

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

TERMS OF REFERENCE

Title of the Position	CSR Coordinator
Organization	Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra
Professional fees	Rs. 50,000/- per month (consolidated)
Headquarters	Mumbai
Nature of Engagement	Temporary, on contractual basis
Duration	1 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 recognised as an institute of repute in the above said themes.

JOB DESCRIPTION

The CSR Coordinator shall work towards establishing partnerships with industrial and commercial entities and NGOs, to plan, implement and monitor projects relevant to conservation of mangrove, coastal and marine biodiversity.

DUTIES AND RESPONSIBILITIES

- Provide support to the Deputy Director (Projects), Joint Director and Executive Director of the Mangrove Foundation, to identify, and implement initiatives through tri-partite agreements between the Mangrove Foundation and other agencies, viz. industrial and commercial entities, NGOs, academic institutions, etc.
- Build a network of agencies and identify areas of intervention, in line with the objectives of the Foundation, to create engagement and opportunities of collaboration among the above partners.
- Identify opportunities for partnerships with organizations and prepare necessary reports to further the goal of involving the private sector through CSR and public enterprises for the conservation of coastal biodiversity in Maharashtra. Develop, coordinate and supervise implementation of all CSR initiatives of the Foundation.
- Monitor projects and carry out impact assessment of works. Coordinate with project implementing agencies and relevant stakeholders to ensure implementation of project activities as per the objectives of the Foundation; maintain and track expenditure and budgets.
- Carry out regular site/field visits, to monitor, evaluate and report on the progress of works. Provide continuous and detailed feedback to the Deputy Director (Projects), 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, agreement documents, monitor deliverables, review reports and prepare appraisal notes.
- Support preparation of technical reports, periodicals, articles, event reports, etc. to record and disseminate information about CSR projects undertaken by the Foundation.
- Organize and facilitate meetings, seminars, workshops to build research and academic capacity within the Foundation and among its partners.
- Support officer of the Foundation in preparation of budget and administrative functions related to CSR Projects.
- Any other duties as decided and approved by the Deputy Director (Projects), Joint Director and Executive Director of the Foundation.
- The CSR Coordinator shall work under the overall guidance and supervision of the Deputy Director (Projects), Joint Director and Executive Director of the Foundation.

ELIGIBILITY

MBA/PGDM with minimum relevant experience of 3 years; experience of working directly in CSR 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.