

DETAILED ADVERTISEMENT**Flood and River Erosion Management Agency of Assam (FREMAA)***4th floor, Assam Water Centre, NH 27, Basistha Chariali, Guwahati - 781029*

The Government of Assam has established the Assam Agroforestry Development Board (AADB), as a section 8 company, registered under the Companies Act of 2013 for sustainable development of the most vulnerable communities in Assam through promotion of agroforestry, biodiversity, soil and water conservation, livelihood improvement, reforestation, afforestation, and aligned research and development activities. Information about the AADB's background, objectives, collaborations, and partnerships is available at <https://aadb.assam.gov.in/>.

The Flood and River Erosion Management Agency of Assam (FREMAA), an autonomous society of the Government of Assam and the implementing agency for the Asian Development Bank (ADB) aided "Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Project (CRBIFRERP)", now invites applications from eligible Indian citizens to provide the Services against the following position on contractual basis as mentioned in brief below. The selected candidates shall be placed in the Assam Agroforestry Development Board (AADB), which is one of the Project Implementation Unit of the ADB aided CRBIFRERP.

The interested candidates who fulfil the required qualification and experience may apply; accordingly, in English language in the prescribed application format along with a signed cover-letter. The detailed qualification, experience, scope of services and other details shall be as per the Terms of Reference (TOR) that may be seen in the following pages of this advertisement. The prescribed application format may be downloaded from FREMAA's website at www.fremaa.assam.gov.in

S/N	NAME AND NUMBER OF POST	ESSENTIAL QUALIFICATION	REQUIRED EXPERIENCE	SALARY
1.	Team Leader (Agroforestry Expert) – 1 post	Minimum graduate degree in agriculture/agroforestry/forestry or equivalent from a recognized institution or University. Master's degree directly relevant to the assignment is preferred.	i) 10 years of relevant professional experience with at least 7 years of practical experience in agroforestry projects especially relevant to agriculture, nature-based solutions, riverbank stabilization, fisheries, sericulture, diary and livelihood improvement. ii) Experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.	Rs 80,000/- to Rs.100,000/- per month. TA/DA admissible as per AADB norms.
2.	Team Leader (Sustainable Livelihood Expert) – 1 post	Minimum graduate degree in Livelihoods/ Social Development/ Agriculture/Fisheries/ Rural Development/ Natural Resources Management/ Developmental Studies/ Social Sciences from a recognized institution or university. Master's degree directly relevant to the assignment is preferred.	i) 10 years of relevant professional experience with at least 8 years of practical experience in livelihood projects especially relevant to agriculture and fisheries. ii) Experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.	Rs 80,000/- to Rs.100,000/- per month. TA/DA admissible as per AADB norms
3.	Nature-based Solutions Expert – 1 post	Graduate/postgraduate degree in Civil Engineering/ Water Resources Engineering/ Environmental Engineering/ Agriculture Engineering/ Natural Resources Management from a	i) 07 years of relevant professional experience with at least 03 years of practical experience in planning, pilot testing along riverbanks and earthen flood embankments	Rs 70,000/- to Rs.80,000/- per month. TA/DA admissible as per AADB norms

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		recognized institution or university.	of alluvial rivers, researching and implementing nature-based solutions associated with anti-erosion bioengineering or anti-erosion or/and flood management. ii) Experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.	
4.	GIS Specialist – 1 post	Master's degree in Remote Sensing and GIS, or Earth Science, or Geography with specialization in Remote Sensing and GIS or holding a GIS professional certificate.	i) 7 years of relevant professional experience with at least 3 years of practical experience with a focus on GIS application. ii) Full working knowledge of remote sensing and GIS data/information handling software and other relevant tools including ArcGIS and QGIS software. ii) Experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.	Rs 70,000/- to Rs.80, 000/- per month. TA/DA admissible as per AADB norms
5.	Accounts Assistant – 2 posts	Graduate in Commerce/ Finance from a recognised university with minimum 55% marks or equivalent CGPA in aggregate with knowledge of Tally ERP 9.0. Knowledge and proficiency in PFMS will be given preference.	i) 5 years of experience in similar work profile in any Govt. / Semi Govt. or organisation of repute. ii) Experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.	Rs. 31000/- per month. TA/DA admissible as per AADB norms.
6.	Field Supervisor – 5 posts	Minimum Graduate degree in Livelihoods/ Social Development/ Agriculture/ Agroforestry/ Forestry/ Fisheries/ Rural Development/Natural Resources Management/Developmental Studies/ Social Sciences from a recognized institution or University. Master's degree directly relevant to the assignment will be preferred.	i) 3 years of relevant professional experience with at least 1 year of practical experience in livelihood projects especially relevant to agroforestry, agriculture, nature-based solutions, wetlands, fisheries etc. ii) Experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.	Rs 35,000/- to Rs. 40,000- per month. TA/DA admissible as per AADB norms.
7.	Field Assistant – 10 posts	A graduate degree in any discipline with 55% marks in aggregate from a recognized institution or University.	i) At least 2 years of field experience especially in conducting census surveys, agriculture and forest surveys, coordinating trainings and public meetings with District Administration and other Govt. offices would be preferred.	Rs25,000/- to Rs30,000/-per month. TA/DA admissible as per AADB norms.

S/N	NAME AND NUMBER OF POST	ESSENTIAL QUALIFICATION	REQUIRED EXPERIENCE	SALARY
			ii) Experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.	

Other General conditions:

1. Selection would be through the process of interview.
2. The candidates shall have to bring all the original certificates/documents for the interview, if shortlisted and called for interview, **along with a set of self-attested copies of certificates** supporting age, address, qualification and marks obtained, experience, trainings received, last drawn salary slip, etc. The Originals will be returned after corroboration with the self attested copies to be brought by the candidates. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation.
3. Only Shortlisted candidates will be intimated and called for Interview.
4. The Salary will be fixed based on (a) relevant experience as per the respective Terms of Reference (ToR) and (b) performance in the interview.
5. In case, sufficient candidates with requisite experience in the field cited above are not available, FREMAA may shortlist candidates having lesser years of experience for the interview. However, if selected they will be offered a lower salary. In absence of suitable candidates FREMAA reserves the right not to recruit any candidates.
6. FREMAA reserves the right to increase or decrease the number of positions or scrap any or all of the positions and also reject applications submitted without assigning any reason, thereof.
7. FREMAA reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applications received.
8. Canvassing in any form will lead to disqualification and rejection.
9. Applications complete in all respects in the prescribed format available at FREMAA's website along with scanned copies of a signed cover letter and supporting documents of age, qualification and experience should be emailed to ceo-fremaa@assam.gov.in / hms-fremaa@assam.gov.in and the subject line should be "APPLICATION FOR THE POST OF" and should reach the above mentioned email addresses latest by end of day of 04/01/2025. Incomplete applications and applications received after the indicated deadline will not be accepted.

Signed by

Jeevan Basavarajappa

Date: 20-12-2024 01:04:02

Chief Executive Officer
FREMAA

ASSAM AGRO-FORESTRY DEVELOPMENT BOARD (AADB)
TERMS OF REFERENCE FOR TEAM LEADER (AGROFORESTRY EXPERT)

A. About Assam Agroforestry Development Board (AADB):

Realizing the importance and role of agroforestry in promoting sustainable development of the most vulnerable communities in Assam, the Government of Assam, on 10th December 2021, notified the creation of the AADB as a non-profit company. AADB is mandated to promote agroforestry, biodiversity, soil and water conservation, livelihood improvement, reforestation, afforestation, and aligned research and development activities. More information about the AADB's background, objectives, collaborations, and partnerships is available at <https://aadb.assam.gov.in/>.

