

Terms of Reference for Partner NGOs Rationale:

1. Rationale:

Odisha Forestry Sector Development Project, Phase - II, with the financial assistance from Japan International Cooperation Agency (JICA) will be implemented in 12 Forest Divisions (notified as Divisional Management Units – DMUs) targeting 1,200 Van Sanrakshan Samitis (VSSs) and Eco Development Committees (EDCs) spread over in 50 Forest Ranges (notified as Field Management Units – FMUs). The Project Interventions will include forestry development and participatory forest management, farm forestry, biodiversity conservation, livelihood enhancement, human-wildlife conflict management, disaster risk management, institutional capacity building etc. The Project envisages working with 3,600 Self Help Groups of women for livelihood enhancement activities at the VSS/EDC level and also with the producer groups formed by these SHGs at the Cluster level for higher level livelihood enterprises. The VSS/ EDC, as the building block of the Project, will be the primary unit of project implementation. The Project intends to strengthen the VSS as an empowered democratic village institution for forestry governance. It desires to build the capacity of the VSS so that they would continue to carry out different activities for forest management within the given legal and institutional framework.

The Project emphasizes rigorous engagements with the target communities, PRIs, other Line Departments and private players for implementation of different activities through convergence. With the limited human resources and skill set for livelihood enhancement, it would be difficult for the Odisha Forest Department (OFD) to implement all the interventions planned by the Project. Hence the need for engagement with the local NGOs as partners in project implementation. The Partner NGO will complement the activities of the OFD in decentralized participatory forest management, and focus intensively on the community institution building, addressing the issues in institutional sustainability at the community level, diversification of livelihood activities and ensuring higher incomes to the forest dependent communities.

2. Scope of Work

Partner NGOs will be engaged at the DMU level (One NGO for one DMU) to deploy quality human resources for implementation of different Project activities. A team of staff from the Partner NGO will be deployed at the FMU level, which is the operating unit for the Partner NGO. The Team will work under the directions of DMU Chief and under guidance of FMU Chief. The Team will report to FMU Chief.

The key objectives of engagement of Partner NGOs are a) to ensure institutional strengthening and sustainability of VSSs, EDCs and SHGs, so that they would be managing the assets created or developed by the Project in an equitable and sustainable manner, b) to enhance the participation of VSSs, EDCs and SHGs in project planning and implementation of project activities, and c) to ensure rigorous engagement of SHGs in different livelihood activities round the year to enhance their income and to reduce the risks of livelihood insecurities.

The scope of work of the Partner NGOs will include the following:

1. Community mobilization
2. Re-organisation/ formation of VSSs, EDCs and SHGs
3. Perspective planning/ microplanning, annual planning, convergence planning
4. Capacity building of VSSs, EDCs and SHGs
5. Assistance in implementation of different project activities – afforestation, farm forestry, biodiversity conservation, livelihood enhancement, community development, building interfaces with different stakeholders etc.
6. Business/ enterprise planning for the SHGs and implementation of business/ enterprise plan
7. Plan and efforts for institutional sustainability
8. Monitoring, performance reviews/ assessment and evaluation
9. Documentations
10. Knowledge management

3. Expected Roles/ Functions of NGO

The Partner NGO shall have the following key roles/ functions for implementation of the Project:

1. Assist the FMU in assessment of project area and selection of VSSs and EDCs for implementation of the Project.
2. Carry out multi-pronged activities for community mobilization in VSS/ EDC to efficiently and effectively
 - a. Participate in forest protection, management and biodiversity conservation
 - b. Participate in implementation of the project activities
 - c. Collaborate with PRIs and other Line Departments for carrying out different village development and livelihood improvement activities.
3. Assist the FMU in formation of VSSs, EDCs and SHGs, wherever required.
4. Assist the FMU and the target communities to reform their VSSs, EDCs and SHGs wherever required.
5. Work with the VSSs and EDCs to prepare Micro Plan following the Guidelines and Manual of the Project.
6. Assist the VSS/EDC and FMU in periodical review of the implementation of micro plan and in revisiting the micro plan.
7. Work with the VSSs and EDCs to prepare Annual Plans following the guidelines of the Project.
8. Assist VSSs, EDCs and FMU to prepare plan for convergence and facilitating linkages with PRIs, Line Departments and private sector agencies.
9. Work with DMU and FMU for planning and implementation of different capacity building activities for VSSs, EDCs and SHGs – the activities may include orientation, training, coaching, handholding, demonstrating etc. The focus shall be on institution development as well as programmes so that the VSSs, EDCs and SHGs can plan and implement different activities and can sustain the efforts even after the project period.
10. Assist the VSSs and EDCs to identify beneficiaries for different project components especially farm forestry, critical livelihood support, access to entitlements under different schemes of the Government.
11. Work with VSSs and EDCs to identify the poor and forest dependent communities in their respective villages and organize them to form Self Help Groups.
12. Assist the SHGs in building linkages with appropriate institutions for skill development, setting up of enterprises and marketing.
13. Work with other FMU Team to form clusters for promotion of livelihood activities and facilitate SHGs to become members in the cluster organisation.
14. Assist FMU and DMU in collection and compilation of data on the progress of project implementation and assist them in regular project monitoring and reviews, and preparation of periodic progress reports of the Project.
15. Assist VSSs, EDCs and SHGs to adopt standard institutional governance procedures and build their capacity to manage funds, maintain books of accounts and other records, undertake financial and social audits, and respect transparency and accountability.
16. Assist DMU and FMU in carrying out various publicity and promotional activities at VSS/EDC, Gram Panchayat, FMU and DMU level for creating public awareness on the Project and popularization of project strategies, results and best practices. The Partner NGO is expected to play role of a knowledge partner of the Project at the DMU and FMU level.

