

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

**TERMS OF REFERENCE**

<b>Title of the Position</b>	<b>Assistant Director, Ecotourism</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 (Eco-tourism), shall be focused on identifying, planning and implementing eco-tourism activities that support the conservation of mangrove, coastal and

marine biodiversity and generate sustainable alternate livelihood opportunities for the local communities.

## **DUTIES AND RESPONSIBILITIES**

- Provide support to the Deputy Director (Livelihood Development), Joint Director and Executive Director of the Mangrove Foundation; lead the planning and implementation of eco-tourism initiatives taken up by the Foundation.
- Coordinate with local experts, to identify and implement sustainable eco-tourism activities; collect detailed data/information for planning and implementation of eco-tourism 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 eco-tourism development (includes planning, budget management, implementation, and reporting).
- Ensure capacity building and training of personnel in the Foundation for effective implementation of eco-tourism 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 eco-tourism development objectives. Prepare technical reports, periodicals, articles, event reports, etc. to record and disseminate information about eco-tourism 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 relevant eco-tourism development opportunities in Maharashtra.
- Provide support to other project consultants in conducting different project activities (arrangement of meetings, trainings, workshops, etc.).

- Support officers of Foundation in preparation of budget and administrative functions related to eco-tourism 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 (Ecotourism) 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 Natural Sciences, Social Sciences, Masters in Social Works and related fields with minimum relevant experience of 3 years. Experience of working with Ecotourism/Tourism 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](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, 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 15<sup>th</sup> 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.