B. Background of CRBIFRERMP:

The Asian Development aided Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Program (CRBIFRERMP) aims to address one of Assam's critical development challenges: recurrent flooding and continual riverbank erosion caused by the Brahmaputra River. The project focuses on the main stem of the Brahmaputra River, applying a holistic, integrated, and risk-informed approach to manage riverbank erosion and flood risk, strengthen Assam's institutional capacity and enhances climate and disaster resilience. By stabilizing 60 kilometers of riverbanks, implementing 32 kilometers of pro-siltation measures, and constructing or rehabilitating 4 kilometers of climate-resilient flood embankments in five high-priority districts, the project is expected to secure life and property, reduce erosion and flooding, support livelihoods, creating employment opportunities, and enhances river navigability. Additionally, it will focus on enhancement of knowledge in flood and riverbank erosion risk management, promotes data sharing, and empowers women through economic activities. The project is expected to benefit approximately one million people.

Flood and River Erosion Management Agency, Assam (FREMAA) is the project executing agency, also referred as project management unit (PMU) whereas Water Resources Department, Government of Assam and Assam Agroforestry Development Board (AADB) are the implementing agencies, also referred as project implementation units (PIUs). Under CRBIFRERMP, pilot testing of Nature-Based Solutions (NBS) in a total of 10 km is one of the targets, and AADB is responsible for implementing NBS and related activities. NBS activities

include (i) strengthening of the stability of embankments by using long-rooted vegetation with grass species such as vetiver and khus (an aromatic grass); (ii) pilot test woody perennial species and soil stabilization efficacy in embankments and/or inland wetlands; and (iii) develop an agroforestry model for river and inland wetlands protection and enhance the livelihoods of rural communities. In addition, revival of wetland through NBS is also one of the activities. More details about the project are available at <https://www.adb.org/projects/56283-001/main>

C. Filling up the vacancy of Team Leader (Agroforestry Expert):

FREMAA on behalf of AADB now invites applications from eligible Indian citizens to provide the Services of Team Leader (Agroforestry Expert) to implement Nature Based Solutions (NBS) activities and related livelihood enhancement activities under CRBIFRERMP. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services and submit their application in the prescribed application format with a cover letter and necessary documents supporting qualification, experience, etc. as mentioned in the application format available at www.fremaa.assam.gov.in. The selected candidate will be placed in the AADB office in Guwahati¹. The Scope of Services and Eligibility requirements for the position are as mentioned below:

D. Scope of Services:

- 1) TL (AGFO) will lead the team of 15 members and coordinate with all AADB field offices² for developing and implementing agroforestry-related activities for NBS implementation under CRBIFEREMP.
- 2) TL (AGFO) will collaborate with stakeholders to design and plan agroforestry interventions aligned with CRBIFRERMP objectives. TL (AGFO), along with other team members and experts, will be responsible for developing an approach and strategy to design and plan agroforestry interventions under CRBIFRERMP.
- 3) Upon approval of approach and strategy, from CEO, AADB and CEO, FREMAA, TL (AGFO) will lead the activities of designing/ developing the agroforestry systems/ models/

¹ AADB field offices will be in five districts: Tinsukia, Dibrugarh, Morigaon, Palashbari-Gumi, and Goalpara.

² AADB field offices will be in five districts: Tinsukia, Dibrugarh, Morigaon, Palashbari-Gumi, and Goalpara.

guidance documents that protect water sources, prevent erosion, and enhance wildlife habitats in the subproject areas.

- 4) TL (AGFO) will develop detailed project plans with focus on agroforestry as NBS in the project affected areas³, considering local conditions and community needs.
- 5) TL (AGFO) will assess potential NBS pilot testing sites to determine suitable tree species, planting patterns, and land-use practices and develop the course of action.
- 6) TL (AGFO) along with other stakeholders will conduct field studies to gather data on agricultural and forest systems relevant to Riverbank Stabilization and embankment protection.
- 7) TL (AGFO) will be responsible for the development of methodology for strengthening the stability of the embankment by using long-rooted vegetation and its subsequent pilot testing.
- 8) TL (AGFO) will be responsible for selecting the vegetation species and the sites for pilot testing of the Agroforestry model and NBS with a focus on riverbank stabilization.
- 9) TL (AGFO) will be responsible for the development approach and adoption strategy for testing woody perennial species and soil stabilization efficacy in embankments and/or inland wetlands.
- 10) TL (AGFO) shall evaluate soil health, water retention, carbon sequestration, and biodiversity; use data to refine strategies and improve outcomes; and develop reports on further action plans based on the actual conditions to ensure effective implementation of agroforestry as NBS for embankment and riverbank stabilization.
- 11) TL (AGFO) shall work for the strengthening of rural advisory services by providing guidance to farmers and landowners on agroforestry practices with a focus on slope stabilization and riverbank protection.
- 12) TL (AGFO) will regularly monitor agroforestry activities to assess progress and impact.
- 13) TL (AGFO) will advocate for supportive policies that recognize and incentivize agroforestry.
- 14) TL (AGFO) shall guide the field office to monitor the conditions in agroforestry NBS pilot sites and adjust management practices as needed.
- 15) TL (AGFO) shall ensure that the role of agroforestry in carbon sequestration and climate resilience is highlighted at appropriate forums/ presentations/ publications.

³ Project-affected areas or Sites are Dibrugarh, Morigaon, Kamrup and Goalpara*

- 16) TL (AGFO) will participate in relevant forums to share experiences and promote agroforestry as NBS along with experiences from CRBIFRERMP.
- 17) TL (AGFO) will explore innovative approaches to enhance productivity and sustainability through agroforestry.
- 18) TL (AGFO) will be responsible for developing an agroforestry model for the subproject areas under CRBIFRERMP for the protection of riverbank and inland wetlands.
- 19) TL (AGFO), along with field offices, shall be responsible for pilot testing of reed plantation for bank stabilization-related activities in the selected pilot sites located in the subproject areas under CRBIFRERMP.
- 20) TL (AGFO) shall support and guide the activities of NBS Experts and associate team members to develop, implement, guide, and supervise the piloting of NBS, including relevant research activities and dissemination of results.
- 21) TL (AGFO) will support AADB and FREMAA in the selection, supervision, and monitoring the work of the NGOs/ firms and technical institutions working on NBS pilot testing.
- 22) TL (AGFO) shall be responsible for drafting and finalizing reports relating to agroforestry and associated NBS pilot testing.
- 23) TL (AGFO) shall prepare a Monthly Progress Report (MPR) in English and review it against the Annual Work Program & Budget (AWPB) and the Design and Monitoring Framework of the Project and submit the reports to the CEO, AADB.
- 24) TL (AGFO) will collaborate and work in tandem with other authorities and field staff of FREMAA, Assam State Disaster Management Agency (ASDMA), Assam Inland Water Transport Development Society (AIWTDS), district administration, and other relevant agencies/NGOs, and implementation support consultants.
- 25) TL (AGFO) will support CEO AADB in monthly review and planning meetings with FREMAA and participate in the sub-group/ working group meetings.
- 26) Any other relevant work assigned by the CEO, AADB from time to time.

E. Eligibility Requirements:

- 1) A minimum graduate degree in agriculture/ agroforestry/ forestry or equivalent from a recognized institution or University. Master's degree directly relevant to the assignment is preferred.

- 2) At least 10 years of relevant professional experience with at least 7 years of practical experience in agroforestry projects especially relevant to agriculture, nature-based solutions, riverbank stabilization, fisheries, sericulture, dairy, and livelihood improvement.
- 3) Experience of working in North-Eastern states in India and experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.
- 4) Experience in conducting studies, workshops, seminars, and annual planning exercises on livelihood activities relating to agriculture, agroforestry, NBS, etc.
- 5) Maximum age limit is 55 years as on the last date for submitting applications. In case of retired employees, maximum age at the time of submitting application will be 62 years.
- 6) Should be proficient in MS Word, MS Excel and MS PowerPoint.
- 7) Fluency in English, Hindi and Assamese and report writing skills in English language.
- 8) Should have good interpersonal and communication skills and teamwork abilities.

