



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) Social Safeguards & Gender Coordinator (SS&GC)

(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.

(B) Objective of the Assignment:

6. The basic objective of the ADB-SWIFT project is to achieve (i) restoring 4000 ha of wetlands/Beels as the natural habitat for indigenous fish species, (ii) Beel fisheries **production and value chain** development, (iii) new sources of livelihood, (iii) Increase/ maximize benefits for the larger Beel community population to improve resilience and livelihoods of Beel user communities and (iv) capacity building and skill development for community/ cooperative so that sustainable development of the Beel fisheries are ensured.
7. The SS&GC will support the implementation of social safeguard measures and gender mainstreaming activities under the project in accordance with the Social Management Framework (SMF), Indigenous Peoples' Development Framework (IPDF), and gender action plan. The role ensures inclusive, socially responsive, and gender-equitable delivery of project activities at the cluster level. The SS&GC should also coordinate with beel development institutions facilitators, engaged by the project.

(C) Tasks and Responsibilities:

8. The Tasks & responsibilities includes the following:

a. Social Safeguards and Inclusion

- Ensure compliance with SMF and IPDF provisions in planning and implementing sub-projects.
- Review DPRs, Business Plans, and Community-Based Beel Development and Management Action Plans to identify and address social issues.
- Coordinate with DFDOs and Service Providers to ensure adherence to social safeguard procedures.
- Monitor and report on compliance with social safeguards across all implementation stages.
- Facilitate grievance redressal mechanisms (GRM) and citizen feedback systems (CFS); organize and document regular GRC meetings.
- Support social audits at FPO and industry association levels as per APART's Social Audit Manual.
- Maintain and update a social safeguards database, including land-related data, beneficiary contributions, and disaggregated social indicators.

b. Gender Mainstreaming

- Facilitate identification, selection, and inclusion of women beneficiaries in all sub-project activities, in coordination with beel animators
- Ensure transparency in selection of beneficiaries, sites, and services, with gender equity in mind, meeting the gender targets of the project as specified in the gender action plan
- Provide technical support for the implementation of the gender action plan
- Collect, analyze, and report sex-disaggregated data in coordination with M&E and CPIU teams.

- Support integration of gender-responsive elements in training programs, awareness campaigns, and IEC activities.

- Build capacity of stakeholders on gender equality and social inclusion principles.

c. Community Engagement and Social Development

- Mobilize communities around candidate beels and identify key social issues affecting project implementation.
- Engage with community groups, FPOs, and other stakeholders to strengthen ownership and participation.
- Coordinate with field-level CPIU staff and service providers for community interaction and awareness, particularly with beel animators
- Monitor and guide IEC activities conducted by partners; assist in conceptualizing district-level IEC strategies.

d. Capacity Building and Training related to Social Safeguards and Gender

- Conduct needs assessments for capacity building on social safeguards, gender, and GRM.
- Develop and implement capacity-building strategies and training modules for stakeholders.
- Deliver trainings on legal literacy, Community Operations Manual (COM), gender equality, and social inclusion.
- Coordinate with ARIAS Society to ensure alignment of capacity-building activities with project goals.

e. Monitoring, Evaluation, and Reporting

- Prepare regular progress reports (monthly/quarterly/six-monthly/annually) on social safeguard and gender activities.
- Undertake field visits to monitor implementation progress, document lessons learned, and identify challenges.
- Share timely and accurate information with PMU, PIU, and CPIU on social and gender-related matters.
- Coordinate with the M&E agency for the collection and analysis of data on social and gender indicators.

f. Coordination and Support

- Work closely with the M&E team, DFDOs, line departments, and service providers to ensure smooth implementation.
- Participate in district-level planning, review, and coordination meetings.
- Provide inputs and support in strategic planning, reviews, and evaluations related to social and gender aspects.
- Perform any other duties as assigned by the SPD, ARIAS Society; Director of Fisheries-APD; Deputy Project Director; or Zonal Project Coordinator-CPIU.

(D) Essential Qualifications, Experience & desired skill:

9. **Educational Qualifications:** Master's Degree in Social Work/ Sociology/ Development Studies / Anthropology or related fields from recognized University/Institutes.
10. **Work Experience:** The SS&GC must have minimum **5** years of experience working in Social Development Sector including implementing social safeguards, gender mainstreaming, gender equality, diversity and social inclusion with government offices and contractors for ADB/ World Bank or other externally financed projects in rural and remote areas.
11. **Computer Skills:** The SS&GC must have proficiency in the use of Internet, MS Word, MS Excel and MS PowerPoint and will assist day to day basis for preparation of all such data to Cluster

Project Coordinator.

12. **Language:** Fluency in English. Candidates with knowledge of local language will be preferred.

13. **Other Desirable Qualifications, Experience, Skills etc:**

- a) Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi tasking
- b) An understanding of community dynamics.
- c) Knowledge of local Assamese and/or Bengali languages
- d) Good social, analytical, inter-personal and planning skills
- e) Self-motivated and possessing ability to work independently as well as in teams.

(E) DURATION OF CONTRACT, NOTICE PERIOD ET.

- 14. The initial contract period of SS&GC 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.
- 15. The contract with SS&GC 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.
- 16. The SS&GC 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.
- 17. The SS&GC will have to serve the assigned office on full time basis under overall command of Zonal Project Coordinator, CPIU.
- 18. 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 SS&GC 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 SS&GC 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 SS&GC shall comply with the termination order forthwith without any reservation.

(F) Remuneration and payment terms.

- 19. 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 SS&GC will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.6,60,000 to Rs.8,40,000 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 respective CPIU, conveyance to attend the PMU, PIU,etc.
- 20. 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 SS&GC. 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.
- 21. 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 ARIAS Society and as provided in the contract agreement.

(G) Travel Requirement.

22. The SS&GC 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.

23. The SS&GC will report to the Deputy Director of Fisheries- respective CPIU i.e. Zonal Project Coordinator. The quality of service and performance of the SS&GC will be reviewed by the Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinator 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.

24. 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.
25. Will be provided with one office table in the CPIU along with computer, printer, computer/office consumables, and internet access.
26. 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 SS&GC and by the Zonal Deputy Director of Fisheries i.e. Zonal Project Coordinator.
27. 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.