

TERMS OF REFERENCE for Position

Organization	Programme Officer, CMPA Maharashtra GOI- Mangrove cell –CMPA-GIZ, Project ‘Conservation and Sustainable Management of Existing and Potential Coastal and Marine Protected Areas (CMPA)’.
Consultancy Amount	Rs. 50,000/- 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:

- Provide managerial support, and ensure smooth implementation of the project initiatives, primarily at Thane Creek. Supervise Project Staff for Thane Creek and monitor studies outsourced to various scientific institutes / development agencies and NGOs and ensure reporting.
- Provide continuous monthly and quarterly feed back to the Programme Manager; State Coordinator GIZ; GIZ Biodiversity Delhi through the Nodal Officer Mangrove Cell on the status of implementation (vis-a-vis physical & financial targets) and advise on the changes / corrective measures, if any.
- Draft TORs, monitor the deliverables, review the reports and other documents for correctness of form and contents as well as recommend release of fund (vis-a-vis Project MOU, TOR and T&C).
- Ensure result based monitoring and evaluation of the project outcome vis-a-vis the target set out in the project planning documents like the strategic and operational plans.
- Prepare and submit Monthly Reports, Quarterly Progress Reports , Annual Report and Final Project Report to the State Coordinator GIZ ; GIZ Biodiversity Delhi through the Nodal Officer Mangrove Cell Network and coordinate with local staff, NGOs implementing agencies and consultants for implementation of programme at Thane Creek.
- Coordinate with the State Government, District Authorities, other relevant agencies and stakeholders towards facilitation of project implementation. Oversee the development of the Interpretation center and the preparation, designing and production of various publications, literatures, signage, posters, video documents and films.
- Coordinate and organize monthly quarterly and annual site level meetings and stakeholder meetings.
- Provide support to other project consultants in conducting different project activities (trainings, workshops, stakeholder consultations, arrangements of study tour, preparation of knowledge products, etc.).
- Coordinate capacity building at site level.
- Any other duties as decided from time to time.
- 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 Natural / Social Sciences and/or Mass Communication

Experience

- ☐ At least 2 years of Post-Masters relevant work experience
- ☐ Experience of working with Central and/or State Governments in coordination with NGOs / CSOs and with participatory approaches will be preferable.
- ☐ 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

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

Last date for submitting applications

Monday, 29th September 2014