F. Duration of the Assignment:

The duration of the contract will be three (03) years, with a probation period of one year. The contract will be reviewed annually and renewed based on performance and work requirements under the project.

G. Responsibility of the TL (AGFO):

The TL (AGFO) shall be fully responsible to manage his/her day-to-day work with the project team with high dedication, integrity, and ethical behavior. The TL (AGFO) should not have any conflict of interest and should maintain confidentiality of information as required under rules and acts.

H. Travel Requirements:

1. The TL (AGFO) shall be based full-time for the CRBIFRERMP at the FREMAA office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.

2. TL (AGFO) can also avail the option to work remotely (intermittently), with prior approval of the CEO, AADB⁴.

I. Reporting and Performance Review:

The TL (AGFO) will report to the CEO of AADB. The incumbent will submit monthly updates and reports on significant agroforestry and related NBS activities. The work and performance of the TL (AGFO) shall be reviewed by the CEO, AADB on a periodic basis.

J. Facilities to be provided by the AADB:

AADB will provide the team with the following facilities and services:

- i. Office space, including furniture and utilities.
- ii. Access to all reports, studies, data, and other information relating to the works.
- iii. All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel to the field, the incumbent will be provided TA/DA as per AADB norms.

K. Remuneration:

Rs 80,000- to Rs 100,000 per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per AADB norms.

L. Selection Method:

The selection of TL (AGFO) will be made through the process of interview.

⁴ This will promote a balanced work-life environment, eliminate the stress of commuting, and ensure the health and safety of our employees during global pandemics or unfavorable weather conditions.

ASSAM AGRO-FORESTRY DEVELOPMENT BOARD (AADB)

TERMS OF REFERENCE FOR TEAM LEADER (SUSTAINABLE LIVELIHOOD EXPERT)

A. About Assam Agroforestry Development Board (AADB):

Realizing the importance and role of agroforestry in promoting sustainable development of the most vulnerable communities in Assam, the Government of Assam, on 10th December 2021, notified the creation of the AADB as a non-profit company. AADB is mandated to promote agroforestry, biodiversity conservation, soil and water conservation, livelihood improvement, reforestation, afforestation, and aligned research and development activities. More information about the AADB's background, objectives, collaborations, and partnerships is available at <https://aadb.assam.gov.in/>.

B. Background of CRBIFRERMP:

The Asian Development aided Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Program (CRBIFRERMP) aims to address one of Assam's critical development challenges: recurrent flooding and continual riverbank erosion caused by the Brahmaputra River. The project focuses on the main stem of the Brahmaputra River, applying a holistic, integrated, and risk-informed approach to manage riverbank erosion and flood risk, strengthen Assam's institutional capacity and enhances climate and disaster resilience. By stabilizing 60 kilometers of riverbanks, implementing 32 kilometers of pro-siltation measures, and constructing or rehabilitating 4 kilometers of climate-resilient flood embankments in five high-priority districts, the project is expected to secure life and property, reduce erosion and flooding, support livelihoods, creating employment opportunities, and enhances river navigability. Additionally, it will focus on enhancement of knowledge in flood and riverbank erosion risk management, promotes data sharing, and empowers women through economic activities. The project is expected to benefit approximately one million people.

Flood and River Erosion Management Agency, Assam (FREMAA) is the project executing agency, also referred as project management unit (PMU) whereas Water Resources Department, Government of Assam and Assam Agroforestry Development Board (AADB) are the implementing agencies, also referred as project implementation units (PIUs). Under CRBIFRERMP, pilot testing of Nature-Based Solutions (NBS) in a total of 10 km is one of the targets, and AADB is responsible for implementing NBS and related activities. NBS activities

include (i) strengthening of the stability of embankments by using long-rooted vegetation with grass species such as vetiver and khus (an aromatic grass); (ii) pilot test woody perennial species and soil stabilization efficacy in embankments and/or inland wetlands; and (iii) develop an agroforestry model for river and inland wetlands protection and enhance the livelihoods of rural communities. In addition, revival of wetland through NBS is also one of the activities. More details about the project are available at <https://www.adb.org/projects/56283-001/main>

C. Filling up the vacancy of Team Leader (Sustainable Livelihood Expert):

FREMAA on behalf of AADB invites applications from eligible Indian citizens to provide the Services of Team Leader (Sustainable Livelihood Expert) to implement Nature Based Solutions (NBS) activities and related livelihood enhancement activities under CRBIFRERMP. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services and submit their application in the prescribed application format with a cover letter and necessary documents supporting qualification, experience, etc. as mentioned in the application format available at www.fremaa.assam.gov.in. The selected candidate will be placed in the AADB office in Guwahati. The Scope of Services and Eligibility requirements for the post are as mentioned below:

D. Scope of Services:

TL (SL) will be responsible for designing, developing, and supporting the secured livelihood and economic activities to directly improve the livelihoods and disaster resilience of poor and destitute people living in the project-affected areas¹ through the implementation of NBS for flood and erosion risk management and agroforestry practices. The main responsibilities will include but not limited to the following activities:

- 1) TL (SL) will lead the team of 15 members and coordinate with all AADB field offices² for the livelihood activities within the scope of AADB under CRBIFRERMP.
- 2) TL (SL), along with other team members and experts, will be responsible for developing an approach and strategy to enhance the livelihood of communities through the implementation of NBS.

¹ Project-affected areas or Sites are Dibrugarh, Morigaon, Kamrup and Goalpara*

² AADB field offices will be in five districts: Tinsukia, Dibrugarh, Morigaon, Palashbari-Gumi, and Goalpara.

- 3) Upon approval of approach and strategy, from CEO, AADB and CEO, FREMAA, TL (SL) will lead the implementation activities for livelihood enhancement in the field through community-based organizations such as, NGOs, forest committees (FCs), joint forest management committees (JFMCs), farmer producer organizations (FPOs), and farmer producer companies (FPCs).
- 4) TL (SL) shall lead and provide the necessary support to the field teams for the implementation of all the activities.
- 5) TL (SL) and field offices shall be responsible for community participation/engagement activities in NBS through JFMCs, FPOs, and other community-based organizations. He/she will also engage/coordinate with NGOs/firms and technical institutions implementing NBS activities under the project.
- 6) TL (SL) will lead and support staff in the field office for smooth coordination and implementation of activities related to FCs, JFMCs, FPOs, and FPC for implementation of NBS under the project.
- 7) TL (SL) will identify income opportunities associated with NBS. This includes conducting market research, analyzing trends, and providing recommendations.
- 8) TL (SL) shall design and implement training programs for female-headed households and female self-help groups to train these groups on how to spin, weave, and market the produced items through community-based organizations. This includes developing training material, coordinating with trainers, and monitoring the effectiveness of the training.
- 9) TL (SL) will be responsible for planning, coordinating, and overseeing the establishment of eight modern weaving centers. This includes identifying suitable locations, recommend AADB and FREMAA (through proper channel) about procurement of necessary equipment along with cost estimates, and ensuring the centers meet the required standards and specific requirements of the beneficiaries.
- 10) TL (SL) will work closely with the NGOs to ensure they effectively mobilize resources to increase vegetable production through providing climate-resilient seeds, training and promoting improved agricultural practices, and extending marketing support.
- 11) TL (SL) will guide NGOs in the design of various vocational training programs for unemployed youth, which includes identifying relevant skills, developing training curriculums, and coordinating with training providers.

