



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body of the Govt. of Assam)

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

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Draft Indicative Terms of Reference (ToR) for the position of Senior Project Management Specialist (SPMS) in PMU of the proposed ADB financed SWIFT Project

(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, 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 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 biofilters.

(B) Objective of the Assignment:

1. A dedicated SWIFT Project Management Unit (PMU) will be established within the ARIAS Society, headed by the State Project Director (SPD), ARIAS Society. The PMU is responsible for overall project execution and ensuring the achievement of project objectives.
2. The Project Implementation Unit (PIU), under the leadership of the Director of Fisheries (DoF) is at Directorate of Fisheries, Guwahati. The Cluster PIU (CPIUs) are spread across five Zonal Offices of the Fisheries Department, each of which are headed by a Deputy Director.
3. A team of contractual consultants/ staff will assist the PMU and the PIU in implementing project activities. This multidisciplinary team at PMU/PIU will collaborate with DoF and partner agencies on project management, implementation, monitoring, coordination, capacity building etc. They will also ensure that safeguard measures are upheld, contributing to the successful delivery of the project's outputs and overall outcomes.
4. ARIAS Society now intends to engage a **Senior Project Management Specialist (SPMS)** on contractual basis to be positioned at the Project Management Unit (PMU) of the SWIFT Project, housed within ARIAS Society.

(C) Tasks and Responsibilities: Key role and responsibilities of SPMS include

5. **Support to SWIFT PMU:**

a. Management, monitoring and coordination aspects-

- i) Coordinate, monitor and manage all the activities of the SWIFT Project in the PMU.
- ii) Provide Institutional support and capacity building to enhance the capacity of PIU in Project Management and other agencies, involved in the project, to ensure the timely and high-quality implementation and completion of project activities, in full compliance with the project's loan covenants.
- iii) Prepare an annual work program and budget for the SWIFT Project as well as project implementation strategies.
- iv) Continuously assess and monitor the capacity building gaps and needs of the employees in the project stakeholders in terms of technical aspects, project management, financial and procurement management, ADB safeguards and relevant national/state policies and rules.
- v) Ensure that the PMU interacts with key project stakeholders, including PIU on day-to-day basis and seeks their feedback on the project implementation process/approach.
- vi) Ensure that the provisions in the Project Administration Manual (PAM) of the SWIFT Project and including the Legal Agreement, procurement plan etc. are strictly adhered by all concerned project implementing entities/employees and flag any deviation to the SPD, with suggestion for corrective measures. The SPMS shall ensure that the SWIFT project is implemented as per the approved PAM.
- vii) Assist and support the PMU and PIU for the day-to-day project administration, coordination, supervision, implementation, and monitoring of the project activities and outputs.
- viii) Assist PMU for the timely delivery and completion of project outputs and deliverables.
- ix) Any other tasks as assigned by the SPD.

b. Matters relating to the SWIFT Project Steering Committee (SPSC) of the SWIFT Project: The SPMS shall endeavour to ensure that the SPSC meetings are convened timely as

required in the best interests of the SWIFT Project. To this end, SPMS shall work towards inviting agenda items, preparation of agenda note, seeking date & time from the Chairperson, ensuring smooth convening of the meeting, preparation and circulation of power point presentations, minutes of the meeting, and also preparation of Action Taken Reports (ATRs) on the minutes and follow-up action on the Minutes with the support of other Project consultants/staff/ officers etc.

- c. **Coordinate TPRM activities:** The The SPMS shall prepare all the reports documents relating to Tripartite Portfolio Review Meetings (TPRMs) for the ADB financed SWIFT project. The SPMS shall liaison with the ADB and Department of Economic Affairs (DEA), Government of India (GoI), with approval of SPD as needed for smooth participation and presentation in the TPRM. This would include preparation and updating of TPRM briefing sheets, disbursements & disbursement projections, ATR on the minutes of the previous TPRM, related follow ups, with the support of Project staff/ officers etc.
- d. **Coordinate with the ADB Missions for SWIFT Projects:** The SPMS shall orchestrate smooth conduct of the ADB Missions including compilation of pre-mission report, schedule preparation (discussions & field visits) and updating including arrangements for start-up meeting, wrap up meeting etc. with the support of Project staff/ officers.
- e. The SPMS shall also take lead in preparation of Project Reports/ Power Point Presentations for reviewing by Government of Assam/ GoI or ADB or any other agency.

(D) Essential Qualifications, Experience & desired skill:

6. **Educational Qualification:** The SPMS shall be an Engineering Graduate in any discipline or a Master Degree holder preferably in Economics/Planning/Project Management/ Social Work (MSW)/ MBA or any relevant subject from a recognized University of India.
7. **Work Experience:** The SPMS shall have minimum overall **15** years of professional experience, of which atleast **5** years shall be in Externally Aided Projects (EAPs)/ Government Projects in a Lead managerial position. Experience of working in wetland/Beel fisheries and/or natural fisheries resource management will be advantageous.
8. **Computer Skills:** Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications. Incumbent having fair knowledge of Govt. e-office system will be advantageous.
9. **Language:** Fluency in written and spoken English is a must. The SPMS shall also have working knowledge of local languages viz. Hindi, Bengali, Manipuri, Assamese.

(E) DURATION OF CONTRACT, NOTICE PERIOD ETC

10. The initial contract period of **SPMS** will be for eleven (11) months and the continuity of the **SPMS** 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.
11. The contract with SPMS 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.
12. The SPMS 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 SPMS will have to serve the assigned office on full time basis under overall command of SPD and provide services to ARIAS Society.
13. 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 SPMS 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 SPMS or for convenience of SPD in the interest of the project. In such event the SPMS shall comply with the termination order forthwith without any

reservation.

(F) Remuneration and payment terms:

14. 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 **SPMS** will be determined and mutually agreed with the successful candidate, which could be within the range of **Rs. 18.00 to Rs 25.80 lakhs per year**. *However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs.18.00 lakh/year, the lower remuneration will be offered.* 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.
15. 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 **SPMS**. 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.
16. 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:

17. The SPMS will take up field visits as per the requirements of the ARIAS projects, with prior approval of the SPD and the travel costs will be reimbursed as per the HR Policy of the ARIAS Society.

(H) Reporting and Performance Review

18. The SPMS will report to the SPD, ARIAS Society. The quality of service and performance of the SPMS 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

19. Will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.
20. Will be provided with one office cubicle in the PMU along with computer, printer, computer/office consumables, and internet access.
21. 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 **SPMS** and by the SPD, ARIAS Society.
22. 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.