4. Composition of Team

The Team at the FMU level will constitute one Team Leader (Institution Development, Networking and Convergence), one Development Officer (Community Development and Livelihoods) and one Development Officer (NRM, Farm Forestry and Institutional Linkages). The Partner NGO will be mandated to deploy women team members - at least one Woman member will be deployed per FMU.

One of the Team Leaders will be designated by the NGO as the coordinator for interaction with the DMU. The Chief Functionary of the NGO will be responsible for delivery of outputs agreed in the ToR.

Table: Project area and indicative no. of Team Members to be deployed (to be filled in later)

Sl.	Name of the DMU	No. of FMUs	Approximate number of VSSs and EDCs	No. of Team Leaders	No. of Development Officers (CD and Livelihoods)	No. of Development Officers (NRM, FF and Linkages)
1	Subarnapur	1	32	1	0	1

5. Terms of Reference and Required Qualifications of the Team Members

The essential and desired qualifications of team members to be deployed by the Partner NGO have been given below:

Sl.	Position	Key responsibilities	Qualification – essential	Qualification desirable
1	Team Leader	<ul style="list-style-type: none"> Team management, coordination with DMU and FMU and VSSs/EDCs/SHGs. Coordination with different stakeholders, networking, building linkages with different Line Departments, Financial and Market Agencies. Planning, implementation, monitoring and reporting of project activities in the target villages. Microplanning, Annual Planning, Convergence Planning at the VSS and EDC level with the help of team members. Planning and execution of Institutional Capacity Building– VSSs, EDCs and SHGs. Planning and execution of livelihood enhancement activities. Assistance to FMU and VSSs and EDCs in implementation of afforestation and farm forestry activities. Build capacity of the Animators and guide them to work efficiently and effectively. Assistance to DMU and FMU in organisation of workshops of leaders of VSSs and EDCs. Assistance to FMU in organisation of social audits. 	<p>Post-Graduate degree in Rural Development, Forestry, Rural Management, Agriculture, Social Works, Sociology, Plant Sciences, Environmental Sciences or allied areas.</p> <p>10 years of relevant work experiences with at least 5 years of work experience in rural areas for rural development and livelihood projects.</p> <p>Minimum 3 years of experience as Team Leader / Project Coordinator of a project overseeing programmes and programme support/ operations.</p> <p>Proficiency in reading, writing and speaking of Odia and English languages.</p> <p>Proficiency in MS Office Strong networking, communication and facilitation skills</p>	<p>Work experience in participatory forestry and biodiversity conservation projects.</p> <p>Experience of working with the Projects implemented by the Government.</p> <p>Demonstrated managerial/ leadership abilities.</p> <p>Work experience in the same geography/ district.</p>

Sl.	Position	Key responsibilities	Qualification – essential	Qualification desirable
2	Development Officer – NRM, Farm Forestry and Institutional Linkages	<ul style="list-style-type: none"> • Community mobilisation, re- organisation of VSSs, EDCs. • Assistance in preparation of micro plan and annual plan by the VSSs and EDCs. • Orientation and training of VSSs, EDCs, Animators, and SHGs on participatory forest management, sustainable harvesting of NTFPs, farm forestry etc. • Assistance to FMU, VSSs, EDCs and SHGs in implementation of afforestation, farm forestry, agro- forestry, NTFP plantations, soil and water conservation etc. • Assistance to FMU and EDCs for implementation of eco development activities including biodiversity conservation. • Convergence planning and building interface with PRIs, Line Department, and Private Sector Agencies for implementation of different activities in the VSSs and EDCs. • Assistance to other team members in business/IGA planning and implementation of IGAs. • Assistance to VSSs and EDCs, and Animators in organizations of routine meetings, record maintenance, fund management, fund raising etc. • Facilitate the process of information and experience sharing among VSSs, EDCs and SHGs at the FMU level. • Facilitation of exposure visits for the VSSs, EDCs and SHGs. • Facilitation of federation building process among the VSSs and EDCs • Preparation of reports on project activities. • Participation in review 	<p>Graduate/Bachelor degree in Forestry, Agriculture, Environmental Sciences, Plant Sciences, Rural Management and allied areas.</p> <p>5 years of relevant work experiences in JFM/ NRM projects.</p> <p>Strong facilitation skills in community based forest management/ natural resource management.</p> <p>Proficiency in reading, writing and speaking of Odia and English languages</p> <p>Proficiency in MS Office</p>	<p>Experience of working with the JFM/ Eco Development/Water shed Projects implemented by the Government</p> <p>Demonstrated experience of working with JFMCs/EDCs for participatory forest management, convergence, farm forestry, forest based livelihood projects.</p> <p>Work experience in the same geography/ district</p>

		meetingsat the FMU & DMU.		
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Application in sealed envelope super scribed - "**Application for the post of (position)**" complete in all aspect along with a Bank Draft of Rs. 500/- (Non Refundable) drawn on any Nationalized Bank in favour of **Divisional Forest Officer-cum DMU Chief, Subarnapur Forest Division, payable at Sonepur should reach the O/o the Divisional Forest Officer cum DMU Chief, Subarnapur, At-Patabhadi, Post-Sonepur, Dist-Subarnapur, PIN-767017 on or before 5 :00 pm on 28.01.2022.** The application received after last date will not be entertained. The project will not be responsible for any postal delay. The project authorities reserve the right to reject any application without assigning any reason thereto. Candidates in employment must NOC from the present employer.



DFO cum DMU Chief
Subarnapur Forest Division