- 12) TL (SL) will support individuals or groups looking to start agriculture and fisheries/aquaculture, beekeeping, and other sustainable livelihood-related businesses. This includes providing technical advice, helping with business planning, and connecting them with relevant resources.
- 13) TL (SL) will assist in the upgradation of eight rural markets and monitor the progress. This includes planning the upgradation process, coordinating with relevant stakeholders, and ensuring the upgrade meets the required standards.
- 14) TL (SL) will collaborate closely with the CEO, AADB, or any other official as instructed by the CEO, to prepare and finalize livelihood promotion plans, including market link-up through the implementation of NBS and to identify viable and profitable livelihood options in consultation with the affected parties and pertinent stakeholders.
- 15) TL (SL) will lead the design and coordination of livelihood programs with implementing agencies/NGOs/other partner agencies.
- 16) TL (SL) will collaborate and work in tandem with other authorities and field staff of FREMAA, WRD, Assam State Disaster Management Agency (ASDMA), Assam Inland Water Transport Development Society (AIWTDS), district administration, and other relevant agencies, and implementation support consultants.
- 17) TL (SL) shall be responsible for drafting and finalizing reports relating to livelihoods.
- 18) TL (SL) shall prepare a Monthly Progress Report (MPR) in English and review it against the Annual Work Program & Budget (AWPB) and the Design and Monitoring Framework of the Project and submit the reports to the CEO, AADB.
- 19) TL (SL) will support CEO AADB in monthly review and planning meetings with FREMAA and ADB and participate in the sub-group/ working group meetings.
- 20) Any other relevant work assigned by the CEO, AADB from time to time.

E. Eligibility Requirements:

- 1) A minimum bachelor's graduate degree in Livelihoods/ Social Development/ Agriculture/ Fisheries/ Rural Development/ Natural Resources Management/ Developmental Studies/ Social Sciences from a recognized institution or university. Master's degree directly relevant to the assignment is preferred.
- 2) At least 10 years of relevant professional experience with at least 8 years of practical experience in livelihood projects especially relevant to agriculture and fisheries.

- 3) Experience of working in North-Eastern states in India and experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.
- 4) Knowledge and experience of working with communities and poverty alleviation programs.
- 5) Experience in conducting studies, workshops, seminars, and annual planning exercises on livelihood activities relating to agriculture, agroforestry, NBS, etc.
- 6) Maximum age limit is 55 years as on the last date for submitting applications. In case of retired employees, maximum age at the time of submitting application will be 62 years.
- 7) Should be proficient in MS Word, MS Excel and MS PowerPoint.
- 8) Fluency in English, Hindi and Assamese and report writing skills in English language.
- 9) Should have good interpersonal and communication skills and teamwork abilities.

F. Duration of the Assignment:

The duration of the contract will be three (03) years, with a probation period of one year. The contract will be reviewed annually and renewed based on performance and work requirements under the project.

G. Responsibility of the TL (SL):

The TL (SL) shall be fully responsible to manage his/her day-to-day work with the project team with high dedication, integrity, and ethical behavior. The TL (SL) should not have any conflict of interest and should maintain confidentiality of information as required under rules and acts.

H. Travel Requirements:

The TL(SL) shall be based full-time at the AADB office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.

I. Reporting and Performance Review:

The TL (SL) will report to the CEO of AADB. The incumbent will submit monthly updates and reports on significant Livelihood activities. The work and performance of the TL (SL) shall be reviewed by the CEO, AADB on a periodic basis.

J. Facilities to be provided by the AADB:

AADB will provide the team with the following facilities and services:

- Office space, including furniture and utilities.
- Access to all reports, studies, data, and other information relating to the works.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel to the field, the incumbent will be provided TA/DA as per AADB norms.

K. Remuneration:

Rs 80,000- to Rs 100,000 per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per AADB norms.

L. Selection Method

The selection of TL (SL) will be made through the process of interview.

ASSAM AGRO-FORESTRY DEVELOPMENT BOARD (AADB)

TERMS OF REFERENCE FOR NATURE-BASED SOLUTION (NBS) EXPERT

A. About Assam Agroforestry Development Board (AADB):

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The Asian Development aided Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Program (CRBIFRERMP) aims to address one of Assam's critical development challenges: recurrent flooding and continual riverbank erosion caused by the Brahmaputra River. The project focuses on the main stem of the Brahmaputra River, applying a holistic, integrated, and risk-informed approach to manage riverbank erosion and flood risk, strengthen Assam's institutional capacity and enhances climate and disaster resilience. By stabilizing 60 kilometers of riverbanks, implementing 32 kilometers of pro-siltation measures, and constructing or rehabilitating 4 kilometers of climate-resilient flood embankments in five high-priority districts, the project is expected to secure life and property, reduce erosion and flooding, support livelihoods, creating employment opportunities, and enhances river navigability. Additionally, it will focus on enhancement of knowledge in flood and riverbank erosion risk management, promotes data sharing, and empowers women through economic activities. The project is expected to benefit approximately one million people.

Flood and River Erosion Management Agency, Assam (FREMAA) is the project executing agency, also referred as project management unit (PMU) whereas Water Resources Department, Government of Assam and Assam Agroforestry Development Board (AADB) are the implementing agencies, also referred as project implementation units (PIUs). Under CRBIFRERMP, pilot testing of Nature-Based Solutions (NBS) in a total of 10 km is one of the

targets, and AADB is responsible for implementing NBS and related activities. NBS activities include (i) strengthening of the stability of embankments by using long-rooted vegetation with grass species such as vetiver and khus (an aromatic grass); (ii) pilot test woody perennial species and soil stabilization efficacy in embankments and/or inland wetlands; and (iii) develop an agroforestry model for river and inland wetlands protection and enhance the livelihoods of rural communities. In addition, revival of wetland through NBS is also one of the activities. More details about the project are available at <https://www.adb.org/projects/56283-001/main>

C. Filling up the vacancy of Team Leader (Sustainable Livelihood Expert):

FREMAA on behalf of AADB invites applications from eligible Indian citizens to provide the Services of a Nature Based Solutions Expert to implement Nature Based Solutions (NBS) activities and related livelihood enhancement activities under CRBIFRERP. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services and submit their application in the prescribed application format with a cover letter and necessary documents supporting qualification, experience, etc. as mentioned in the application format available at www.fremaa.assam.gov.in. The selected candidate will be placed in the AADB office in Guwahati. The Scope of Services and Eligibility requirements for the post are as mentioned below:

D. Scope of Services:

The NBS Expert shall be responsible for all aspects related to planning, designing, and implementation of nature-based solutions and allied bioengineering techniques. The expert should have proven experiences in the field of NBS activities especially along riverbanks and earthen flood embankments of alluvial rivers. The main responsibilities may be as mentioned below:

1. Will develop, implement, guide, and supervise the piloting of NBS including relevant research activities and dissemination of results.
2. Support the Team Leader (Agroforestry) and Team Leader (Sustainable Livelihood Expert) and CEO AADB in coordination with forest committees (FCs), joint forest management committees (JFMCs), farmer producer organizations (FPOs) and farmer producer companies (FPCs) for smooth implementation of the nature-based solutions.
3. Support and actively participate in the AADB activities like dissemination of community-level data, Focus Group Discussion with community groups and district administration, awareness

campaigns, coordination and convergence through meeting with local level groups or any other community-based organization including JFMC.

4. Work/consult/coordinate with other experts/ associated team members in FREMAA, ASDMA, AIWTS and WRD, implementation support consultants in relation to activities of this project.
5. Support AADB and FREMAA in updating the design guideline and Flood and Erosion Management Plan prepared under AIFRERMIP.
6. Support Team Leader (Agroforestry) and Team Leader (Sustainable Livelihood Expert) and CEO AADB in Monthly review and planning meeting with FREMAA and ADB as well as participate in the meetings of sub-group/ working group.
7. Any other work assigned by authority from time to time.

