IPP, RP and R&IPP (if required) is implemented as per ADB SPS 2009 and national and local policies of India including the Government of Assam.
19. Review, monitor, and evaluate the effectiveness of the implementation of IPP, RP and R&IPP (if required) and recommend necessary corrective actions, if required.
20. Conduct training on social safeguard including indigenous people for the project implementation officers, contractors, and community for effective implementation of IPP.
21. Establish Project Grievance Redress Mechanism (GRM), develop GRM database to record safeguards complaints or issues and address them through the project's GRM in a timely manner.
22. Prepare semi-annual social safeguard monitoring reports to be submitted to ADB.
23. Prepare and implement a community awareness and participation plan and support in preparing other information and campaign materials.
24. Identify any non-compliance and assist in preparing time-bound corrective action plans, if and as required.
25. Provide inputs to Quarterly Progress Reports.
26. Carry out other social safeguards activities as required by the Chief Project Coordinators or PMU.
27. Provide technical guidance and advice to the PMU, PIU, CPIU on implementation of gender mainstreaming, gender budgeting, and gender monitoring.
28. Monitor consulting partners/ service providers/ contractors who deliver training programs and/ or implement sub-projects with gender dimensions.
29. Prepare a detailed work plan for the implementation of the Gender Action Plan (GAP) to ensure effective and timely implementation.
30. Ensure gender and GAP activities and targets are integrated into the overall annual project work plan and budget plan.
31. Provide technical support to staff in the PMU and PIU on GAP implementation.
32. Support the integration of sex, ethnicity, and disabilities disaggregation into the project performance and monitoring system (PPMS), following the performance indicators/targets in the Design and Monitoring Framework (DMF) and GAAP and develop tools to collect data disaggregated by sex, ethnicity, and disabilities.
33. Monitor GAP requirements in related procurement documents and ensure compliance by contractors.
34. Collaborate with the communications specialist to ensure that community-based and awareness programs are conducted in the most sensitive manner to gender-specific needs.
35. Monitor the implementation of GAP and collect data for gender and GAP Quarterly Progress Reports.

36. Undertake any other gender and GAP related tasks as required by the PMU and PIU.

D) ESSENTIAL QUALIFICATIONS, EXPERIENCE & DESIRED SKILL:

37. Masters/Post-graduate degree in development studies, social sciences, or a related field.

38. Minimum 7 years of experience implementing social safeguards, including gender mainstreaming, gender equality, diversity and social inclusion with government offices and contractors for ADB or other donor financed projects in rural and remote areas.

39. Fluency in English and demonstrated ability to communicate in the local language.

E) DURATION OF CONTRACT, NOTICE PERIOD ETC

40. The initial contract period of SSGS will be for eleven (11) months and her/his continuity beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance and the requirement of the position etc. as mentioned below. The decision of the SPD ARIAS Society shall be final and binding in this regard.

41. The contract with SSGS may be terminated by either side at any point of time during the contractual period by serving 30 days' notice without assigning any reason and without thereby incurring any liability to the Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the SWIFT's closing date. The Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of the incumbent.

42. The SSGS 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 SSGS will have to serve the assigned office on full time basis under overall command of Director of Fisheries cum APD.

43. 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 SSGS 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 SSGS or for convenience as determined by the SPD ARIAS Society, without thereby causing any liability to the GoA or the Government of India or the ADB. Whatever be the reason for termination, the SSG shall comply with the termination order forthwith without any reservation.

F) REMUNERATION AND PAYMENT TERMS:

44. Depending on the qualifications, experience, competency, and also the remuneration/ CTC of the last assignment, the consolidated fixed annual Cost to project (CTP) of the SSGS will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.11.40 to Rs.19.20 lakh per year**. The agreed annual CTP shall be inclusive of remuneration, performance-linked- incentive, communication allowance, health/service related allowance, all taxes, cost of accommodation and food at Guwahati, conveyance to attend the PIU, etc.

45. The remuneration will be given in equal monthly installments and the performance-linked-incentive will be given on quarterly basis based on the performance and achievement against the mutually agreed deliverables by the SSGS. Taxes as applicable shall be dealt with as per applicable laws. The remuneration may be enhanced on an Annual Basis, based on the HR Policy of the ARIAS Society.

46. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement. For travel outside the State, the Travelling and Boarding & Lodging expenses will be reimbursed as per the HR Policy of the ARIAS Society and as provided in the contract

agreement.

G) TRAVEL REQUIREMENT:

47. The SSGS will be required to undertake field-visits and tours to the project sites with the approval of Director of Fisheries/DPD. Occasional out of state visits may also be required as directed by the DoF cum APD.

H) REPORTING AND PERFORMANCE REVIEW

48. The SSGS will report to the Director of Fisheries/DPD. The quality of service and performance of the SSGS will be reviewed by the Director of Fisheries/DPD on a quarterly basis and the annual performance review will be done as per the HR Policy of the ARIAS Society.

I) FACILITIES TO BE PROVIDED BY THE DIRECTORATE OF FISHERIES

49. Will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.
50. Will be provided with one office cubicle in the PIU along with computer, printer, computer/office consumables, and internet access.
51. Will pay the fixed monthly remuneration as per the contract agreement. No house rent allowance or any other allowance shall be paid by the PIU. No other payment whatsoever (except reimbursement of travelling expenses and project allowance) shall be paid, except as agreed between the SSGS and by the DoF cum APD, Directorate of Fishery.
52. 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.