



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) GIS and MIS Executive (GME)

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 will *inter alia* use a Geographic Information Systems (GIS) based Management Information System (MIS) to use Geospatial technologies including remote sensing, and global positioning systems (GPS), and related tools for understanding and managing wetland based fisheries ecosystems. By collecting, analyzing, and visualizing spatial data, geospatial technologies the Fisheries Directorate will be able to understand the spatial distribution of water quality parameters, identify pollution sources, implement effective management strategies and to make informed decisions about resource allocation, conservation efforts, and enforcement activities.
7. Under the project, five (5) Cluster level PIU (CPIUs) are being established which will report to the Project Implementation Unit (PIU) headed by the Director of Fisheries, Assam. The Project Management Unit (PMU) headed by the State Project Director (SPD), ARIAS Society is the apex monitoring and coordinating agency for the SWIFT Project. In line with the project goals, a GIS&MIS Executive (**GME**) is proposed to be hired for each of the CPIUs to support project planning and implementation by developing and managing geographic and management information (GIS & MIS) systems.

(B) Objective of the Assignment:

8. Provide technical support for the design, development, and implementation of a spatial data management system and a web-enabled Management Information System (MIS);
9. Facilitate spatial analysis, data visualization, and integration of spatial/non-spatial data to aid decision-making; Support participatory planning, monitoring, and impact evaluation using GIS and MIS tools.

(C) Tasks and Responsibilities: he GME will be responsible for the following

10. **GIS-Related Responsibilities**

- a) Develop and maintain a comprehensive GIS database for project sites including wetlands, fisheries habitats, infrastructure, and socio-economic features;
- b) Conduct spatial analysis for wetland restoration, fisheries zoning, and ecological sensitivity mapping;
- c) Produce high-quality maps and spatial visualizations for project planning, reporting, and stakeholder consultation;
- d) Provide training to local agencies and project teams on GIS tools and applications.

11. **MIS-Related Responsibilities**

- a) Support in design of a web-based MIS and its implementation to track project inputs, outputs, outcomes, and impacts;
- b) Ensure MIS captures disaggregated data on beneficiaries, activities- -particularly against the DMF (design and monitoring framework) and gender action plan indicators, infrastructure, and environmental indicators;

- c) Facilitate integration of field data collection tools (e.g., mobile apps, dashboards) with the central MIS platform;
- d) Regularly update, validate, and generate MIS reports for ADB and government reporting requirements.

12. **Capacity Building and Coordination**

- a) Support in developing manuals and SOPs for GIS/MIS use at different levels of project implementation;
- b) Work closely with the social, environmental, and fisheries teams to ensure synergy between spatial and non-spatial data;
- c) Liaise with government agencies and consultants to ensure data compatibility and alignment with national systems.

(D) Essential Qualifications, Experience & desired skill:

13. **Educational Qualification:** Master's degree in GIS, Geography, Environmental Sciences, IT, Computer Science, or related fields;
14. **Working Experience:**
 - Minimum **five (5)** years of relevant professional experience in GIS and MIS systems, preferably in Externally Aided project/ Central Government Sponsored Project, etc.
 - Proven experience with spatial software (e.g., ArcGIS, QGIS), database management (e.g., PostgreSQL/PostGIS, SQL Server), and MIS platforms;
 - Experience in the fisheries, wetlands, or natural resource management sector is desirable;
15. **Language:** Fluency in English. Candidates having proficiency in local language will be an advantageous.

(E) DURATION OF CONTRACT, NOTICE PERIOD ETC.

16. The initial contract period of GME 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 based on the feedback from the Director Fisheries, Assam shall be final and binding in this regard.
17. The contract with GME 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.
18. The GME 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.
19. The GME will have to serve the assigned office on full time basis under overall command of Zonal Project Coordinator/Deputy Director-Fisheries, CPIU.
20. 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 GME 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 GME 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 GME shall comply with the termination order forthwith without any reservation.

(F) Remuneration and payment terms:

21. 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 GME 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, conveyance to attend the respective CPIU, etc.
22. The remuneration will be given in equal monthly installments and the Performance-Linked-Incentive (PLI) will be given on quarterly basis based on the performance and achievement against the mutually agreed deliverables by the GME. 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.
23. Travelling, Boarding, Lodging and Food expenses for approved official tours outside the HQ of the CPIU will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement.

(G) Travel Requirement:

24. The GME will be required to undertake 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

25. The GME will report to the Deputy Director Fisheries- Head of CPIU i.e. Zonal Project Coordinator. The quality of service and performance of the GME will be reviewed by the Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinators and the Director of Fisheries, Assam 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

26. 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 Deputy Director of Fisheries-CPIU i.e. Zonal Project Coordinator.
27. Will be provided with one office table in the CPIU along with computer, printer, computer/office consumables, and internet access.
28. 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 GME and by the Zonal Deputy Director of Fisheries-CPIU i.e. Zonal Project Coordinator.
29. 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.