

Draft Terms of Reference (ToR)

FOR

Contractual engagement of State Programme Manager (SPM)/ Deputy State Programme Manager (DSPM) /State Data cum MIS Manager/ Multi Tasking Staff (MTS) to be positioned in the Directorate of Fisheries and District Programme Manager(DPM)/Sub-District Programme Manager (SDPM) in the District Fishery Development Offices under Pradhan Mantri Matsya Sampada Yojana (PMMSY)

BACKGROUND :

The Hon'ble Prime Minister of India launched "**Pradhan Mantri MatsyaSampada Yojana (PMMSY)**" in May 2020 with an estimated investment of Rs.20050 crore for development of Fisheries and providing focus attention to the sector to bring about Blue Revolution through sustained and responsible development of fisheries sector in India over a period of 5 years starting from 2020-21. Operational guidelines for PMMSY have been issued by GoI on June 25th 2020.

PMMSY has been designed to address critical gaps in fish production and productivity, quality, technology, post-harvest infrastructure and management, modernisation and strengthening of value chain.

PMMSY is an umbrella scheme with two separate components namely (a) Central Sector Scheme (CS) and (b) Centrally Sponsored Scheme (CSS). The CSS component is further segregated into Non beneficiary oriented and beneficiary oriented sub components/ activities under the following three broad heads.

- ✓ Enhancement of production and productivity
- ✓ Infrastructure and Post-harvest Management
- ✓ Fisheries Management and Regulatory Framework

TOTAL OUTLAY PATTERN UNDER PMMSY	
Total investment	Rs 20,050 Cr.
Central Share	Rs.9407 Cr.
State Share	Rs 4880 Cr.
Beneficiary Share	Rs.5763 Cr.

VISION

“Ecologically healthy, Economically viable and Socially inclusive fisheries sector that contributes towards economic prosperity and well being of fishers, and fish farmers and other stakeholders, food and nutritional security of the country in a sustainable manner”.

AIM AND OBJECTIVES:

- Harnessing of fisheries potential in a sustainable, responsible, inclusive and equitable manner.
- Enhancing of fish production and productivity through expansion, intensification, diversification and productive utilization of land and water.
- Modernizing and Strengthening of value chain- post harvest management and quality improvement.
- Doubling fishers and fish farmers’ incomes and generation of employment.
- Enhancing contribution to Agriculture and exports.
- Social, physical and economic security for fishers and fish farmers.
- Robust fisheries management and regulatory framework

ASSIGNMENT AND SCOPE :

- The contractual manpower engaged under PMMSY will *inter alia* be responsible for overall smooth implementation of the PMMSY activities.
- They will work in close coordination with PMMSY Cell at State level, District level, Sub-District level and wherever PMMSY activities are implemented.
- The services of the manpower will be engaged purely on a contractual basis. The engaged manpower will be provided consolidated monthly emoluments.

- The engagement of manpower under PMMSY Scheme shall be co-terminus with the PMMSY Scheme period.
- Engagement of personnel under PMMSY on a contractual basis shall not confer any right or claim to any regularization or continuation of their services in the Department of Fisheries, GoI/GoA or in any of its sub-ordinate institutions/organizations.
- Engagement as well as continuation of the services of the contractual manpower during the PMMSY implementation period will be subject to satisfactory performance and it can be terminated by the Director of Fisheries, Assam without assigning any reason(s) whatsoever at any point of time.

KEY JOB RESPONSIBILITIES:

District Program Manager (DPM)

- Propagation of details of PMMSY in the District.
- DPM will assist the District Fisheries Office/District administration/District Level Committee in all PMMSY related work, prepare District Fisheries Development Plan/District Action Plan (DAP), DPR etc. on annual basis.
- DPM will assist the District Level Committee (DLC) for approval of District Fisheries Development Plan/DAP, monitoring, evaluation of fisheries developmental projects taken up in the District under PMMSY.
- Coordination with all concerned stakeholders and submission of physical and financial progress reports to the concerned States/UTs Programme Unit/State government/central Government as the case may be regularly at the specified intervals.
- Assisting the District Fisheries Officials/DLC in taking up fisheries development activities in convergence with other fisheries related programmes / Schemes implemented in the Districts, wherever feasible.
- DPM would be instrumental in identification and short listing of project intervention at District Level as per PMMSY guidelines.
- DPM will prepare review reports, status reports and other documentation as required.

