

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

TERMS OF REFERENCE

Title of the Position	Livelihoods Specialist (6 positions)
Posting Locations	Palghar, Thane, Mumbai, Raigad, Ratnagiri, and Sindhudurg The Livelihood Specialist could be posted at any of the field locations, and shall be required to travel as often as necessary as per the exigencies of work.
Nature of Engagement	Temporary, on contractual basis
Duration	6 months (extendable, based on performance)
Professional fees	Rs. 35,000/- per month (consolidated)

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 Livelihood Specialist shall be focused on designing, planning, implementing and coordinating livelihood development activities, at the district level, that support the conservation of mangrove, coastal and marine biodiversity and ecosystems.

DUTIES AND RESPONSIBILITIES

- Monitor and coordinate implementation of the Government of Maharashtra's Scheme on "Mangrove Conservation and Livelihood Generation" at the district level. Lead the team of Project Associates to ensure smooth implementation of the Scheme.
- Liaise with relevant Government agencies and NGOs to ensure coordination of effort and convergence of Foundation's activities with existing Government/Non-Government schemes and interventions in the district.
- 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 (weekly and monthly) on the progress of works.
- Prepare detailed village level livelihood plans and carry out value chain analysis in participation with the local community and experts. Develop standards and systems for implementing livelihood approaches working with rural communities.
- Monitor projects outsourced to various scientific institutes / development agencies and NGOs and ensure regular reporting. Examine deliverables and reports submitted by grantees of the Foundation. Coordinate with project implementing agencies and related stakeholders for successful implementation of project activities.
- Provide continuous and detailed feedback to the Assistant Director (Livelihood Development), Deputy Director (Livelihood Development), Joint Director and Executive Director of the Mangrove Foundation on the status of implementation (vis-a-vis physical & financial targets) of different projects and report on the changes / corrective measures, if any.
- 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.
- 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 Assistant Director (Livelihood Development), Deputy Director (Livelihood Development), Joint Director and Executive Director of the Foundation.

- The Livelihood Specialist shall work under the overall guidance and supervision of the Assistant Director (Livelihood Development), Deputy Director (Livelihood Development), Joint Director and Executive Director of the Foundation.

ELIGIBILITY

Post-Graduation in Natural Sciences, Social Sciences, Masters in Social Works and related fields; proficiency in Marathi and English (reading and writing); with minimum relevant experience of 2 years.

Age limit: 35 years (as on 15th January 2018)

METHOD OF APPLICATION

Applicants are requested to download and electronically fill the “**Application Form for Contractual Positions under the Mangrove Foundation**” (available at <https://sgnp.maharashtra.gov.in/1206/Tenders>) and send a PDF version of the completed form, via email, to 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, 2nd Floor, A Wing, SRA Building, Anant Kanekar Marg, Bandra (East), Mumbai – 51.**

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 15th January 2018, 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.