

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

TERMS OF REFERENCE

Title of the Position	Officer, Capacity Building
Organization	Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra
Professional fees	Rs. 35,000/- per month (consolidated)
Headquarters	Mumbai
Nature of Engagement	Temporary, on contractual basis
Duration	01 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 recognized as an institute of repute in the above said themes.

JOB DESCRIPTION

The Surveyor shall support the Mangrove Foundation in all technical aspects of surveying, maps, demarcation of boundaries, civil construction and related works required for completion of various interventions undertaken by the Foundation.

DUTIES AND RESPONSIBILITIES

- Provide support to the Assistant Director, Capacity Building, Deputy Director, Research and Capacity Building, Joint Director and Executive Director of the Mangrove Foundation, and ensure smooth implementation of capacity building initiatives undertaken by the Foundation.
- 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.
- 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 regarding themes like biodiversity conservation, monitoring and evaluation, related technical aspects, and project management.
- Support capacity building and training programs for all personnel in the Foundation. Ensure the sharing of experiences between projects supported by Mangrove Foundation and dissemination of good practice in capacity development across the organization.
- 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 feed back to the Assistant Director, 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. Assist in preparing technical 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 capacity building objectives.
- Any other duties as decided and approved by the Assistant Director, Capacity Building, Deputy Director, Research and Capacity Building, Joint Director and Executive Director of the Foundation.
- The Officer, Capacity Building shall work under the overall guidance and supervision of the Assistant Director, Capacity Building, Deputy Director, Research and Capacity Building, Joint Director and Executive Director of the Foundation.

ELIGIBILITY

Post-Graduation in Natural Sciences, Social Sciences and related fields; proficiency in Marathi and English language reading and writing; with a minimum, relevant experience of 2 years.

METHOD OF APPLICATION

Applicants are requested to download and fill the “**Application Form**” (available at <https://mangroves.maharashtra.gov.in/Site/1109/Vacancies> and send a PDF version of the completed form, via email, to hr.mangrovesfn@gmail.com, or a printed copy of the completed form, by post or hand delivery, to **The Executive Director, Mangrove Foundation, 302, 03rd Floor, Wakefield House, Sprott Road, Above Britannia & Co. Restaurant, Ballard Estate, Fort, Mumbai - 400001.**

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 specified “Application Form” only and 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 application deadline is specified in the advertisement. Applications submitted after this date will not be considered.

The Foundation reserves the right to reject any application without assigning any reason thereto.