

TERMS OF REFERENCE

Title of the Position: -Subject Matter Specialist (SMS)- Fishery (Ref: CG-AO-1¹/RC)

No. of Vacant Positions – 1

Duty Station: Office of the Divisional Forest Officer, Mangrove Forest Division (WL), DPMU, ECRICC Project Rajnagar, Kendrapara

(The SMS can be relocated at any of the field locations and shall be required to travel as often as necessary as per the exigencies of project work.)

Reporting Officer: Divisional Forest Officer (Nodal Officer-ECRICC Project) and District Coordination Officer (DCO-ECRICC Project), Rajnagar, Kendrapara

Nature of Engagement: Contractual

Duration: -12 months (extendable, based on satisfactory performance)

Remuneration: Rs. 50,000/- per month (consolidated) and Travel Entitlements as admissible.

BACKGROUND

“Enhancing Climate Resilience of India’s Coastal Communities (ECRICC) project” is a joint initiative of Government of India and the Green Climate Fund (GCF) to enhance the resilience of the lives and livelihoods of the most vulnerable population, particularly women, in the coastal areas of India to climate change and extreme weather events, using an eco-system-centered and community -based approach. The project is being implemented in 7 landscapes of 4 coastal districts in Odisha (Puri, Kendrapara, Ganjam and Balesore). Eco-system restoration, Climate adaptive livelihoods in the agriculture sector and fishery related interventions are the key proposed interventions under the project to enhance livelihood resilience of the coastal vulnerable communities with diversified and enhanced income in addition to eco-system restoration interventions.

Forest, Environment and Climate Change Department, Govt. of Odisha is the nodal department for overall supervision and implementation of ECRICC project.

This project will enhance the resilience of coastal communities throughout India, through the implementation of interventions under the following inter-linked outputs:

Output 1: Enhanced resilience of coastal and marine ecosystems and their services.

Output 2: Climate adaptive livelihoods for enhanced resilience of vulnerable coastal communities; and

Output 3: Strengthened coastal and marine governance and institutional frameworks for climate resilient management of coastal areas.

This above will be achieved through interventions in target landscapes in Odisha to i) protect and restore ecosystems such as mangroves, salt marshes, sea grass, watershed, and the services they provide, especially buffering storm surges, and ii) help communities adopt climate-adaptive livelihoods and value chains iii) mainstream EbA principles into coastal planning and governance, enabling intersectoral coordination for addressing climate risk across all of India’s coastal states.

^{1 1} The qualification of the staffs, remuneration package has been set as per the Minutes of the Rationalisation Committee Meeting held under the chairmanship of the Development Commissioner- cum Addl. Chief Secretary on 12.03.2021.

ASSUMPTION:

The candidate must have understanding, information and technical knowledge on marine and brackish water fishery practices in coastal Odisha, climate change impact and its adaptive practices by coastal communities in Odisha.

JOB DESCRIPTION

- S/he will work under the supervision and guidance of the Divisional Forest Officer (WL) and District Coordination Officer (DCO) in the assigned district and provide technical support during planning, strategy development, implementation, and coordination of various fishery related interventions at district level closely working with SPMU team.
- S/he will Support DPMU, PIAs and SPMU during preparation of TLIMPs/DPRs on Fisheries activities closely working with FNGOs, communities and CBOs in the project landscapes of the district.
- S/he will closely work with DPMU, Project Implementing Agency (PIA)-Fisheries, SPMU and identify potential project villages, fisher groups, develop business plans and provide technical support during implementation of various fishery related interventions like crab fattening, ornamental fishery, promotion of oyster and mussel culture, establishment of crab hatchery, seaweed farming and other fishery interventions to be taken up under the project etc.
- S/he will support value chain development including technology transfer on production enhancement, market linkage of existing fishery activities and practices. Identify and provide technical support for other potential marine and brackish water fishery interventions including promotion and demonstration of suitable locally demanded fish species through cage culture at landscape/village level suitable for the landscape.
- S/he will support Project Implementing Agencies (PIAs)- Fisheries and DPMU during Situation Assessment, planning, monitoring, and developing village/landscape level Annual Work Plan & Budget for Fishery related livelihood interventions.
- Support baseline, periodic, value chain, thematic studies etc. related to fishery related livelihood activities.
- S/he will support documentation of case studies, success stories, M&E related impact data related to fishery interventions etc.
- S/he will develop training module/IEC materials on various interventions related to fishery sector and impart trainings to Fisher Groups/ SHGs etc. at Village/block/landscape and district level as relevant to the theme & landscape.
- S/he will develop a pool of resource persons of various fishery related activities who can provide handholding support and training to the communities during implementation of fishery related interventions and scaling up successful interventions in the landscape.
- Collaborate with fishery technical institutes, KVKs, local NGOs & CBOs for effective implementation of project activities, network with concerned line departments for facilitating convergence, identify and mobilize thematic resource persons for need based input/support/knowledge sharing and capacity building of communities.
- S/he will support DPMU for organization of district level training/workshops/meeting on fishery related livelihood interventions.
- Provide technical support and guidance to FNGOs and its thematic person at landscape level in accomplishing the task as well effective implementation of project interventions as per Annual Work Plan.

