

Draft Indicative Terms of Reference (ToR)
Environmental Safeguards Coordinator (ESC)

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. The project is Category B for environmental safeguards under ADB's Safeguard Policy Statement (SPS) 2009. It aims to deliver positive environmental impacts by enhancing floodplain wetlands or beels conservation and promoting sustainable fishery production and marketing. Key activities include removal of unwanted aquatic weeds, restoring beel connectivity to rivers, protection against siltation, installation of silt traps to reduce turbidity, conserving habitats and indigenous fish species, and monitoring beel health. These measures are expected to benefit both the environment and local communities. The operations stage will focus on preserving the ecological health of the beels by implementing sustainable management practices, monitoring water quality, and ensuring the conservation of aquatic habitats. Most environmental impacts and risks from works are expected to be minor to moderate, short-term, and localized.
7. The PIU managed by Director of Fisheries, reports to the State Project Director (SPD) of the PMU, housed in the ARIAS Society. Under the Project Implementing Unit (PIU), the 05 Cluster Project Implementing Units (CPIUs) being established will support the project to perform environmental safeguards activities. The project authorities are responsible for ensuring that the project inter alia fully conforms with the Safeguards compliance including timely identification of any safeguard issues and implementation of corrective action. To ensure compliance with the environmental safeguards, the **Environmental Safeguards Coordinator (ESC)** is proposed to be hired for each CPIU and hence this terms of reference has been developed.

(B) Objective of the Assignment.

8. The primary objective of hiring ESCs is to support the CPIUs, PIU, and PMU in the effective implementation of the project's environmental safeguards. Specifically, the ESC will: (a) Monitor the implementation of Environmental Management Plans (EMPs) for the beels; (b) Organize and lead orientation sessions, training programs, and capacity-building activities for CPIUs, PIU, PMU, contractors, and beneficiaries on environmental safeguards; (c) Coordinate with relevant line departments and agencies to ensure that project activities are aligned with the Initial Environmental Examination (IEE), EMP and government laws and regulations; (d) Provide guidance and support to project beneficiaries to meet the environmental safeguard requirements of the project; and (e) Prepare monthly and quarterly reports, and assist the CPIU in documenting environmental safeguard-related aspects.

(C) Tasks and Responsibilities.

9. Provide technical inputs on environmental aspects of interventions being undertaken in the project under the concerned Zone.
10. Assist the Environmental Safeguards Specialist (ESS) of the PIU and/or PMU in screening of subprojects, updating IEE, environmental assessment of subproject sites and developing EMPs for the different interventions as and when required.
11. Assist in collecting environmental baseline data and conducting site-specific assessments prior to project implementation to ensure accurate environmental planning and risk evaluation.
12. Ensure that biodiversity conservation guidelines outlined in the IEE and EMP are adhered to during implementation.
13. Undertake site visits as per the direction of the Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinators (ZPC) to guide contractors, and supervise the implementation of EMPs and various Environmental Codes of Practices under the purview of the project.
14. Assist DFDOs under CPIUs in the preparation and review of various reports of subprojects, Detailed Project Reports (DPRs) and Business plans for identifying environmental issues in accordance with the IEE.
15. Assist the ESS of the PIU and/or PMU in formulating and conducting trainings, workshops, capacity building programs (Zonal level/state level, etc.) including preparation of IEC materials as required.

16. ESCs will be responsible for mainstreaming the environmental safeguard requirements as per the IEE and government laws in the regular programs, grants of the project, schemes of the sectors(fisheries/livestock/agriculture etc.) under the project.
17. Responsible for compiling monthly monitoring reports submitted by contractors and beneficiaries, in accordance with the provisions outlined in the project's IEE and EMP.
18. Involve in preparation, documentation and dissemination of out-comes of the research/studies funded by the project and/or to be undertaken by different institutions, agencies etc. to be engaged under the project.
19. Undertake field visits to review the progress in project districts with prior approval of the competent authority, identify and document success/failure stories and lessons learnt. Review and prepare periodical progress reports (monthly/quarterly/six monthly/annually) on environmental activities.
20. Engage with local communities and contractors to raise awareness on environmental protection and safeguard measures through informal consultations, IEC materials, and on-site guidance.
21. Support the CPIUs and contractors in obtaining, maintaining, and monitoring compliance with necessary environmental permits or consents.
22. Ensure that contractors and site teams have appropriate emergency response plans in place for environmental incidents, including training and equipment availability.
23. Promptly report any instances of environmental non-compliance or violations observed at the field level to the PIU and/or PMU for timely corrective action.
24. Be responsible for any other duty as assigned by the SPD, ARIAS Society/Director of Fisheries-APD/Deputy Project Director/Zonal Project Coordinator of ADB-SWIFT time to time.

(D) Essential Qualifications, Experience and desired skills.

25. **Educational Qualification:** Master degree/Post Graduate Diploma (minimum two years full time residential program) in Ecology & Environment / Environmental Science or Master's degree in Fisheries (with specialization in Aquatic Environment Management) or related subject. A combination of several specializations and/or additional trainings on similar environmental related subjects would be an asset.
26. **Working Experience:** Minimum **05**years of professional experience in the field of Environment Management and related activities in managerial position, especially in Externally Aided project/ Central Government Sponsored Project, etc. are preferred.
27. **Computer Proficiency:** The ESC must have proven 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. Skills on geographic information system is a plus.
28. **Language:** Fluency in English. Candidates with knowledge of local language will be preferred.

(E) Duration of Contract and Notice Period.

29. The initial contract period of ESC 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.
30. The contract with ESC 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.
31. The ESC 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.
32. The ESC will have to serve the assigned office on full time basis under overall command of Zonal Project

Coordinator/Deputy Director-Fisheries, CPIU.

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

(F) Remuneration and payment terms.

34. 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 ESC will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.6,60,000 to Rs.8,40,00 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 respective CPIU, conveyance to attend the PMU, etc.
35. 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 ESC. 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.
36. Travelling, Boarding, Lodging and Food expenses for approved official tours outside the assigned HQ/CPIU will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement.

(G) Travel Requirement.

37. The ESC will be required to undertake frequent field-visits and tours to the project sites with the approval of Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinator.

(H) Reporting and Performance Review

38. The ESC will report to the Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinator. The ESC shall also report to the Environmental Safeguards Specialist of the PIU for environmental safeguard matters. The quality of service and performance of the ESC will be reviewed by the Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinators and the Director of Fisheries 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 CPIU.

39. The ESCs:
40. Will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned by the Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinator.
41. Will be provided with one office cubicle in the CPIU along with computer, printer, computer/office consumables, and internet access.
42. Will pay the fixed monthly remuneration as per the contract agreement. No house rent allowance or any other allowance shall be paid by the CPIU. No other payment whatsoever (except reimbursement of travelling expenses and project allowance) shall be paid, except as agreed with the ESC and by the Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinator.
43. 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.