E. Eligibility Requirements:

- 1) A graduate/postgraduate degree in Civil Engineering/ Water Resources Engineering/ Environmental Engineering/ Agriculture Engineering/ Natural Resources Management from a recognized institution or university.
- 2) At least 7 years of relevant professional experience with at least 3 years of practical experience in planning, pilot testing along riverbanks and earthen flood embankments of alluvial rivers, researching, and implementing nature-based solutions associated with anti-erosion bioengineering or anti-erosion or/and flood management.
- 3) Experience in conducting studies, workshops, seminars, annual planning exercises, on nature-based solutions preferably for flood and erosion management.
- 4) Experience of working in North-Eastern states in India and experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.
- 5) Knowledge and experience of working with communities and poverty alleviation programs.
- 6) Maximum age limit is 55 years as on the last date for submitting applications. In case of retired employees, maximum age at the time of submitting application will be 62 years.
- 7) Should be proficient in MS Word, MS Excel and MS PowerPoint.
- 8) Fluency in English, Hindi and Assamese and report writing skills in English language is desirable.
- 9) Should have good interpersonal and communication skills and teamwork abilities.

F. Duration of the Assignment:

The duration of the contract will be three (03) years, with a probation period of one year. The contract will be reviewed annually and renewed based on performance and work requirements under the project.

G. Responsibility of the NBS Expert:

The NBS Expert shall be fully responsible to manage his/her day-to-day work with the project team with high dedication, integrity, and ethical behavior. The NBS Expert should not have any conflict of interest and should maintain confidentiality of information as required under rules and acts.

H. Travel Requirements:

The NBS Expert shall be based full-time at the AADB office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.

I. Reporting and Performance Review:

The NBS Expert will report to the CEO of AADB. The incumbent will submit monthly updates and reports on significant NBS activities. The work and performance of the NBS Expert shall be reviewed by the CEO, AADB on a periodic basis.

J. Facilities to be provided by the AADB:

AADB will provide the team with the following facilities and services:

- Office space, including furniture and utilities
- Access to all reports, studies, data, and other information relating to the works.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel to the field, the incumbent will be provided TA/DA as per AADB norms.

K. Remuneration:

Rs 80,000- to Rs 100,000 per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per AADB norms.

L. Selection Method

The selection of NBS Expert will be made through the process of interview.

ASSAM AGRO-FORESTRY DEVELOPMENT BOARD (AADB)
TERMS OF REFERENCE FOR GIS SPECIALIST

A. About Assam Agroforestry Development Board (AADB):

Realizing the importance and role of agroforestry in promoting sustainable development of the most vulnerable communities in Assam, the Government of Assam, on 10th December 2021, notified the creation of the AADB as a non-profit company. AADB is mandated to promote agroforestry, biodiversity conservation, soil and water conservation, livelihood improvement, reforestation, afforestation, and aligned research and development activities. More information about the AADB's background, objectives, collaborations, and partnerships is available at <https://aadb.assam.gov.in/>.

B. Background of CRBIFRERMP:

The Asian Development aided Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Program (CRBIFRERMP) aims to address one of Assam's critical development challenges: recurrent flooding and continual riverbank erosion caused by the Brahmaputra River. The project focuses on the main stem of the Brahmaputra River, applying a holistic, integrated, and risk-informed approach to manage riverbank erosion and flood risk, strengthen Assam's institutional capacity and enhances climate and disaster resilience. By stabilizing 60 kilometers of riverbanks, implementing 32 kilometers of pro-siltation measures, and constructing or rehabilitating 4 kilometers of climate-resilient flood embankments in five high-priority districts, the project is expected to secure life and property, reduce erosion and flooding, support livelihoods, creating employment opportunities, and enhances river navigability. Additionally, it will focus on enhancement of knowledge in flood and riverbank erosion risk management, promotes data sharing, and empowers women through economic activities. The project is expected to benefit approximately one million people.

Flood and River Erosion Management Agency, Assam (FREMAA) is the project executing agency, also referred as project management unit (PMU) whereas Water Resources Department, Government of Assam and Assam Agroforestry Development Board (AADB) are the implementing agencies, also referred as project implementation units (PIUs). Under CRBIFRERMP, pilot testing of Nature-Based Solutions (NBS) in a total of 10 km is one of the targets, and AADB is responsible for implementing NBS and related activities. NBS activities

include (i) strengthening of the stability of embankments by using long-rooted vegetation with grass species such as vetiver and khus (an aromatic grass); (ii) pilot test woody perennial species and soil stabilization efficacy in embankments and/or inland wetlands; and (iii) develop an agroforestry model for river and inland wetlands protection and enhance the livelihoods of rural communities. In addition, revival of wetland through NBS is also one of the activities. More details about the project are available at <https://www.adb.org/projects/56283-001/main>

C. Filling up the vacancy of GIS Specialist:

FREMAA on behalf of AADB invites applications from eligible Indian citizens to provide the Services of GIS Specialist to implement Nature Based Solutions (NBS) activities and related livelihood enhancement activities under CRBIFRERMP. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services and submit their application in the prescribed application format with a cover letter and necessary documents supporting qualification, experience, etc. as mentioned in the application format available at www.fremaa.assam.gov.in. The selected candidate will be placed in the AADB office in Guwahati. The Scope of Services and Eligibility requirements for the post are as mentioned below:

D. Scope of Services:

The GIS Specialist will be responsible for designing, developing, and supporting the AADB team in coordinating with multilevel stakeholders and carry out GIS and Remote Sensing tasks including design and development for/of GIS-ready data and their analysis, mapping, management using advanced tools & techniques to justify the project requirements. Prioritize key areas of focus that will require remote sensing, image processing, and mapping for generation of results based on: Elevation data (Digital Elevation Model/Digital Terrain Model), land cover and wetland, flood extent with their depth and duration, soil classification and distribution, drought sediment monitoring data, geo-morphological change and assess climate change. In addition, the incumbent will support the following activities:

- 1) Outline GIS requirements of the project in close cooperation with relevant experts/consultants.
- 2) Support survey and data management in AADB.

- 3) Work closely with outsourced agencies/consulting firms' staff and support the development of capacities for GIS database and its management.
- 4) Prepare GIS database, design and development templates for updating at regular intervals and generating outputs as desired for planning purposes.
- 5) Prepare data handling, storage, processing, and presentation methodologies for use, guide of AADB during their implementation, and monitor operation with regular reporting about performance, gaps, and remedial measures or adaptations.
- 6) Outline, pilot test, and support institutionalization on the use of modern data collection and processing tools for planning, design, and adaptation, including the specification of standard data processing software (such as ArcGIS, AutoCAD, Surfer etc.)
- 7) Outline standardization of data presentation (like maps, graphs, tables, etc.) for planning and presentation purposes of AADB
- 8) Provide support in the development of master plans within the State;
- 9) Support logistical arrangements and other data migration and contribute to operationalizing Agroforestry activities in Assam.
- 10) Provide inputs in development of Planning and design manual;
- 11) Provide support to all on-going studies in AADB for preparation of report quality maps, figures, charts, GIS files for spatio-temporal data. Any other work assigned as required /recommended by CEO, AADB from time to time.
- 12) Any other relevant work assigned by the CEO, AADB from time to time.

E. Eligibility Requirements:

- 1) Master's degree in Remote Sensing and GIS, or Earth Science, or Geography with specialization in Remote Sensing and GIS or holding a GIS professional certificate.
- 2) Full working knowledge of remote sensing and GIS data/information handling software and other relevant tools, including ArcGIS and QGIS software.
- 3) Experience in applying satellite remote sensing to GIS for mapping and inventories.
- 4) Experience in handling large static and dynamic data set related to Agroforestry resources management.
- 5) Required Technical Skills:
 - i. Understanding of Agroforestry and remote sensing background

- ii. Advanced image processing / image interpretation
 - iii. Advanced GIS skills
- 6) Experience of working in North-Eastern states in India and experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.
 - 7) Maximum age limit is 55 years as on the last date for submitting applications. In case of retired employees, maximum age at the time of submitting application will be 62 years.
 - 8) Should be proficient in MS Word, MS Excel and MS PowerPoint.
 - 9) Fluency in English, Hindi and Assamese and report writing skills in English language.
 - 10) Should have good interpersonal and communication skills and teamwork abilities.