- Any other works/task/deliverables as may be assigned by the Divisional Forest Officer and District Project Coordinator (DCO) from time to time related to the project.

PROJECT LANDSCAPES WITH DISTRICTS and DPMUs

Sl. No	District	Landscapes Covered	DPMU Location
1	Kendrapara, Jagatsignpur	Mahanadi Mouth	O/O DFO, MFD (WL), Rajnagar
		Bhitarkanika	

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

Graduation or PG in Fishery Science or Post Graduate Degree in Rural Management/Rural Development /Agri Business Management / Agriculture/ Horticulture/ Agriculture Engineering / Dairy Engineering/ Animal Husbandry/ B.V. Sc with **minimum 5 years of prior experience in the fishery sector interventions.**

- Candidates having prior experience of marine and brackish water fishery interventions in Coastal India preferably in Odisha will be given additional weightage.
- Experience in working with Government, Civil Society Organizations, and private sector related to Fishery sector interventions.

N.B.- Women candidates are strongly encouraged to apply

Maximum Age Limit: 50 years as on date of application.

ESSENTIAL/ DESIRABLE:

- Working knowledge on Computer programs like Ms Office is essential and good presentation skill.
- The candidate should be enthusiastic and willing to work in coastal areas involving visits through creeks and long walks in difficult terrain.
- Effective written and oral communication skills in Odia & English.
- Knowledge on Institutional frameworks at rural coastal community.

PERFORMANCE MANAGEMENT & TERMINATION:

- The engagement of SMS for this assignment is for an **initial period of 1 year** with the District Project Management Unit (DPMU) of ECRICC's project districts and may be extended up-to a **maximum period of 3 years** or closure of ECRICC project in Odisha satisfactory performance of the SMS concerned.
- DFO (District level Nodal Officer of ECRICC Project) shall review the performance of SMS on yearly basis and after satisfactory performance of SMS, the engagement of SMS may be extended for another One year.
- The candidate will undertake in a stamped paper affidavit at the beginning to abide by Government rules and conduct and will not claim for permanently and any other benefit from Government other than what is prescribed in this ToR.
- On disengagement, the SMS will hand over all the documents and records of the project to DCO.
- The SMS is liable to follow the conduct rules and may be disengaged at any time for misconduct.
- Any further condition can be incorporated by the DLCC for smooth operation of the project.

TERMS OF REFERENCE

Title of the Position: -Subject Matter Specialist (SMS)- Agriculture (Ref: CG-AO-1¹/RC)

No. of Vacant Positions - 1

Duty Station: Office of the Divisional Forest Officer, Mangrove Forest Division (WL), DPMU, ECRICC Project, Rajnagar, Kendrapara

(The SMS can be relocated at any of the field locations and shall be required to travel as often as necessary as per the exigencies of work.)

Reporting Officer: Divisional Forest Officer (Nodal Officer-ECRICC Project) and District Coordination Officer (DCO-ECRICC Project)

Nature of Engagement: Contractual

Duration: -12 months (extendable, based on satisfactory performance)

Remuneration: Rs. 50,000/- per month (consolidated) and Travel Entitlements as admissible.

BACKGROUND

“Enhancing Climate Resilience of India’s Coastal Communities (ECRICC) project” is a joint initiative of Government of India and the Green Climate Fund (GCF) to enhance the resilience of the lives and livelihoods of the most vulnerable population, particularly women, in the coastal areas of India to climate change and extreme weather events, using an eco-system-centered and community -based approach. The project is being implemented in 7 landscapes of 4 coastal districts in Odisha (Puri, Kendrapada, Ganjam and Balesore). Eco-system restoration, Climate adaptive livelihoods in the agriculture sector and fishery related interventions are the key proposed interventions under the project to enhance livelihood resilience of the coastal vulnerable communities with diversified and enhanced income in addition to eco-system restoration interventions. Forest, Environment and Climate Change Department, Govt. of Odisha is the nodal department for overall supervision and implementation of ECRICC project.

