



## 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

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022; Tel:+91361-2332004; website:www.arias.in; email:spd@arias.in

### Draft Indicative Terms of Reference (ToR) Junior Engineer (Civil) 'JE'

#### (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; (iii) 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 macrophytes 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 activities include civil works concerning restoration of about 4000 ha of wetlands/Beels as natural habitat for indigenous fish species and also construction of new office buildings/ renovation of existing office buildings. In this context, it is intended to recruit Junior Engineers at the CPIU level to assist execution of all kind of civil works under the project. Hence, this ToR has been developed for engagement of 05 Junior Engineers at CPIU.

**(B) Objective of the Assignment:**

7. The basic objective of hiring Junior Engineers is to supervise and monitor execution of (i) the civil works for restoring about 4000 ha of wetlands/Beels as the natural habitat for indigenous fish species and (ii) also construction of new office buildings/ renovation of existing office buildings of the Fishery Department.

**(C) Tasks and Responsibilities:**

8. **Preparation of Plans and Estimates for the project civil work activities, etc.:** The Junior Engineer shall have to prepare plans and estimates for the project civil works with detailed calculations based on physical visit to the project sites. The activities will include field visit to the project sites for survey, preparation of plan & estimate, etc. by using CAD for dimensional drawings as well as other documents as & when required and submitting the same to the supervising senior civil engineer for approval.
9. **Oversee the Project Workflow:** The job responsibility of a Junior Engineer (Civil) [JE(C)] also includes management of the civil work execution sites. Accordingly, they shall have to visit the construction sites to take measurements, gather data, and address queries of the contractor, senior officials/ engineers of the project, etc. The JE (C) shall serve as a point of contact between the project engineering team and the construction contractors/workers. The JE (C) shall also be responsible to prepare project schedules and timelines under the supervision of Sr. Engineer.
10. **Preparing Cost Estimates & Keeping MB records:** The JE (C) shall be responsible to develop cost estimates for materials, labour, and types of equipments, etc. to determine feasibility of the civil work. They shall closely work with the CPIU heads in reviewing the quotations (for CPIU/ BDC level procurements). The JE (C) shall be responsible for taking measurements of work volume and record the same in MBs and review of the contractor's bills etc..
11. **Inspection of Construction Sites and submitting progress Reports:** One of the major responsibilities of the JE (C) is to visit the construction sites to track the progress and to inspect whether the civil works are being executed as per approved drawings, construction codes and specifications. The JE (C) shall prepare monthly report on the status of each construction site, indicating the reasons for delays or issues on the construction sites, the progress of the works, etc. and submit the report to the CPIU heads and the Senior Civil Engineer and other project officials as instructed.
12. **Other tasks:** Undertake other tasks as assigned by the Head of PMU/PIU/CPIU/DFDO concerned under CPIU/Senior Civil Engineer/Assistant Engineers/ as per requirement of the project time to time.

**(D) Essential Qualifications, Experience & desired skill:**

13. **Essential Qualifications:** Candidates must have atleast a Diploma (3 years course) in Civil Engineering/ Civil Engineering and Planning / Construction Technology from any technical

institutes recognized by AICTE. The Diploma course must be a regular course. Diploma course obtained through distant/ online mode of education shall not be considered. Candidates with Bachelors Degree in Civil Engineering/ Civil Engineering and Planning / Construction Technology will also be considered for this position.

14. **Work Experience:**

- a) Minimum **five (5) years** of working experience in Planning/ Execution/ Maintenance of Civil Engineering works is essential.
- b) Candidates having experience in similar capacity and sound working knowledge in externally aided projects/ programs financed by Asian Development Bank (ADB)/ World Bank (WB) / Japan International Cooperation Agency (JICA), etc. shall be preferred.

15. **Computer Proficiency:** The JE (C) must have proven experience of using Internet based applications, advanced word processing/spreadsheet including MS Word, MS Excel etc. in addition to expertise in Computer Aided Engineering design/CAD, comprehensive structural finite element analysis and design applications and other related applications.

**(E) DURATION OF CONTRACT, NOTICE PERIOD ETC.**

16. The initial contract period of Junior Engineer (Civil) shall be for eleven (11) months and his/her 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.
17. The contract with Junior Engineer (Civil) 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 Junior Engineer (Civil) shall not assign or sub-contract, in whole or in part, his/her obligations to perform under this ToR.
19. The Junior Engineer (Civil) will have to serve the assigned office/ CPIU 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 Junior Engineer (Civil) 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 Junior Engineer (Civil) 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 Junior Engineer (Civil) 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 Junior Engineer (Civil) will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.6,60,000 to Rs.7,20,000 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.
22. 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 Junior Engineer (Civil). 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/assigned CPIU will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement.

**(G) Travel Requirement:**

24. The Junior Engineer (Civil) 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 Coordinators.

**(H) Reporting and Performance Review**

25. The Junior Engineer (Civil) will report to the Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinators. The quality of service and performance of the Junior Engineer (Civil) 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 in the CPIUs: The Junior Engineer (Civil)-**

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 Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinators.
27. Will be provided with one office cubicle 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 Junior Engineer (Civil) and by the Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinators.
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.**