



## **Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra (Mangrove Foundation)**

### **TERMS OF REFERENCE**

<b>Title of the Position</b>	:	<b>Assistant Director – Livelihood Development</b>
<b>Organization</b>	:	<b>Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra</b>
Professional fees	:	Rs. 50,000/- per month (consolidated)
Headquarters	:	Mumbai
Nature of Engagement:		Temporary, on contractual basis
Duration	:	1 year (extendable, based on performance)
Duty Station	:	Mumbai

### **BACKGROUND**

To achieve the goals of coastal and marine biodiversity conservation in Maharashtra, a dedicated institution, the Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra (or Mangrove Foundation) has been established by the Government of Maharashtra to focus on research and education, livelihood development, ecosystem conservation, policy development and interventions enabling participatory conservation of this unique ecosystem.

### **The Foundation has the following specific objectives:**

1. To protect, preserve, conserve, regenerate, restore, enrich and maintain the biodiversity of coastal, island, wetland and marine, having direct or indirect impact on human life.
2. To promote livelihoods, culture, socio-economic development such as ecotourism and rights of communities dependent on these ecosystems.
3. To build research and academic capacity in the field of coastal, island, wetland and marine ecosystems that will inform policy-making, act as a repository of information and build the foundation for capacity building and welfare programs.
4. To contribute to the overall goal of coastal, island, wetland and marine conservation and be recognised as an institute of repute in the above said themes.

## **JOB DESCRIPTION**

The Assistant Director, Livelihood Development, shall be focused on designing, planning and implementing livelihood development activities that support the conservation of mangrove, coastal and marine biodiversity and ecosystems.

## **DUTIES AND RESPONSIBILITIES**

- Coordinate implementation of the Government of Maharashtra's Scheme on "Mangrove Conservation and Livelihood Generation" at the state level.
- Provide support to the Deputy Director, Livelihood Development, Joint Director and Executive Director of the Mangrove Foundation, and lead the team of livelihood specialists to ensure smooth implementation of livelihood initiatives undertaken by the Foundation.
- Coordinate with local livelihood experts, to identify and implement local sustainable livelihood activities; collect detailed data/information for planning and implementation of livelihood activities, and carry out regular site/field visits, to monitor, evaluate and report on the progress of works.
- Lead and provide technical guidance, supervision and support to all aspects of livelihoods on the program (includes planning, budget management, implementation, and reporting).
- Ensure capacity building and training of personnel in the Foundation for effective implementation of livelihood interventions.
- Monitor projects outsourced to various scientific institutes / development agencies and NGOs and ensure regular reporting. Coordinate with project implementing agencies and related stakeholders for successful implementation of project activities.
- Provide continuous and detailed feed back to the Deputy Director, Livelihood Development, Joint Director and Executive Director of the Mangrove Foundation on the status of implementation (vis-a-vis physical & financial targets) and report on the changes / corrective measures, if any.
- Draft Terms of Reference, monitor deliverables, review reports and prepare appraisal notes for release of funds for sub-projects.
- Assist in implementing communication and outreach activities and organization of events to meet livelihood development objectives. Assist in preparing technical reports, periodicals, articles, event reports, etc. to record and disseminate information about livelihood development projects undertaken by the Foundation.

- Identify opportunities for partnerships with organizations and prepare necessary reports to further the goal of involving the private sector and public enterprises for cooperation on livelihood relevant development opportunities in Maharashtra.
- Provide support to other project consultants in conducting different project activities (arrangement of meetings, trainings, workshops, etc.).
- Support officers of the Foundation in preparation of budget and administrative functions related to livelihood development objectives.
- Any other duties as decided and approved by the Deputy Director, Livelihood Development, Joint Director and Executive Director of the Foundation.
- The Assistant Director, Livelihood Development shall work under the overall guidance and supervision of the Deputy Director, Livelihood Development, Joint Director and Executive Director of the Foundation.

## ELIGIBILITY

Post-Graduation in Fisheries / Aquaculture and related fields

Proficiency in Marathi, Hindi and English language – Speak, Read and Write.

Minimum Experience: 03 years

(Working experience in Govt. Dept. / Corporate Firms / Projects which has a background of Coastal and Marine Ecosystems, Fisheries and Aquaculture will be preferred)

## METHOD OF APPLICATION

Applicants are requested to download and electronically fill the “**Application Form for Contractual Positions under the Mangrove Foundation**” (available at <https://mangroves.maharashtra.gov.in/Site/1109/Vacancies>) and send a PDF version of the completed form, via email, to [hr.mangrovefn@gmail.com](mailto:hr.mangrovefn@gmail.com), or a printed copy of the completed form, by post or hand delivery, to **The Executive Director, Mangrove Foundation & APCCF, Mangrove Cell, 302 Wakefield House, 3rd Floor, Ballard Estate, Above Britannia & Co. Restaurant, Mumbai 400 001.**

Please note the following points during application, failing which your application will not be considered for selection.

1. Applications must be submitted only in the above form; no other formats will be considered. Hand-written forms will not be accepted.
2. Please mention the name of the post in the subject of your email or on the envelope in this format: ***Application for <name of the post>***.
3. Only shortlisted candidates will be contacted.
4. The **last date of application is 15<sup>th</sup> September 2021, 17:00 hrs (IST)**. Applications received beyond this deadline will not be considered.

The Foundation reserves the right to reject any application without assigning any reason thereto.