This project will enhance the resilience of coastal communities throughout India, through the implementation of interventions under the following inter-linked outputs:

Output 1: Enhanced resilience of coastal and marine ecosystems and their services.

Output 2: Climate adaptive livelihoods for enhanced resilience of vulnerable coastal communities; and

Output 3: Strengthened coastal and marine governance and institutional frameworks for climate resilient management of coastal areas.

This above will be achieved through interventions in target landscapes in Odisha to i) protect and restore ecosystems such as mangroves, salt marshes, sea grass, watershed, and the services they provide, especially buffering storm surges, and ii) help communities adopt climate-adaptive livelihoods and value chains iii) mainstream EbA principles into coastal planning and governance, enabling intersectoral coordination for addressing climate risk across all of India’s coastal states.

¹¹ The qualification of the staffs, remuneration package has been set as per the Minutes of the Rationalisation Committee Meeting held under the chairmanship of the Development Commissioner- cum Addl. Chief Secretary on 12.03.2021

ASSUMPTION:

The candidate must have understanding, information and technical knowledge on climate adaptive agriculture practices, conservation of biodiversity, eco-system restoration in coastal Odisha, impact of climate change and its adaptive practices by the coastal communities in Odisha.

JOB DESCRIPTION

- S/he will work under the supervision and guidance of the Divisional Forest Officer (WL) and District Coordination Officer (DCO) in the assigned district and provide technical support during planning, strategy development, implementation and coordination of various activities related to eco-system restoration and climate adaptive agriculture interventions at district level closely working with SPMU, DPMU and FNGO team.
- S/he will provide technical support to DPMU, PIA- Agriculture and PIA- watershed (either or both as the case may be in selected project landscapes) and SPMU during preparation of TLIMPs/DPRs on eco-system restoration and climate adaptive livelihood interventions closely working with FNGOs, communities and CBOs in the project landscapes of the district.
- S/he will provide technical support at landscape/village level, that support the conservation of mangrove, salt marshes, seagrass, watershed etc. (coastal and marine biodiversity and ecosystems) and climate resilient agriculture practices as suitable for the landscape.
- S/he will support Project Implementing Agencies (PIAs) and DPMU during Situation Assessment, planning, monitoring, and developing village/landscape level Annual Work Plan & Budget for Forestry (Eco System Restoration) & climate adaptive agriculture related livelihood interventions.
- S/he will develop/ provide technical support during planning and implementation of context specific eco-system restoration and climate adaptive agriculture package of practices/models like climate smart village, introduction and popularisation of climate resilient seeds, ecological farming/ sustainable agriculture , climate and salinity based crop planning, introduction of climate specific agriculture advisory services, climate smart technology, integrated agriculture, preparation and demonstration of climate contingency crop planning etc. or/and any similar interventions and support demonstration of these interventions in project landscapes closely working with SPMU, PIAs, FNGOs, Climate Champions, communities and the farmers.
- Support baseline, periodic, value chain, thematic studies etc. related to eco-system restoration and agriculture related climate adaptive livelihood activities.
- S/he will support documentation of case studies, success stories, M&E related impact data related to eco-system restoration and climate adaptive livelihoods etc.
- S/he will support other team members of DPMU for formation and strengthening of VSS/EDCs, awareness generation and capacity building of the communities on EbA based eco-system restoration and climate adaptive livelihoods.
- S/he will develop training module/IEC materials on various interventions related to eco-system restoration and climate adaptive agriculture interventions and impart trainings to the communities, VSS, EDCs, SHGs, PRI members, farmers etc. at Village/block/landscape and district level as relevant to the theme & landscape.
- Collaborate with technical institutes, KVKs, local NGOs & CBOs for effective implementation of project activities, network with concerned line departments for facilitating convergence, identify and mobilize thematic resource persons for need based input/support/knowledge sharing and capacity building of communities.

