



## 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) For Project Associate (PA)

### 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, ARIASS, 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 Project Associate (PA) on contractual basis to be positioned at Project Management Unit (PMU) of the SWIFT Project.

**C) TASKS AND RESPONSIBILITIES:**

10. Project Associate (PA) will manage the assignments and tasks related to fishery under the supervision of the Senior Fisheries Coordinator.
11. PA will support the supervisor in assessing the qualitative and quantitative progress and providing necessary guidance to the PMU and PIU teams of SWIFT.
12. PA will regularly track the progress of the project activities and appraise the same to the supervisor and competent authorities for review and decision-making.
13. Prepare reports and do a compilation of progress on various project activities/intervention based on the monitoring of physical and financial progress.
14. Draft concept notes, strategic notes, compile success stories, and case studies based on discussion with team members, and under the guidance of the supervisor.
15. Support in organizing the project activities like training, workshops, orientation programs in coordination with PMU/PIU/CPIU units under the guidance of supervisor, and taking necessary approval from competent authorities.
16. Support in the development of monthly, quarterly, and annual plans for the assigned projects and tasks in consultation with supervisor.
17. Collate information and data from district/zonal units, and conduct quick analysis prepare monthly program progress related slide decks (PowerPoint presentations) to share the progress and achievements with competent authorities and field teams.
18. Maintain a repository of program documents, references, and updates and will present as

deemed necessary.

19. Support in identification of gaps and ensuring that they are addressed on time, and ensuring timely report submission and necessary documentation by the field teams.
20. Any other tasks /assignment /project assigned from time to time by the supervisor
21. Coordinate with other senior members of PMU and PIU for effective and timely implementation of the project activities.

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

**22. Qualification required:**

- a. Bachelor degree in Fishery/Rural Development/ Engineering or any other related fields
- b. At least 7(seven) years experience of working in the development sector. Prior experience of working in Fishery will be preferred.

**23. Skill and Competencies:**

- a. Should be able to collate information and undertake research from the web as well as collate data from field teams.
- b. Must be very versatile with developing excel based tools, PowerPoint presentations, data handling, and analysis.
- c. Ability to work effectively in a team as well as independently.
- d. Excellent communication skills in Local language, English and Hindi.

**E) DURATION OF CONTRACT, NOTICE PERIOD ETC:**

24. The initial contract period of Project Associate (PA) will be for eleven (11) months and the continuity of the Project Associate (PA) 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 State Project Director shall be final and binding in this regard.
25. The contract with Project Associate (PA) may be terminated by either side at any point of time during the contractual period by serving a 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.
26. The Project Associate (PA) 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 Project Associate (PA) will have to serve the assigned office on full time basis under overall command of State Project Director and provide services to ARIAS Society.
27. The assignment is purely contractual in nature and the SPD 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 Project Associate (PA) 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 Project Associate (PA) or for convenience as determined by the SPD, without thereby causing any liability to the GoA or the Government of India or the ADB. Whatever be the reason for termination, the Project Associate (PA) shall comply with the termination order forthwith without any reservation.

**F) REMUNERATION AND PAYMENT TERMS:**

28. 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 **PA** will be

determined and mutually agreed with the successful candidate, which would be within the range of **Rs. 6.60 to Rs.10.80 lakh per annum**. 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 PMU, etc.

29. 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 PA. 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.

30. 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:**

31. The PA will be required to undertake field-visits and tours to the project sites with the approval of SPD. Occasional out of state visits may also be required as directed by the SPD.

**H) REPORTING AND PERFORMANCE REVIEW**

32. The PA will report to the Senior Fishery Coordinator, ARIAS Society. The quality of service and performance of the PA will be reviewed by the SPD 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 ARIAS SOCIETY**

33. Will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.

34. Will be provided with one office cubicle in the PMU along with computer, printer, computer/office consumables, and internet access.

35. Will pay the fixed monthly remuneration as per the contract agreement. No house rent allowance or any other allowance shall be paid by the PMU. No other payment whatsoever (except reimbursement of travelling expenses and project allowance) shall be paid, except as agreed with the PA and by the SPD, ARIAS Society.

36. 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.**