

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

TERMS OF REFERENCE

Title of the Position	Deputy Director, Research and Capacity Building
Organization	Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra
Professional fees	Rs. 60,000/- 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 Deputy Director (Research and Capacity Building), shall undertake and oversee capacity building, research and evaluation activities that support the above objectives of the Mangrove Foundation, especially development of research, technical, and professional capacity.

DUTIES AND RESPONSIBILITIES

- Provide support to the Joint Director and Executive Director of the Mangrove Foundation, to identify, implement and lead research and capacity building projects from planning stages to project completion.
- Identify potential areas of research and capacity building to meet the objectives of goals of the Foundation; lead the Assistant Directors for Research, Capacity Building and support officers in the Foundation in assessment of proposals, planning and implementing projects in the above areas.
- Review and analyze data collected during the course of a research project. Supervise research projects and work with research institutes, govt. bodies, field experts, and officers of the Foundation to ensure that the project remains on schedule and meets requirements set out in the project agreement documents.
- Design and develop training modules to support and respond to regional experts and trainers needs including project management, monitoring and evaluation, and related technical aspects.
- Provide and ensure capacity building and training of all personnel in the Foundation for effective execution of their responsibilities. Ensure the sharing of experiences across the organization and between projects supported by Mangrove Foundation.
- Carry out regular site/field visits, to monitor, evaluate and report on the progress of works. Provide continuous and detailed feedback to the Joint Director and Executive Director of the Mangrove Foundation on the progress of research (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.
- Lead implementation of communication and outreach activities and organization of events to meet research and capacity building objectives.
- Prepare technical reports, periodicals, articles, event reports, etc. to record and disseminate information about research and capacity building 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 research and capacity building cooperation for the conservation of coastal biodiversity in Maharashtra.
- Organize and facilitate meetings, seminars, workshops to build research, technical, and professional capacity within the Foundation and among its partners.

- Support the Joint Director and Executive Director of the Mangrove Foundation in preparation of budget and administrative functions related to research and capacity building objectives.
- Any other duties as decided and approved by the Joint Director and Executive Director of the Foundation.
- The Deputy Director (Research and Capacity Building) shall work under the overall guidance and supervision of the Joint Director and Executive Director of the Foundation.

ELIGIBILITY

PhD (minimum 5 International peer reviewed papers)/ Masters (minimum 8 international peer reviewed papers) in Marine Biology, Natural Sciences, Natural Resource Management or related fields with a minimum, relevant experience of 5 years. Experience of working in Govt. or Semi-Govt. bodies or development projects with a background of coastal and marine ecosystem, coastal zone management 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://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.