- The candidate will undertake in a stamped paper affidavit at the beginning to abide by Government rules and conduct and will not claim for permanently and any other benefit from Government other than what is prescribed in this ToR.
- On disengagement, the SMS will hand over all the documents and records of the project to DCO.
- The SMS is liable to follow the conduct rules and may be disengaged at any time for misconduct.
- Any further condition can be incorporated by the DLCC for smooth operation of the project.

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- Any further condition can be incorporated by the DLCC for smooth operation of the project.

- S/he will support DPMU for organization of district level training/workshops/meeting on eco-system restoration and climate adaptive agriculture livelihoods.
- Provide technical support and guidance to FNGOs and its thematic person at landscape level in accomplishing the task as well effective implementation of project interventions as per Annual Work Plan.
- Any other works/task/deliverables as may be assigned by the Divisional Forest Officer and District Project Coordinator (DCO) from time to time related to the project.

PROJECT LANDSCAPES WITH DISTRICTS and DPMUs

Sl. No	District	Landscapes Covered	DPMU Location
1	Kendrapara, Jagatsinghpur	Mahanadi Mouth	O/O DFO,MFD (WL), Rajnagar
		Bhitarkanika	

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

Graduation or PG in Agriculture or Post Graduate Degree in Rural Management/Rural Development /Agri Business Management / Fishery Science/ Horticulture/ Agriculture Engineering / Dairy Engineering/ Animal Husbandry/ B.V. Sc with **minimum 5 years of prior experience in the agriculture sector interventions.**

- Candidates having prior experience in implementation and technical support on agriculture and forestry sector interventions. Prior experience of working with externally aided projects will be given additional weightage.
- Experience in working with Government, Civil Society Organizations, and private sector related to Agriculture and Forestry sector interventions.

N.B.- Women candidates are strongly encouraged to apply.

Maximum Age Limit: 50 years as on date of application.

ESSENTIAL/ DESIRABLE:

- Working knowledge on Computer programs like Ms Office is essential and good presentation skill.
- The candidate should be enthusiastic and willing to work in coastal areas involving visits through creeks and long walks in difficult terrain.
- Effective written and oral communication skills in Odia & English.
- Knowledge on Institutional frameworks at rural coastal community.

PERFORMANCE MANAGEMENT & TERMINATION:

- The engagement of SMS for this assignment is for an initial period of 1 year with the District Project Management Unit (DPMU) of ECRICC's project districts and may be extended up-to a maximum period of 3 years or closure of ECRICC project in Odisha satisfactory performance of the SMS concerned.
- DFO (District level Nodal Officer of ECRICC Project) shall review the performance of SMS on yearly basis and after satisfactory performance of SMS, the engagement of SMS may be extended for another One year.

Terms of reference for hiring
Finance and Administrative Officer

Title: Finance and Administrative Officer (Ref: CG¹/FO:2/RC)

Duty Station – Office of the Divisional Forest Officer, Mangrove Forest Division (WL), DPMU, ECRICC Project, Rajnagar, Kendrapara.

Education & Work Experience: Inter CA/Inter ICWA/ M. Com Degree with 3-year(s) experience and familiarity with Accounting and Software.

Languages: English and Odia

Duration: 1 year (Renewable)

Remuneration: INR 40,000/- per month (Consolidated) and Travel Entitlements as admissible.

BACKGROUND

“Enhancing Climate Resilience of India’s Coastal Communities (ECRICC) project” is a joint initiative of Government of India and the Green Climate Fund (GCF) to enhance the resilience of the lives and livelihoods of the most vulnerable population, particularly women, in the coastal areas of India to climate change and extreme weather events, using an eco-system-centered and community -based approach. The project is being implemented in 7 landscapes of 4 coastal districts in Odisha (Puri, Kendrapada, Ganjam and Balesore). Eco-system restoration, Climate adaptive livelihoods in the agriculture sector and fishery related interventions are the key proposed interventions under the project to enhance livelihood resilience of the coastal vulnerable communities with diversified and enhanced income in addition to eco-system restoration interventions.

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Output 3: Strengthened coastal and marine governance and institutional frameworks for climate resilient management of coastal areas.

This above will be achieved through interventions in target landscapes in Odisha to i) protect and restore ecosystems such as mangroves, salt marshes, sea grass, watershed, and the services they

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provide, especially buffering storm surges, and ii) help communities adopt climate-adaptive livelihoods and value chains iii) mainstream EbA principles into coastal planning and governance, enabling intersectoral coordination for addressing climate risk across all of India's coastal states

ASSUMPTION:

The candidate must have understanding, information and technical knowledge on finance and administrative issues and concepts

JOB DESCRIPTION

The candidate will work under the direct supervision of the and the Divisional Forest Officers, District Coordination Officer (DCO) and State Project Manager. S/he will act as the focal point in the district for overseeing the finance and administrative aspects of all activities under all three outputs of the project mentioned above at district and landscape level.