- Any other duties/responsibilities assigned by the SLAMC/ State PMMSY Cell/ Director of Fisheries/District Fisheries Officers and District administration and DLC as per the local needs.

Sub-District Program Manager (SDPM):

The Sub-District Programme Manager will assist the District Programme Unit (SDP) in taking up the activities mentioned below:

- Propagation of details of PMMSY in the District.
SDPM will assist the District Fisheries Dev Officer/District administration/District Level Committee/SDFDO in all PMMSY related work, prepare District Fisheries Development Plan/District Action Plan (DAP), DPR etc. on annual basis
- Monitoring and evaluation of fisheries developmental projects taken up in the District under PMMSY
- Submission of physical and financial progress reports to the concerned States/UTs Programme Unit/State government/central Government as the case may be on regularly at the specified intervals.
- In convergence activities with other fisheries related programmes/Schemes implemented in the Districts, wherever feasible.
- Any other duties/responsibilities assigned by the District Fisheries Dev Officer/SDFDO/DLC as per the local needs.

State Programme Manager (SPM):

The State Programme Manager (SPM) will have the following responsibilities:

- Propagation of details of PMMSY in the State.
- Coordinate with the GoI/State Fishery Department/Directorate/State PMMSY Cell/Districts in all the matters relating to implementation of the PMMSY in the State.
- Coordinate with the State Fishery Department/ SLAMC/Directorate/State PMMSY Cell/District Programme Units (DPU) and ensure timely consolidation and submission of State Annual Plan, vision Documents to GoI/NFDB.
- SPM will be fully responsible for formulation of DPR, submission of physical and financial progress reports regularly to the Directorate/State Fishery Department/GoI/NFDB.
- SPM will also be responsible for Impact Assessment, field visit, uploading of the physical and financial progress reports, compilation of success stories in fisheries in the State and uploading of such reports to the PMMSY portal, MIS and DBT portal as per the instructions.

- SPM will assist the State PMMSY Cell/Directorate/ State Fishery Department in regular monitoring, review and evaluation of the progress in implementation of the PMMSY in the State/UT and submission of reports to the DoF/NFDB.
- SPM will assist the State in compilation of the State specific available data with respect to the deliverables and outcomes envisaged under PMMSY. This includes fish production, productivity, employment generation, reduction in post harvest losses and others, if any.
- Assisting the State PMMSY Cell/Director of Fisheries/SLAMC in preparation of State plan/SAP/Road map/DPR etc. on annual basis.
Assisting the SLAMC for approval of State Fisheries Development Plan, Monitoring, and Evaluation of fisheries developmental projects taken up in the State under PMMSY. It involves designing, developing, formulating data sheets, formats for collection of information from the field.
- Coordination with all concerned stakeholders and submission of physical and financial progress reports to the PMMSY Cell/State government/Central Government as the case may be regularly at the specified intervals.
- Assisting the PMMSY Cell/State Fisheries Departmental Officials/SLAMC in taking up fisheries development activities in convergence with other fisheries related programmes / Schemes implemented in the State, wherever feasible.
- SPM would be instrumental in identification and short listing of project intervention at State Level as per PMMSY guidelines.
- SPM will prepare review reports, status reports and other documentation as required.
- SPM will provide information/data in a timely and prompt manner to GoI/GoA/PMMSY Cell/Project M&E agency as required.
- SPM would be required to undertake field-visits and tours to the project sites with the approval of Reporting Officer. Occasional travel out of the State may also be required for review meetings, trainings as directed.
- Any other duties/responsibilities assigned by the PMMSY Cell/Director of Fisheries/Government and SLAMC as per the needs.