F. Duration of the Assignment:

The duration of the contract will be three (03) years, with a probation period of one year. The contract will be reviewed periodically by the CEO, AADB and renewed based on performance and work requirements under the project.

G. Responsibility of the GIS Specialist:

The GIS Specialist shall be fully responsible for managing his/her day-to-day work with the project team with high dedication, integrity, and ethical behavior. The GIS Specialist should not have any conflict of interest and should maintain confidentiality of information as required under rules and acts.

H. Travel Requirements:

The GIS Specialist shall be based full-time at the AADB office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.

I. Reporting and Performance Review:

The GIS Specialist will report to the CEO, AADB or any other official as directed by CEO, AADB. The incumbent will submit monthly reports on significant GIS activities and issues. The work and performance of the officer shall be reviewed by the CEO, AADB on a periodic basis.

J. Facilities to be provided by the AADB:

AADB will provide the team with the following facilities and services:

- Office space, including furniture and utilities.
- Access to all reports, studies, data, and other information relating to the work.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel to the field, the incumbent will be provided TA/DA as per AADB norms.

K. Remuneration:

Rs 70,000- to Rs 80,000 per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per AADB norms.

L. Selection Method

The selection of GIS Specialist will be made through the process of interview.

ASSAM AGRO-FORESTRY DEVELOPMENT BOARD (AADB)
TERMS OF REFERENCE FOR ACCOUNTS ASSISTANT

A. About Assam Agroforestry Development Board (AADB):

Realizing the importance and role of agroforestry in promoting sustainable development of the most vulnerable communities in Assam, the Government of Assam, on 10th December 2021, notified the creation of the AADB as a non-profit company. AADB is mandated to promote agroforestry, biodiversity conservation, soil and water conservation, livelihood improvement, reforestation, afforestation, and aligned research and development activities. More information about the AADB's background, objectives, collaborations, and partnerships is available at <https://aadb.assam.gov.in/>.

B. Background of CRBIFRERMP:

The Asian Development aided Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Program (CRBIFRERMP) aims to address one of Assam's critical development challenges: recurrent flooding and continual riverbank erosion caused by the Brahmaputra River. The project focuses on the main stem of the Brahmaputra River, applying a holistic, integrated, and risk-informed approach to manage riverbank erosion and flood risk, strengthen Assam's institutional capacity and enhances climate and disaster resilience. By stabilizing 60 kilometers of riverbanks, implementing 32 kilometers of pro-siltation measures, and constructing or rehabilitating 4 kilometers of climate-resilient flood embankments in five high-priority districts, the project is expected to secure life and property, reduce erosion and flooding, support livelihoods, creating employment opportunities, and enhances river navigability. Additionally, it will focus on enhancement of knowledge in flood and riverbank erosion risk management, promotes data sharing, and empowers women through economic activities. The project is expected to benefit approximately one million people.

Flood and River Erosion Management Agency, Assam (FREMAA) is the project executing agency, also referred as project management unit (PMU) whereas Water Resources Department, Government of Assam and Assam Agroforestry Development Board (AADB) are the implementing agencies, also referred as project implementation units (PIUs). Under CRBIFRERMP, pilot testing of Nature-Based Solutions (NBS) in a total of 10 km is one of the targets, and AADB is responsible for implementing NBS and related activities. NBS activities

include (i) strengthening of the stability of embankments by using long-rooted vegetation with grass species such as vetiver and khus (an aromatic grass); (ii) pilot test woody perennial species and soil stabilization efficacy in embankments and/or inland wetlands; and (iii) develop an agroforestry model for river and inland wetlands protection and enhance the livelihoods of rural communities. In addition, revival of wetland through NBS is also one of the activities. More details about the project are available at <https://www.adb.org/projects/56283-001/main>

C. Filling up the vacancy of Team Leader (Sustainable Livelihood Expert):

FREMAA on behalf of AADB invites applications from eligible Indian citizens to provide the Services of two (02) Accounts Assistant to assist the AADB team in financial matters relating to implementation of Nature Based Solution (NBS) activities and related livelihood enhancement activities under CRBIFRERMP. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services and submit their application in the prescribed application format with a cover letter and necessary documents supporting qualification, experience, etc. as mentioned in the application format available at www.fremaa.assam.gov.in. The selected candidates will be placed in the AADB office in Guwahati. The Scope of Services and Eligibility requirements for the post are as mentioned below:

D. Scope of Services:

- 1) Assist the officers of the AADB team, including the Finance Officer of AADB in all accounting and financial matters related to the ADB- financed Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Project.
- 2) Keeping records of all the files/transactions/Book of Accounts and maintenance of the same in Tally.
- 3) Looking after statutory compliances, Audit, assist in preparation and submission of Withdrawal applications to FREMAA, ADB, etc., for AADB activities.
- 4) Any other relevant work assigned by the CEO, AADB from time to time.

E. Eligibility Requirements:

- 1) Graduate in Commerce/Finance from a recognized university with minimum 55% marks or equivalent CGPA in aggregate with knowledge of Tally ERP 9.0.

- 2) Candidates with experience in using PFMS will be given preference.
- 3) Proficiency in Tally, MS Word, MS Excel, and MS PowerPoint is mandatory.
- 4) Knowledge of written communication in English and fluency in Assamese, Hindi and English is required.
- 5) 5 years of experience in similar work in any Govt. /Semi Govt. or organization of similar repute.
- 6) Experience of working in externally aided projects like ADB, World Bank, etc., will be preferred.
- 7) Minimum age limit is 27 and Maximum age limit is 45 years as on the last date for submitting applications.
- 8) Should be proficient in MS Word, MS Excel and MS PowerPoint.
- 9) Fluency in English, Hindi and Assamese and report writing skills in English language is desirable.
- 10) Should have good interpersonal and communication skills and teamwork abilities.

F. Duration of the Assignment:

The duration of the contract will be three (03) years, with a probation period of one year. The contract will be reviewed periodically by CEO, AADB and renewed based on performance and work requirements.

G. Responsibility of the Accounts Assistant (AA):

The AA shall be fully responsible to manage his/her day-to-day work with the project team with high dedication, integrity, and ethical behavior. The AA should not have any conflict of interest and should maintain confidentiality of information as required under applicable rules and acts.

H. Travel Requirements:

The AA shall be based full-time at the AADB office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.

I. Reporting and Performance Review:

The AA will report to the Finance Officer of AADB. The incumbent will assist in preparing and submitting monthly updates and reports on significant financial activities. The work and performance of the AA shall be reviewed by the CEO, AADB on a periodic basis.

J. Facilities to be provided by the AADB:

AADB will provide the team with the following facilities and services:

- Office space, including furniture and utilities.
- Access to all reports, studies, data, and other information relating to the works.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel to the field, the incumbent will be provided TA/DA as per AADB norms.

K. Remuneration:

Rs31,000 per month (inclusive of local taxes). TA/DA and other allowances admissible as per AADB norms.

L. Selection Method:

The selection of the AA will be made through the process of interview.

ASSAM AGRO-FORESTRY DEVELOPMENT BOARD (AADB)

TERMS OF REFERENCE FOR FIELD SUPERVISOR

A. About Assam Agroforestry Development Board (AADB):

Realizing the importance and role of agroforestry in promoting sustainable development of the most vulnerable communities in Assam, the Government of Assam, on 10th December 2021, notified the creation of the AADB as a non-profit company. AADB is mandated to promote agroforestry, biodiversity conservation, soil and water conservation, livelihood improvement, reforestation, afforestation, and aligned research and development activities. More information about the AADB's background, objectives, collaborations, and partnerships is available at <https://aadb.assam.gov.in/>.