The incumbent shall perform the following tasks-

- A. Provide financial support to the District Project Management Unit (DPMU)
- B. Provide administrative support to the DPMU
 - A. Financial support to the DPMU-
 - Advise, support and guide project staff on project budget reallocations and chart of accounts coding, policy application and other financial matters.
 - Strive to identify ways in which project financial needs can be met within existing Government policies.
 - Provide financial monitoring reports and analysis of projects and advise project and operations teams on expenditure trends and implementation rates.
 - Develop tools and mechanisms for effective and efficient monitoring of project budget.
 - Coordinate with the SPMU in compilation of financial data and provide accurate and updated financial information on a continuous basis.
 - Create required vouchers in Atlas to apply deposits, disburse funds and adjust chart fields.
 - Management of cash receipts and petty cash.
 - Analyse accounts to ensure accuracy.
 - Assist DPMU in the fulfilment of its accountability obligations.
 - Assist in year-end closure processes.
 - B. Administrative support to the DPMU-
 - Administration and arrangement of meeting, appointment, and other briefings of DCO.
 - Organisation of regular meetings, draft routine correspondence and inter office circulars, preparation of the minutes and summaries of the actions to be taken, tracking of progress of the planned activities and follow up with the focal points.
 - Screening of all incoming communications, filter outgoing correspondence for supervisor's signature, clearance, and further action by other staff; wherever possible.
 - Adherence to appropriate protocol and correspondence guidelines by State Project Management Unit (SPMU) and Country office team when communicating with Government and other external partners.
 - Raising e-requisitions, vendor profiles and preparation of administrative forms.
 - Use of automated office management system and automated filing system.
 - Support to organization of advocacy events if required.

- Organization of trainings for DPMU staff on coordination, administration, and protocol issues
- Contribution to knowledge networks and communities of practice.
- Any other work assigned by DPMU.

PROJECT LANDSCAPES WITH DISTRICTS and DPMUs

SI. No	District	Landscapes Covered	DPMU Location
1	Kendrapara, Jagatsinghpur	Mahanadi Mouth Bhitarkanika	O/O DFO, MFD (WL, Rajnagar

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- Inter CA/Inter ICWA/ M.Com Degree
- At least 3 years of relevant experience (post qualification) in general administration, finance, accounting and software and project support service, field work, management, and coordination from the date of completion of essential qualification
- Experience of working with State Government.
- Experience in the usage of computers and office software packages (MS Office) and knowledge of spreadsheet and data base packages, experience in handling web-based management systems.
- Experience in usage of Tally software is essential

N.B.-Women candidates are strongly encouraged to apply)

Maximum Age Limit: 50 years as on date of application.

ESSENTIAL/ DESIRABLE:

- Working knowledge on Computer programs like Ms Office is essential and good presentation skill.
- The candidate should be enthusiastic and willing to work in coastal areas involving visits through creeks and long walks in difficult terrain.
- Effective written and oral communication skills in Odia & English.
- Knowledge on Institutional frameworks at rural coastal community.

PERFORMANCE MANAGEMENT & TERMINATION:

- The engagement of the Finance and Administrative Officer for this assignment is for an **initial period of 1 year** with the District Project Management Unit (DPMU) of ECRICC's project districts and may be extended up-to a **maximum period of 3 years** or closure of ECRICC project in Odisha subject satisfactory performance of the Finance and Administrative Officer concerned.
- DFO (District level Nodal Officer of ECRICC Project) shall review the performance of Finance and Administrative Officer on yearly basis and after satisfactory performance of Finance and Administrative Officer, the engagement of Finance and Administrative Officer may be extended for another One year.

- The candidate will undertake in a stamped paper affidavit at the beginning to abide by Government rules and conduct and will not claim for permanently and any other benefit from Government other than what is prescribed in this ToR.
- On disengagement, the Finance and Administrative Officer will hand over all the documents and records of the project to DCO.
- The Finance and Administrative Officer is liable to follow the conduct rules and may be disengaged at any time for misconduct.
- Any further condition can be incorporated by the DLCC for smooth operation of the project.