

TERMS OF REFERENCE for Position	Administrative Finance & Accounts Officer
Organization	GOI- Mangrove cell –CMPA-GIZ, Project ‘Conservation and Sustainable Management of Existing and Potential Coastal and Marine Protected Areas (CMPA)’.
Consultancy Amount	Rs. 40,000/- per month (consolidated)
Supervisor	Chief Conservator of Forests, Mangrove Cell, Mumbai
Headquarters	Mumbai/ Ratnagiri
Nature of Engagement	Temporary on contractual basis
Duration	Initially for a period of one year–extendable
	Unto the end of the project period on yearly basis.
Duty Station	Mumbai

BACKGROUND

The Ministry of Environment and Forests, Government of India (MoEF) has entered into a technical cooperation agreement with the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB) for implementing a bilateral cooperation project ‘Conservation and Sustainable Management of Existing and Potential Coastal and Marine Protected Areas (CMPA)’. The BMUB has commissioned the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH to jointly implement the Project with the MoEF and other State Departments.

The CMPA project has entered into an agreement with the State Government of Maharashtra with the Mangrove Cell as the nodal agency to implement the CMPA Project in three pilot sites namely Thane Creek, Velas to Anjarle Coastal Stretch and Ansure Creek.

The project supports India in the fulfilment of its commitments to the Convention on Biological Diversity. The overarching goal of the CMPA project is to assist Central, State and Local Government authorities and other stakeholders to conserve coastal and marine biodiversity without compromising the livelihood of those depending on the sustainable use of this biodiversity. The project aims at conservation and management of selected existing and potential coastal and marine protected areas through strengthened participatory management, capacity development and information, communication and training; for achieving the following results:

- Developing and implementing models for participatory conservation and management of biodiversity in selected existing and potential protected zones at the coast;
- Strengthening the necessary capacities of stakeholders, particularly the sectorial departments, NGOs, and coastal communities; and
- Providing information, education, and communication for awareness raising, public relations and policy dialogues.

The cooperation with the State Government of Maharashtra will extend over a period of three years from April 2014 to March 2017.

Duties and Responsibilities:

- The Consultant will be responsible for the Finance & Accounts as well as Administration related duties of the project including smooth fund flow between GIZ Biodiversity New Delhi, Office of the Nodal Officer, Mumbai and; project finance; administration and HR related matters.
- To look after the process of project administration and finance, including drafting and scrutinizing TORs, calling for EOI, screening of EOIs, awarding of projects, approval of work plan, signing of MOUs & Bonds, release of fund (based on approved T&C, evaluation of physical & financial progress, submission of periodic reports and deliverables).
- To ensure smooth fund flow to the various project initiatives, studies and pilot projects landscape; coordinate with local project staff in financial monitoring of the scientific studies, pilot projects, development initiatives etc. outsourced through various scientific institutes / Local NGOs and development agencies.
- The Consultant shall provide continuous feed back to the State Coordinator and Adviser GIZ through the Project Coordinator and the Nodal Officer on the status of implementation (vis-a-vis physical & financial targets) and send requisition of fund.
- Coordinate and monitor meetings, prepare and distribute meeting minutes and monitor deliverables. Review and evaluate reports and other documents and recommend release of fund (vis-a-vis Project MOU, TOR and T&C).
- Prepare and submit periodical progress and expenditure reports to the State coordinator GIZ and GIZ Delhi including monthly and quarterly expenditure statements, Bank Reconciliation statement Monthly Monitoring Calendar, QPR & Annual Report.
- Deal with all Audit related matters of GIZ as well as external auditor.
- The Consultant shall work under the overall guidance and supervision of the Chief Conservator of Forests (Mangrove Cell), Mumbai.

Recruitment Qualifications Education

Post Graduate in Management (Finance) /
M.Com/ Inter CA/ Inter ICWA

Experience

- ☐ At least 2 years of Post Masters relevant experience at the state or national level in, Rural Development/ Nature Conservation / Wildlife related Project Management.
- ☐ Experience of working with Central and/or State Governments in coordination with NGOs / CSOs and with participatory approaches.
- ☐ Experience in the usage of computers and office software packages, experience in handling of web based management systems is essential.
- ☐ Willingness to travel.

Language requirement

Fluency in written and spoken English and preferably in Marathi.

Address for submitting applications

Interested applicants may send their Resume/CV by email to ccfmmumbai@gmail.com or by post to
Chief Conservator of Forests, Mangrove Cell, II Floor, A Wing, SRA Building, Anant Kanekar Marg, Bandra East, Mumbai-400051

Note: KINDLY INDICATE THE NAME OF THE POST IN THE SUBJECT LINE OF THE

Last date for submission

EMAIL AND ON THE TOP OF YOUR APPLICATION/CV/RESUME. Applications without mentioning the name of the post would not be considered.

Monday, 29th September 2014