B. Background of CRBIFRERMP:

The Asian Development aided Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Program (CRBIFRERMP) aims to address one of Assam's critical development challenges: recurrent flooding and continual riverbank erosion caused by the Brahmaputra River. The project focuses on the main stem of the Brahmaputra River, applying a holistic, integrated, and risk-informed approach to manage riverbank erosion and flood risk, strengthen Assam's institutional capacity and enhances climate and disaster resilience. By stabilizing 60 kilometers of riverbanks, implementing 32 kilometers of pro-siltation measures, and constructing or rehabilitating 4 kilometers of climate-resilient flood embankments in five high-priority districts, the project is expected to secure life and property, reduce erosion and flooding, support livelihoods, creating employment opportunities, and enhances river navigability. Additionally, it will focus on enhancement of knowledge in flood and riverbank erosion risk management, promotes data sharing, and empowers women through economic activities. The project is expected to benefit approximately one million people.

Flood and River Erosion Management Agency, Assam (FREMAA) is the project executing agency, also referred as project management unit (PMU) whereas Water Resources Department, Government of Assam and Assam Agroforestry Development Board (AADB) are the implementing agencies, also referred as project implementation units (PIUs). Under CRBIFRERMP, pilot testing of Nature-Based Solutions (NBS) in a total of 10 km is one of the

targets, and AADB is responsible for implementing NBS and related activities. NBS activities include (i) strengthening of the stability of embankments by using long-rooted vegetation with grass species such as vetiver and khus (an aromatic grass); (ii) pilot test woody perennial species and soil stabilization efficacy in embankments and/or inland wetlands; and (iii) develop an agroforestry model for river and inland wetlands protection and enhance the livelihoods of rural communities. In addition, revival of wetland through NBS is also one of the activities. More details about the project are available at <https://www.adb.org/projects/56283-001/main>

C. Filling up the vacancy of Field Supervisor (FS):

FREMAA on behalf of AADB invites applications from eligible Indian citizens to provide the Services of a Five(05) post of Field Supervisor (FS) to implement Nature Based Solutions (NBS) activities and related livelihood enhancement activities under CRBIFRERMP and will be placed in AADB field offices. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services and submit their application in the prescribed application format with a cover letter and necessary documents supporting qualification, experience, etc as mentioned in the application format available at www.fremaa.assam.gov.in. The selected candidate will be posted in one of the AADB field offices¹. The Scope of Services and Eligibility requirements for the posts of FS are as mentioned below:

D. Scope of Services of Field Supervisor:

- 1) Will be responsible for managing the operations in each of AADB field offices for implementing NBS activities and the livelihood related activities under CRBIFRERMP.
- 2) Support experts from AADB, FREMAA and WRD in development of detailed project plans with focus on agroforestry as NBS in the project affected areas², considering local conditions and community needs.
- 3) Supervise and guide the Field Assistants in development and management of nurseries for growing and testing of various vegetation species as NBS for embankment and riverbank stabilization.

¹ AADB field offices will be in five districts: Tinsukia, Dibrugarh, Morigaon, Palashbari-Gumi, and Goalpara.

² Project-affected areas or Sites are Dibrugarh, Morigaon, Kamrup and Goalpara*

- 4) Consultation with TL (AGFO)³ and TL (SL)⁴ will also develop and execute the plan for capacity development related activities in project affected areas with focus of livelihood enhancement, including seed distribution and awareness campaigns.
- 5) Will be responsible for pilot testing of NBS activities that includes activities like site assessment, actual implementation, progress monitoring, etc.
- 6) Will be responsible for maintaining the records during pilot implementation stages. He/ She shall also provide feedback about the activities to TL (AGFO) and TL (SL) on regular basis.
- 7) Will lead the community participation/engagement activities in NBS through JFMCs, FPOs, and other community-based organizations. He/she will also support the NGOs/firms and technical institutions in implementing NBS activities under the project.
- 8) Will coordinate with communities, members of FCs, JFMCs, FPOs, and FPCs for smooth project functioning. FS will support SHGs and NGOs in livelihood improvement activities.
- 9) FS and Field Assistants will interact with the people from project affected areas to identify income opportunities associated with NBS.
- 10) Under the guidance of TL (SL) and TL (AGFO) will carry out surveys for market research, analyzing trends, and providing recommendations.
- 11) Will support the TL (SL) and TL (AGFO) in design and implement training programs for female-headed households and female self-help groups to train these groups on how to spin, weave, and market the produced items through community-based organizations.
- 12) Will provide the necessary support to FREMAA, AADB and WRD in activities related to planning, coordinating, and overseeing the establishment of eight modern weaving centers.
- 13) Along with other team members shall work for the strengthening of rural advisory services by providing guidance to farmers and landowners on agroforestry practices.
- 14) Will interact with local communities to explore innovative approaches that can enhance productivity and sustainability through agroforestry and provide the feedback and reports to TL (AGFO) and TL (SL).
- 15) Will support the TL (SL) in preparation and finalization of livelihood promotion plans.

³ TL (AGFO) is Team Leader (Agroforestry Expert)

⁴ TL (SL) is Team Leader (Sustainable Livelihood Expert)

- 16) Will be responsible for the activities related to market link-up through the implementation of NBS and identification of viable and profitable livelihood options in consultation with the affected parties and pertinent stakeholders.
- 17) Will prepare and submit Monthly Progress Reports (MPR) in English and review it against the Annual Work Program & Budget (AWPB) and the Design and Monitoring Framework of the Project and submit the reports to the CEO, AADB.
- 18) Will collaborate and work in tandem with other authorities and field staff of FREMAA, Water Resources Department, Assam State Disaster Management Agency (ASDMA), Assam Inland Water Transport Development Society (AIWTDS), Brahmaputra Board, District Administration, and other relevant NGOs/agencies, and implementation support consultants.
- 19) Will support CEO AADB in monthly review and planning meetings with FREMAA and ADB and participate in the sub-group/ working group meetings.
- 20) Any other relevant work assigned by the CEO, AADB from time to time.

E. Eligibility Requirements:

- 1) A minimum graduate degree in Livelihoods/ Social Development/ Agriculture/ Agroforestry/ Forestry/ Fisheries/ Rural Development/ Natural Resources Management/ Developmental Studies/ Social Sciences from a recognized institution or University.
- 2) Master's degree directly relevant to the assignment will be preferred.
- 3) At least 3 years of relevant professional experience with at least 1 year of practical experience in livelihood projects especially relevant to agroforestry, agriculture, nature-based solutions, wetlands, fisheries etc.
- 4) Experience of working in North-Eastern states in India and experience of working in externally financed projects (ADB, World Bank, etc.) will be preferred.
- 5) Experience in conducting studies, workshops, seminars, and annual planning exercises on livelihood activities relating to agriculture, agroforestry, NBS, etc.
- 6) Minimum age limit shall be not less than 25 years and Maximum age limit is 45 years as on the last date for submitting applications.
- 7) Should be proficient in MS Word, MS Excel and MS PowerPoint.
- 8) Fluency in English, Hindi and Assamese and report writing skills in English/Assamese language is desirable.

9) Should have good interpersonal and communication skills and teamwork abilities.

F. Duration of the Assignment:

The duration of the contract will be three (03) years, with a probation period of one year. The contract will be reviewed annually and renewed based on performance and work requirements.

G. Responsibility of the FS:

The FS shall be fully responsible to manage his/her day-to-day work with the project team with high dedication, integrity, and ethical behavior.

H. Travel Requirements:

The FS shall be based full-time at the AADB field office and must be willing to travel to other districts of Assam to different project sites as and when required.

