

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

TERMS OF REFERENCE

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| Title of the Position | Marine Biologist (2 positions) Mumbai, Ratnagiri The Marine Biologist could be posted at any of the field locations, and shall be required to travel as often as necessary as per the exigencies of work. |
| Nature of Engagement | Temporary, on contractual basis |
| Duration | 6 months (extendable, based on performance) |
| Professional fees | Rs. 35,000/- per month (consolidated) |

BACKGROUND

To achieve the goals of coastal and marine biodiversity conservation in Maharashtra, a dedicated institution, the Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra (or Mangrove Foundation) has been established by the Government of Maharashtra to focus on research and education, livelihood development, ecosystem conservation, policy development and interventions enabling participatory conservation of this unique ecosystem.

The foundation has the following specific objectives:

1. To protect, preserve, conserve, regenerate, restore, enrich and maintain the biodiversity of coastal, island, wetland and marine, having direct or indirect impact on human life.
2. To promote livelihoods, culture, socio-economic development such as ecotourism and rights of communities dependent on these ecosystems.
3. To build research and academic capacity in the field of coastal, island, wetland and marine ecosystems that will inform policy-making, act as a repository of information and build the foundation for capacity building and welfare programs.
4. To contribute to the overall goal of coastal, island, wetland and marine conservation and be recognised as an institute of repute in the above said themes.

JOB DESCRIPTION

The Marine Biologist shall support the Foundation in designing, planning and implementing research projects that support the conservation of mangrove, coastal and marine biodiversity and ecosystems.

DUTIES AND RESPONSIBILITIES

- Provide support to the Assistant Director (Research), Deputy Director (Research & Capacity Building), Joint Director and Executive Director of the Mangrove Foundation, to identify, design, and supervise research projects from the early planning stages to project completion.
- Collect information on mangroves, coastal and marine ecosystems & biodiversity and support the activities of the Foundation by making available necessary information for successful implementation of relevant projects.
- Scrutinize research proposals and assist in determining the goals of the research project as well as research methods and other test parameters. Work with officers in the Foundation to identify project goals, research methods, variables, and other test parameters.
- Review and analyze data collected during the course of a research project. Supervise research projects and work with research institutes, govt. bodies, field experts, and officers of the Foundation to ensure that the project remains on schedule and meets requirements set out in the project agreement documents.
- Carry out regular site/field visits, to monitor, evaluate and report on the progress of works. Provide continuous and detailed feedback to the Assistant Director (Research), Deputy Director (Research and Capacity Building), Joint Director and Executive Director of the Mangrove Foundation on the progress of research (vis-a-vis physical & financial targets) and report on the changes / corrective measures, if any.
- Draft Terms of Reference, monitor deliverables, review reports and prepare appraisal notes for release of funds for sub-projects.
- Assist in implementing communication and outreach activities and organization of events to meet livelihood development objectives. Prepare technical reports, periodicals, articles, event reports, etc. to disseminate information about research projects undertaken by the Foundation.
- Identify opportunities for partnerships with organizations and prepare necessary reports to further the goal of involving the private sector and public enterprises for cooperation on the conservation of coastal biodiversity in Maharashtra.
- Provide support to other project consultants in conducting different project activities (arrangement of meetings, trainings, workshops, etc.).
- Support officers of the Foundation in preparation of budget and administrative functions related to research and conservation projects.

- Any other duties as decided and approved by the Assistant Director (Research), Deputy Director (Research and Capacity Building), Joint Director and Executive Director of the Foundation.
- The Marine Biologist shall work under the overall guidance and supervision of Assistant Director (Research), Deputy Director (Research and Capacity Building), Joint Director and Executive Director of the Foundation.

ELIGIBILITY

Post-Graduation in Marine Biology with minimum relevant experience of 2 years; Expertise in the field of Mangrove Biology will be preferred.

METHOD OF APPLICATION

Applicants are requested to download and electronically fill the “**Application Form for Contractual Positions under the Mangrove Foundation**” (available at <https://sgnp.maharashtra.gov.in/1206/Tenders>) and send a PDF version of the completed form, via email, to hr.mangrovefn@gmail.com, or a printed copy of the completed form, by post or hand delivery, to **The Executive Director, Mangrove Foundation & APCCF, Mangrove Cell, 2nd Floor, A Wing, SRA Building, Anant Kanekar Marg, Bandra (East), Mumbai – 51.**

Please note the following points during application, failing which your application will not be considered for selection.

1. Applications must be submitted only in the above form, no other formats will be considered. Hand-written forms will not be accepted.
2. Please mention the name of the post in the subject of your email or on the envelope in this format: ***Application for <name of the post>***.
3. Only shortlisted candidates will be contacted.
4. The **last date of application is 15th January 2018, 17:00 hrs (IST)**. Applications received beyond this deadline will not be considered.

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