



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) for Livelihood Coordinator

(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 beels. 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 trace, building water retaining structures and peripheral bunds, and installing bio-filters.
6. A dedicated SWIFT PMU is established within ARIAS Society, headed by the SPD, ARIAS Society, and is responsible for overall project execution and ensuring the achievement of project objectives.
7. The Project Implementation Unit (PIU), under the leadership of the Director of Fisheries (DoF) is placed at Directorate of Fisheries, Guwahati and is also spread across the five Zonal Offices (i.e. Cluster Project Implementation Unit) of the Department of Fisheries, each headed by the Deputy Director of the Zonal Office. The PIU will oversee and manage the activities of five (5) Cluster Project Implementation Units (CPIUs), each led by a Zonal Project Coordinator (Deputy Director, Zonal Office). The District Fisheries Development Officer (DFDO) of the respective district will also be part of the CPIU team. Five CPIUs will be established to implement the Project in the potential project districts.
8. As the SWIFT Project aims to enhance the sustainable livelihood options of wetland-dependent communities through participatory planning, skill development, and market linkages, with a focus on building resilient rural economies by promoting income-generating activities (IGAs) aligned with ecological sustainability and local needs, the ARIAS Society intends to engage a **Livelihood Coordinator** on a contractual basis to be positioned at the CPIUs. The Livelihood Coordinator will play a key role in designing, implementing, and monitoring community-based livelihood interventions under the project,

(B) Objective of the Assignment

9. The services to be provided by the team of national consultants serving in the capacity of contractual staff, will assist the PMU and PIU in implementing project activities to achieve the expected objectives. This multidisciplinary team composed of national experts, will collaborate with DoF and partner agencies on project management, implementation, and capacity building. They will also ensure that safeguard measures are upheld, contributing to the successful delivery of the project's outputs and overall outcomes.

(C) Tasks and Responsibilities: The Livelihood Coordinator (**LC**) will support the PIU and CPIU in all aspects and will be primarily responsible for development, implementation, and supervision of the activities of the Livelihoods component in the assigned district of the particular cluster. S/He will also be responsible for cooperating with team members and service providers to provide professional advisory services to target groups, develop innovative interventions, as well as knowledge management.

10. Specifically, the **LC** will:

- a) Lead in the development of appropriate sustainable livelihood program intervention to contribute to social economic empowerment/resilience; ensure synergies with fisheries, environmental, gender and social components of the Project according to the overall programme objectives
- b) Identify priorities and design livelihood interventions including supporting, needs assessment (including market assessment).
- c) Coordinate & roll out farm and non-farm livelihoods activities in the intervention villages/blocks as per approved action plan in a time bound manner.
- d) Development of Inception sites, livestock clusters, higher order enterprises including, Business plan development, marketing, etc.
- e) Develop covering all the four pillars of farm livelihoods viz agro ecological/fishery practices, livestock, value chain development and NTFP.
- f) Be responsible for Village Livelihood Plan preparation and effective implementation of various livelihoods programs in the villages of a cluster-monitoring day-to-day operations and direct engagement with the community for mobilization.
- g) Collect and analyze program data, and capture and share lessons learned and best practices for specific projects, to facilitate improvements in decision-making and contribute to the Livelihood & Markets learning agenda;
- h) Nurture the community-based organizations like Beel Development Management Committees (BDMCs), SHGs, Farmer collectives, common interest groups, forest protection committees, and so on.
- i) Support the operationalization and tracking of business and marketing plans for all project-supported organisations (BDMCs, producer groups, Self-help groups, cooperatives, farmers' associations, etc.) through joint planning and monitoring.
- j) Orchestrate collaboration action with the team, partners, PRIs, associated government departments, and the community.
- k) Undertake regular monitoring of various activities of the SWIFT project and guide BDMC, SHGs etc in performing their duties through field visits and review
- l) Facilitate convergence with line departments.
- m) Provide enabling support to the Frontline functionaries in the public - systems, Panchayats, and community resource persons in the villages.
- n) Facilitate capacity building of Farm cadre and other stake holders as per structured module
- o) Maintain the records of the interventions offline/online and facilitate MIS updation.

- p) In collaboration with team, develop and deliver annual/quarterly/monthly work/activity plans, follow up the implementation of plans and ensure timely review/adjust them to achieve committed target.
- q) Identify and document best practices
- r) Contribute to internal project reports through regular tracking reports on the growth, management and overall development of the community organisations supported by projects.
- s) Any other responsibility assigned by PMU/PIU/CPIU.

