

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

TERMS OF REFERENCE

Title of the Position	Assistant Director, Capacity Building
Organization	Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra
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 (Capacity Building), shall undertake projects that strengthen the capacities of stakeholders including personnel in the Mangrove Foundation, government

departments, project partners, and coastal communities to achieve the objectives of the Foundation.

DUTIES AND RESPONSIBILITIES

- Provide support to the Deputy Director (Research and Capacity Building), Joint Director and Executive Director of the Mangrove Foundation, to identify and implement capacity building projects from planning stages to project completion.
- Carry out need assessment and design training programs for personnel in the Foundation. Organize and oversee the implementation of training/capacity building, developed after consultation with officers and in line with the priorities of the Foundation.
- Lead and provide technical guidance, supervision and support to all aspects of capacity building (includes planning, budget management, implementation, and reporting).
- Design and develop pilot training modules to support and respond to regional experts and trainers needs including project management, monitoring and evaluation, and related technical aspects.
- 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.
- Draft Terms of Reference, monitor deliverables, review reports and prepare appraisal notes for release of funds for sub-projects.
- Carry out regular site/field visits, to monitor, evaluate and report on the progress of works. Provide continuous and detailed feedback to the Deputy Director (Research and Capacity Building), 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.
- Assist in implementing communication and outreach activities and organization of events to meet research and capacity building objectives. Prepare reports, periodicals, articles, event reports, etc. to record and disseminate information about 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 cooperation on the conservation of coastal biodiversity 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 research and capacity building objectives.
- Any other duties as decided and approved by the Deputy Director (Research and Capacity Building), Joint Director and Executive Director of the Foundation.
- The Assistant Director (Capacity Building) shall work under the overall guidance and supervision of the Deputy Director (Research and Capacity Building), 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. 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.