Deputy State Programme Manager (DSPM):

The Deputy State Programme Manager (SPM) will have the following responsibilities:

- Propagation of details of PMMSY in the District.
- Assisting the SLAMC /Director of Fisheries /State PMMSY Cell / SPM/ in implementation of all PMMSY activities including preparation of State Action Plan on annual basis, DPR, report preparation & submission, field visits, M & E,

ensuring timely submission of UC/PPR, compiling District Action Plan & reports from districts, Impact Assessment etc.

- Coordination with all concerned stakeholders and updating all reports as the case may be regularly at specified interval of time.
- Coordinating with District Fisheries Officials/DLC in taking up fisheries development activities in convergence with other fisheries related programmes / Schemes implemented in the Districts, wherever feasible.
- DSPM would be instrumental in identification and short listing of project intervention at State Level as per PMMSY guidelines & assist SPM.
- DSPM will prepare review reports, status reports and other documentation as required and assist SPM.

DSPM will provide information/data in a timely and prompt manner to GoI/GoA/PMMSY Cell/Project M&E agency as required and assist SPM.

- Any other duties/responsibilities assigned by the SLAMC/ Director of Fisheries/State PMMSY Cell/ SPM as per the needs.

State Data cum MIS Manager:

The State Data cum MIS Manager will have the following responsibilities:

- Responsible for development of MIS unit in the PMMSY Cell/SPU at Directorate of Fisheries, Meen Bhawan, Guwahati in coordination with the MIS unit of GoI/NFDB as per PMMSY guidelines.
- Integrate State MIS with PMMSY Portal, MIS of DoF and DBT portal, as may be required.
- Maintenance and management of MIS cell and facilitating easy access of reports/data/information to the GoI/State/SPU/District PMMSY Unit in connection with PMMSY activities.
- Compiling, recording, maintaining data for the whole State under PMMSY activities.
- Responsible for maintenance of computer, internet, software, hardware related issues and taking steps to resolve it for the PMMSY Cell/SPU at Directorate.
- Responsible for assisting all districts units in maintenance and management of information and data record in a systematic manner in the DPU/SDPU.
- Responsible for resolving all software and hardware related issues in the MIS/State PMMSY Cell/SPU.

Multi Tasking Staff (MTS):

The Multi Task Staff (MTS) will have the following responsibilities:

- Shall be responsible for all work from handling Xerox, printing, copying, dispatch, cleaning & sweeping of the State PMMSY Cell/SPU, etc. and all other duties assigned by the controlling officers required for smooth functioning of the SPU.

QUALIFICATIONS, EXPERIENCE, AGE ETC:

State Project Unit:

SL	Position	Minimum Educational Qualification & Professional Experience
1	State Programme Manager (SPM) - 1(One) No	Essential: Masters in Fisheries Science/M.Sc. in Zoology/M.Sc. in Marine Sciences/M.Sc. in Marine Biology/Masters in Fisheries Economics/Industrial fisheries/Fisheries Business Management. Desirable: (i) Doctorate in the above disciplines. (ii) A degree in Management. Preference will be given for Agri Business Management (i) Knowledge of Information Technology (IT)/Computer Applications
2	Deputy State Programme Manager (DSPM) - 1(One) No	Experience: a) Minimum 7 year's domain experience in any area of Fisheries and Aquaculture in respect of State Program Manager. b) Minimum 5 years domain experience in any area of Fisheries and Aquaculture in respect of Deputy State Program Manager. Age : Not more than 45 years
3	State Data cum MIS Manager - 1(One) No	Essential: a) M.Sc/MA in Statistics/Mathematics/Masters in Fisheries Economics b) Minimum a Diploma in Information Technology (IT) /Computer Applications. Experience: a) Minimum 5 years domain experience in the area of large-scale data processing and management Age: Not more than 45 years
4	Multi Tasking Staff (MTS)- 1(One) No	Essential: Class – X Age: Not more than 35 years

