

The Ministry is in the process of establishing a Project Preparation Facility for implementing the World Bank assisted project on Coastal Zone Management.

CVs are invited from suitable candidates for the post given below. These posts are purely temporary for a period of one year. The candidates may send their CVs indicating the qualification, experience, list of publications, contact address etc., through e-mail [senthil.vel@nic.in](mailto:senthil.vel@nic.in) by 23.3.2007. CVs received after the stipulated date will not be considered.

### **Post No.1: Terms for Reference for Senior Technical Expert**

#### **General:**

1. Overall coordination and management of PPF activities
2. Establishment and functioning of PPF Cell
3. Interaction with State Government's, institutions, international organisations and experts
4. Submission of reports to Ministry of Environment and Forests and the Bank as required.
5. Preparation and submission of Procurement Plans
6. Selection of experts/consultants for implementation
7. Planning, preparation and submission of the project report.

#### **Specific:**

##### **Terms of Reference for Senior Technical Expert**

1. Develop programme and projects for Integrated Coastal Zone Management in the country.
2. Develop proposals for vulnerability mapping of the country including methodologies.
3. Identify capacity needs in the area of landscape planning and management, climate change, vulnerability and adaptation, coastal protected area management, conflict resolution, governance GIS, legal and policy issues and develop proposals for community based organizations, local, regional and national institutions.
4. Identification of Consultants/Institutions for implementation of the project.
5. Preparation of bid documents.
6. Status report of institutions in the area of coastal management.
7. Identification of potential faculty and local/international consultants.
8. Develop programmes for multiple level project development.
9. Extensive interaction with coastal States/local bodies/interest groups.
10. Review report on successful projects in the area of coastal management.
11. Identification of potential, financial and institutional stakeholders and motivating them.

#### **Qualification:-**

##### *Essential:*

- (i) Post Graduate degree in life sciences/environmental sciences
- (ii) Minimum working experience of twenty years including eight years of field work in the area of environmental management, protection, capacity building and research

- (iii) Adequate experience in formulation and implementation of policies and laws concerning environment, forestry and wildlife including at the State level
- (iv) Adequate experience in training and capacity building of officials and institutions relating to environmental conservation
- (v) Proven ability of working at the national level including coordinating with State Government's and institutions

*Desirable:*

- (i) Working knowledge and experience of international conventions concerning conservation of biological diversity.
- (ii) Working knowledge and experience of World Bank projects and other multilateral donor agencies
- (iii) Preparation of project proposals, work plans, progress reports as well as monitoring and evaluation
- (iv) Preparation of bidding documents
- (v) Organizing workshops at national and international level
- (vi) Knowledge of procurement policies of World Bank
- (vii) Experience of working at International level in the area of environmental conservation and coastal management

**Post No.2 : Terms of Reference for Ecologist**

- (a) Preparation of project proposals for ecological mapping of the coastal areas.
- (b) Preparation of status of ecological mapping methodologies.
- (c) Identification of institutions for implementation of the project.
- (d) Preparation of bid documents.

**Qualification**

- (i) First class M. Sc. in Marine Biology/Environmental Sciences/Marine Sciences.

*Experience*

- a. Experience in preparing reports pertaining to ecosystems assessments, survey and monitoring of ecosystems.

**Post No.3 : Terms of Reference for Remote Sensing Specialist**

- (a) Preparation of project proposals for mapping of coastal eco-sensitive areas, preparing landuse plans, hazard line demarcations.
- (b) Preparation of status of institutions in the area of coastal management.
- (c) Identification of potential faculty and local/international consultants.
- (d) Digitization and mapping of coastal areas

*Qualification*

- (i) M Sc. in specialization in remote sensing and GIS.

*Experience*

- (a) Experience in mapping and digitizing maps relating to coastal areas.
- (b) Field mapping in the coastal areas
- (c) Preparation of proposals

**Post No.4: Terms of Reference for Procurement Officer**

*Terms of Reference*

- (a) Prepare bid documents for procurement of goods and services as per the guidelines of World Bank and other multilateral donor agencies
- (b) Preparation of bidding documents.
- (c) Pre qualification of Consultants/Institutions
- (d) Procure goods and services based on technical and financial selection as per the guidelines of World Bank

*Qualification*

- (i) First class M. Com. with MBA.

*Experience*

- a. Knowledge of working on computer especially in excel software.
- b. Experience in procurement procedures adopted by multi-lateral donor agencies such as World Bank, ADB etc.

**Post No.5 : Training**

*Terms of Reference*

- (a) Preparation of project proposals for training needs/capacity building.
- (b) Preparation of status of institutions in the area of coastal management training.
- (c) Develop draft programmes for multiple level training and extension.
- (d) Identification of potential faculty and local/international consultants.

*Qualification*

- (i) First class Post Graduation in Training or Extension or Mass Communication.

*Experience*

- a. Preparation of proposals
- b. Conductance of training and extension works
- c. Extensive travel and field activities.

**Post No.6 : Research Associate (Integrated Coastal Zone Management Plan)**

*Terms of Reference*

- (a) Preparation of project proposals for Integrated Coastal Zone Management.

- (b) Preparation of status of institutions in the area of coastal management.
- (c) Develop draft programmes for multiple level project development.
- (d) Identification of potential faculty and local/international consultants.
- (e) Extensive interaction with coastal States/local bodies/interest groups.

*Qualification*

- (i) First class Post Graduation in Environmental Planning/Geography/Geology/Marine Sciences/Environmental Sciences/Landscape Architecture.
- (ii) Ph. D. in any of the above areas with a particular reference to Integrated Coastal Zone Management.

*Experience*

- a. Preparation of proposals
- b. Interaction with different groups
- c. Extensive field work in coastal areas

**Post No.7 and 8 : Data Entry Operator**

*Terms of Reference*

- (a) To assist the technical staff of the Project Preparing Facility in preparing reports, letters, document etc.

*Qualification*

- (i) Any degree with computer knowledge working on word, excel, power point and internet.

*Experience*

- (i) Minimum 5 years experience working in office pertaining to documentation, online dictation and preparing other official letters on computer.
- (ii) Typing (Speed 50 w.p.m), Diary and dispatch, noting, drafting and other correspondence work

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