I. Reporting and Performance Review:

The FS will report to the CEO of AADB or any other officer designated by the CEO. The incumbent will submit monthly updates and reports on significant agroforestry and related NBS field activities. The work and performance of the FS shall be reviewed by the CEO, AADB on a periodic basis.

J. Facilities to be provided by AADB:

AADB will provide the team with the following facilities and services:

- Office space, including furniture and utilities.
- Access to all reports, studies, data, and other information relating to the works.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel for field activities, the incumbent will be provided TA/DA as per AADB norms.

K. Remuneration:

Rs 35,000- to Rs 40,000 per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA admissible as per AADB norms.

L. Selection Method:

The selection of FS will be made through the process of interview.

ASSAM AGRO-FORESTRY DEVELOPMENT BOARD (AADB)
TERMS OF REFERENCE FOR FIELD ASSISTANT

A. About Assam Agroforestry Development Board (AADB):

Realizing the importance and role of agroforestry in promoting sustainable development of the most vulnerable communities in Assam, the Government of Assam, on 10th December 2021, notified the creation of the AADB as a non-profit company. AADB is mandated to promote agroforestry, biodiversity conservation, soil and water conservation, livelihood improvement, reforestation, afforestation, and aligned research and development activities. More information about the AADB's background, objectives, collaborations, and partnerships is available at <https://aadb.assam.gov.in/>.

B. Background of CRBIFRERMP:

The Asian Development aided Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Program (CRBIFRERMP) aims to address one of Assam's critical development challenges: recurrent flooding and continual riverbank erosion caused by the Brahmaputra River. The project focuses on the main stem of the Brahmaputra River, applying a holistic, integrated, and risk-informed approach to manage riverbank erosion and flood risk, strengthen Assam's institutional capacity and enhances climate and disaster resilience. By stabilizing 60 kilometers of riverbanks, implementing 32 kilometers of pro-siltation measures, and constructing or rehabilitating 4 kilometers of climate-resilient flood embankments in five high-priority districts, the project is expected to secure life and property, reduce erosion and flooding, support livelihoods, creating employment opportunities, and enhances river navigability. Additionally, it will focus on enhancement of knowledge in flood and riverbank erosion risk management, promotes data sharing, and empowers women through economic activities. The project is expected to benefit approximately one million people.

Flood and River Erosion Management Agency, Assam (FREMAA) is the project executing agency, also referred as project management unit (PMU) whereas Water Resources Department, Government of Assam and Assam Agroforestry Development Board (AADB) are the implementing agencies, also referred as project implementation units (PIUs). Under CRBIFRERMP, pilot testing of Nature-Based Solutions (NBS) in a total of 10 km is one of the

targets, and AADB is responsible for implementing NBS and related activities. NBS activities include (i) strengthening of the stability of embankments by using long-rooted vegetation with grass species such as vetiver and khus (an aromatic grass); (ii) pilot test woody perennial species and soil stabilization efficacy in embankments and/or inland wetlands; and (iii) develop an agroforestry model for river and inland wetlands protection and enhance the livelihoods of rural communities. In addition, revival of wetland through NBS is also one of the activities. More details about the project are available at <https://www.adb.org/projects/56283-001/main>

C. Filling up the vacancy of Field Assistant:

FREMAA on behalf of AADB invites applications from eligible Indian citizens to provide the Services of a ten (10) post of Field Assistants (FA) to implement Nature Based Solutions (NBS) activities and related livelihood enhancement activities under CRBIFRERMP. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services and submit their application in the prescribed application format with a cover letter and necessary documents supporting qualification, experience, etc. as mentioned in the application format available at www.fremaa.assam.gov.in. The selected candidate will be posted in one of the AADB field offices¹. The Scope of Services and Eligibility requirements for the posts are as mentioned below:

D. Scope of Services:

The Field Assistant (FA) shall be responsible for all field activities, look after the field office operations, maintain the nurseries, and support the implementation of the project livelihood activities but not limited to the following activities:

1. Actively promote CRBIFRERMP and AADB activities within the village communities and ensure their engagement in the overall project process.
2. Communicate with local communities through door-to-door visits and public meetings to empower them to define their problems, generate sustainable solutions, and evaluate the outcomes.
3. Distribute brochures and flyers to raise awareness about nature-based solutions and associated sustainable livelihood activities.

¹ AADB field offices will be in five districts: Tinsukia, Dibrugarh, Morigaon, Palashbari-Gumi, and Goalpara.

4. Demonstrate and provide information on agroforestry practices, including tree planting, management, and benefits.
5. Maintain the Nursery conditions and look after various related activities like seed sourcing, seedbed preparation, sowing, potting, pricking out, shading, watering, weeding, root pruning, etc.
6. Work in tandem with implementing NGOs and give regular updates/ reports about the NGO's progress and help NGOs to resolve the bottleneck, if any.
7. Support NBS and livelihood improvement implementation activities of forest committees (FCs), joint forest management committees (JFMCs), farmer producer organizations (FPOs), and farmer producer companies (FPCs).
8. Support and assist in training and capacity development activities under the CRBIFRERMP.
9. Assist the field supervisor to maintain the records of expenses incurred in programs and generate the reports for submission to higher authorities.
10. Support the design and coordination of livelihood programs with implementing firms / NGOs hired by AADB and FREMAA.
11. Assist and support in implementation of livelihood programs undertaken by NGO's under the CRBIFRERMP.
12. Assist and support in all field investigations and data collection activities.
13. Participate in sub-group/working group meetings.
14. Support FREMAA), WRD and AADB, and other community-based organizations (NGOs, FPOs, FPCs, FCs, JFMCs) working to implement livelihood activities under the scope of the CRBIFRERMP project to achieve the desired targets.
15. Support the Field Supervisor and the AADB team in monthly review and planning meetings with FREMAA and ADB.

E. Eligibility Requirements:

- 1) A graduate degree in any discipline with 55% marks in aggregate from a recognized institution or University.

- 2) At least 2 years of field experience especially in conducting census surveys, agricultural and forest surveys, coordinating trainings and public meetings with District Administration and other Govt. offices would be preferred.
- 3) Experience of working in externally financed projects (ADB, World Bank, etc.) will be preferred. Candidates from project areas will be preferred.
- 4) Experience in conducting workshops, seminars, on livelihood activities relating to agriculture, agroforestry etc. will be preferred.
- 5) Minimum age limit shall be not less than 25 years and Maximum age limit is 45 years as on the last date for submitting applications.
- 6) Should be proficient in MS Word, MS Excel, and MS PowerPoint.
- 7) Fluency in English, Hindi and Assamese and report writing skills in English language.
- 8) Should have good interpersonal and communication skills and teamwork abilities.

F. Duration of the Assignment:

The duration of the contract will be three (03) years, with a probation period of one year. The contract will be reviewed annually and renewed based on performance and work requirements.

G. Responsibility of the Field Assistant (FA):

The FA shall be fully responsible to manage his/her day-to-day work with the project team with high dedication, integrity, and ethical behavior.

H. Travel Requirements:

The FA shall be based full-time at the AADB field office/sites and must be willing to travel to other districts of Assam to different project sites as and when required.

I. Reporting and Performance Review:

The FA will report to the Field Supervisor, or any other Officer as decided by CEO, ADB. The incumbent will submit monthly updates and reports on significant agroforestry and related NBS activities. The work and performance of the FA shall be reviewed by the CEO, AADB on a periodic basis.

J. Facilities to be provided by AADB:

AADB will provide the following facilities and services:

- Office space, including furniture and utilities.
- Access to all reports, studies, data, and other information relating to the works.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel for field activities, the incumbent will be provided TA/DA as per AADB norms.

K. Remuneration:

Rs 25,000- to Rs 30,000 per month (inclusive of local taxes) and will be fixed during negotiations.

TA/DA admissible as per AADB norms for contractual employees.

L. Selection Method:

The selection of FA will be made through the process of interview.