District Project Unit/Sub-district Project Unit:

SL	Position	Minimum Educational Qualification & Professional Experience
1	District Program Manager (DPM) – 10 (Ten) Nos	Essential: a) Masters in Fisheries Science /M.Sc. in Zoology/M.Sc. in Marine Sciences/M.Sc. in Marine Biology/Masters in Fisheries Economics/Industrial Fisheries/Fisheries Business Management. b) Minimum a Diploma in Information Technology (IT)/Computer Applications. Desirable: A degree in Management. Preference will be given for Agri Business Management. Age: Not more than 35 years
2	Sub-District Program Manager (SDPM) – 5 (Five) Nos	Essential: a) Bachelor in Fisheries Science /M.Sc. in Zoology/M.Sc. in Marine Sciences/ M.Sc. in Marine Biology. b) Knowledge of IT/Computer Applications Age: Not more than 35 years Experience: Minimum 2 years domain experience in any area of Fisheries and Aquaculture

DURATION OF CONTRACT, RESIGNATION, TERMINATION ETC.

- The tenure of engagement of **contractual manpower** is intended for entire duration of the PMMSY i.e. from 2020-21 to 2024-25 and will be co-terminus with the period PMMSY. However, continuity of the **contractual manpower** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The contract management shall be as per the PMMSY guidelines.
- The contract with **contractual manpower** engaged may be terminated by either side at any point of time during the contractual period without assigning any notice and without incurring any liability to the Govt of India/Directorate of Fisheries/ Govt. of Assam/Department of Fisheries etc. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the PMMSY closing date. The Directorate of Fisheries/ Govt. of Assam shall not undertake any responsibility for subsequent employment of the contractual staff. The resignation shall be as per prevailing rules.
- The **contractual manpower engaged** shall not assign or sub-contract, *in whole or in part*, his/her obligations to perform under this ToR except with the Reporting Officer's prior written consent. The **contractual manpower** engaged will have to serve on full time basis under overall command of Director of Fisheries or his authorized officer/District Fisheries Development Officer (DFDO) and provide services from the respective offices at State level/District level.

REMUNERATION, PAYMENT TERMS AND LEAVE:

- The contractual manpower engaged shall get consolidated fixed remuneration. Taxes as applicable shall be dealt with as per applicable laws.
- No house rent allowance or any other allowance shall be paid. No other payment whatsoever (except reimbursement of official travelling expenses on Govt./DoF approved tour programmes) shall be paid as per rules if permissible, except as agreed with the **contractual manpower**.
- The provisions of leave would be as per project rules to be notified.

REPORTING AND PERFORMANCE REVIEW:

- The contractual manpower shall report to the Director of Fisheries or the Officer authorised by him/District Fisheries Development Officer (DFDO). The performance of **contractual manpower** shall be reviewed by Director of Fisheries or Officer authorised by him at State level (for SPU) & DFDO at district level (for DPU). A consolidated quarterly report shall be submitted to the Director of Fisheries by DFDO for review of the Performance of DPU/DPM and the DoF shall submit the consolidated report of SPU & DPU to the Department of Fisheries.

FACILITIES TO BE PROVIDED TO CONTRACTUAL MANPOWER:

1. Contractual Manpower shall be provided with the following:
 - a. Access to all the required documents like GoI Guidelines on PMMSY, State Specific Guidelines on PMMSY, State Action Plan (SAP), District Action Plan (DAP), GoI/State correspondence & other information relating to PMMSY as deemed necessary.
 - b. Shared office space in the office of the Director of Fisheries/DFDO along with a computer & accessories and office consumables.

Note: This is a draft ToR and may be changed, updated or modified at any stage till recruitment process is completed