11. Coordination with the Assam State Rural Livelihoods Mission (ASRLM): As SWIFT project will work in close coordination with the ASRLM, leveraging its institutional platforms and aligning with its principles to ensure sustainability and scalability of project's livelihood interventions. The Livelihood Coordinator (LC) will facilitate this convergence and support planning, implementation, and monitoring of livelihood activities at the community level in close collaboration with ASRLM teams. Accordingly, the LC will support and strengthen community-based livelihood initiatives by facilitating effective convergence with ASRLM at district and block levels, promoting sustainable income-generating activities. ***Towards this- the LC will -***

- a) Act as a liaison between the Project and ASRLM at district/block level for coordinated implementation of livelihood activities.
- b) Facilitate the preparation and implementation of livelihood plans in alignment with ASRLM's Micro-Credit Plans (MCPs) and Annual Action Plans.
- c) Mobilize, support, and build capacities of SHGs, VOs, Cluster Level Federations (CLFs), and Producer Groups.
- d) Coordinate and organize training programs for SHG members and community cadres on livelihoods, entrepreneurship, and financial literacy.
- e) Assist in identifying and promoting viable farm, off-farm, and non-farm livelihoods aligned with market demand and local resources.
- f) Facilitate access to credit, government schemes, and revolving funds through ASRLM's institutional mechanisms.
- g) Support development of value chains and market linkages for products/services of SHGs and Producer Groups.
- h) Document best practices, success stories, and lessons learned for knowledge sharing.
- i) Monitor field activities, collect data, and report progress to the Project Implementation Unit (PIU) and share updates with ASRLM counterparts.

(D) Essential Qualifications, Experience & desired skill

12. **Qualification:** Masters/Post-graduate degree in Livelihoods, Entrepreneurship Development, Food Security, Agriculture and allied subject (Agricultural Extension), Agribusiness, value chain Development, Rural Development, Social sciences, or a related field.

13. **Professional Experience:**
- a) Supplemental training in Income Generation/Entrepreneurship, Gender Analysis/Mainstreaming, Microfinance preferred
 - b) **Minimum 5 years** of professional experience in promoting livelihoods interventions in areas including Skills Training, Micro-Lending, Micro-Savings, Employment Generation, Alternative/Additional Income Generation, and Social Protection, Set up of Economic Cooperatives, Cash Transfer Grants, etc.
 - c) Experience of working with ADB , World Bank or other donor-funded development programs will be an added advantage
14. **Other Knowledge, Additional Competences:**
- a) Strong spoken, analytical, and writing skills with advanced knowledge of and proficiency in MS Office 365 (MS Teams, Word, Excel, Outlook, PowerPoint).
 - b) Fluency in English and demonstrated ability to communicate in the local language.
 - c) Commitment, team spirit, reliability, diplomatic skills, and intercultural understanding.
 - d) Proven human and interpersonal management competencies.
 - e) Innovative problem-solving skills.
 - f) Exceptional interpersonal skills and cultural competencies
 - g) Ability to think strategically and drive project implementation.

(E) DURATION OF CONTRACT, NOTICE PERIOD ETC

15. The initial contract period of **LC** 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.
16. The contract with **LC** 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.
17. The **LC** 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. The **LC** will have to serve the assigned office on full time basis under overall command of Director of Fisheries cum APD.
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 **LC** 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 **LC** 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 **LC** 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 **LC** will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.6.60 to Rs.10.80 lakh per year**. 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 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 **L-TA**. 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 the ARIAS Society and as provided in the contract agreement.

(G) Travel Requirement

22. The **LC** will be required to undertake field-visits and tours to the project sites with the approval of Director of Fisheries/ Deputy Project Director (DPD). Occasional out of state visits may also be required as directed by the DoF cum APD.

(H) Reporting and Performance Review

23. The **LC** will report to the Zonal Project Coordinator-CPIU as well as Deputy Project Director. The quality of service and performance of the **LC** will be reviewed by the DPD/ Zonal Project Coordinator-CPIU on a quarterly basis and the annual performance review will be done as per the HR Policy of the ARIAS Society

(I) Reporting and Performance Review

24. The Livelihood Coordinator (LC) will work closely with the field teams, local institutions, and line departments at zonal level to ensure effective implementation of the project's livelihood strategy.
25. The **LC** will report to the Zonal Project Coordinator-CPIU as well as Deputy Project Director. The quality of service and performance of the **LC** will be reviewed by the DPD/ Zonal Project Coordinator-CPIU on a quarterly basis and the annual performance review will be done as per the HR Policy of the ARIAS Society

(J) Facilities to be provided by the Directorate of Fisheries (DoF): -

26. The LC will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.

27. A working space in the CPIU along with computer, printer, computer/office consumables, and internet access will be provided.
28. The DoF pay the fixed monthly remuneration as per the contract agreement. No house rent allowance or any other allowance shall be paid by the PIU. No other payment whatsoever (except reimbursement of travelling expenses and project allowance) shall be paid, except as agreed between the **LC** and by the DoF cum APD, Directorate of Fishery.
29. No clerical assistance will be provided by the DoF.

Note

30. ARIAS Society is an equal opportunities employer committed to diversity. All qualified candidates, regardless of disability, age, sex, ethnicity, race, and religion are encouraged to apply.
31. Only shortlisted candidates will be contacted.

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.