



**OFFICE OF THE PROJECT MANAGEMENT UNIT  
FOREST & BIODIVERSITY MANAGEMENT IN THE HIMLAYA (NAGALAND)  
NAGALAND : : KOHIMA**



(Implemented under the Nagaland State Biodiversity Board)

**General Instructions & Guidelines for the Applicants**

1. Eligible candidates can apply in the prescribed format duly typed in English language and submit by registered post/ by hand/email
2. Applications can be submitted along with copy of certificates of educational qualifications (Matriculation standard and above), experience certificates, certificate of age proof issued by Govt. Authority.
3. A candidate can apply only for one post. Applications for multiple posts by a candidate shall be rejected.
4. Candidates already under employment in any Government Department / Organizations / PSUs should apply through proper channel/ under intimation to the concerned authority.
5. Applications will be shortlisted based on evaluation criteria.
6. A merit list will be prepared and the shortlisted candidates will be called for interview on a date, time and place which will be intimated in advance.
7. The candidates are required to bring all original documents at the time of interview.
8. Knowledge of local language, English language, local biodiversity, occupation, culture and traditions of people of Nagaland, geography of the area may be given importance while selecting candidates for the post of Biodiversity Management and Livelihood Expert.
9. Specific Condition for the Post of Community Conserved Area Facilitators ( Sl.No.6):
  - a. Community Conserved Areas Facilitators will be deputed in Villages/Community Conserved Areas of 3 Districts, namely, Kohima, Peren and Tuensang to work in collaboration with Biodiversity Management Committees (BMC)/Community Conservation Areas Committees (CCAC)/Community Reserve Committees (CRC), as the case may be.
  - b. Community Conservation Areas Facilitators should be resident of respective Community Conservation Areas for which areas she/he is applying. Following is the list of District, CCAs and Number of Posts Earmarked

**List of District, CCAs and Number of Posts Earmarked**

<b>District</b>	<b>Community Conservation Area (CCA)</b>	<b>Villages</b>	<b>No. of Facilitators Post</b>	<b>Remarks</b>
Tuensang	Huke-Yungnyu CCA	Old Helipong,	4	Only Indigenous Tribe of These Areas Having Knowledge of Local Dialects Willing to Work in Villages/CCAs Need to Apply
		New Helipong,		
	Langake CCA	Ngangpong,		
	Sanglekong CCA	Chingmelen,		
		Sotokur,		
	Chingmei Ngakuson CCA	Sangphur,		
		Chassir,		
		Y-Anner,		
		Langa,		
		Kiusowongto		

		Kejok, Hakchang, Maksha, Sangsanyu, Keshai, Nyimyem Konya. Chingmei New Chingmei Waoshu Tanknyu C Saddle Yimpang		
Kohima	KNTCS CCA	Khonoma(KNCTS) Mezoma	2	Only Indigenous Tribe of These Areas Having Knowledge of Local Dialects Willing to Work in Villages/CCAs Need to Apply
Peren	Mt Pauna CCA	Benreu (Mt. Pauna CCA) Punglwa, Ngwalwa, Heningkunglwa, Old Chalkot Songlhuh Inbung Bongkolong Beisumpui New Beisumpui		

c. Applications of candidates who have applied for area/Community Conservation Area/Community Reserve of which he/she is not resident shall be outrightly rejected.

10. Offer letters will be sent to selected candidates through email and post
11. After the acceptance of the offer, candidates have to sign an agreement where terms and conditions of engagement will be detailed.
12. Initial engagement will be for a period of one year, which may be extended depending on his/her performance and requirement of the project.
13. All post carries fixed monthly remuneration and no other perks and benefits are applicable

14. Further, the services of hired employees, which may be intermittent in nature, shall be co terminus with the project.
15. The engagement shall not confer any right to a regular appointment at any time in the project or any other State Government Organizations. The engagement will be purely temporary in nature and shall not invite any legal recourse now or in the future.
16. Any queries/clarifications can be raised/enquired at [fbmp.kfw@gmail.com](mailto:fbmp.kfw@gmail.com)
- 17. Application with all required documents should reach on or before 26<sup>th</sup> April 2022 by 3.00 pm. at the following address:**

**Deputy Director** (Admin. & Finance)

“Forest and Biodiversity Management in the Himalaya (Nagaland), Project”,  
Nagaland State Biodiversity Board, 2<sup>nd</sup> Floor, Forest Office Complex,  
New Ministers Hill, Kohima, Nagaland-797001

### Name of Posts and Eligibility Conditions

Sl. No	Name of Post	No. of Posts	Minimum Educational Qualification	Remuneration (INR)/ Per Month	Age	Years of Experience
1	Biodiversity Management Expert	1	Post Graduate Degree in Forestry/Life Science/Ecology Allied Sciences, Preferably PhD	40,000/=	Maximum 50 Years	Minimum of 5 Years' Experience Working in Biodiversity Sector with Experience in Northeast India, Preferably Nagaland
2	Livelihood Expert	1	Post Graduate Degree in Sociology/Anthropology/Economics/MSW or Allied Subject	40,000/=	Maximum 50 Years	Minimum 5 years' experience of working in Livelihood Domain in Biodiversity Sector and Familiarity and experience of working with community in Northeast India, preferably in Nagaland
3	GIS/Data Base Management Expert	1	M.Tech/PG/Diploma in GIS/Remote Sensing	40,000/=	Maximum 50 Years	Minimum of 5 Years' Experience in Using Remote Sensing Techniques and GIS in Development Sector, Preferably in Biodiversity / Forestry Sector with Experience in Northeast India, preferably Nagaland
4	Finance Manager	1	B Com / M Com with Knowledge of Tally & other Accounting Software	35,000/=	Maximum 45 Years	Minimum of 5 Years' Experience. in Similar Position in Govt/Private Organisations with Knowledge of Financial Rules/Guidelines of GOI/GON, Audit/GST etc. requirements for financial compliances
5	Office Assistant / Clerk	1	Graduate in any discipline with Degree/Diploma/Certificate in	25,000.00/=	Maximum 35 Years	Minimum 2 Years' experience of working as Office Assistant in NGO / Cooperatives /

			Computer			Corporate / Externally Aided Projects / Centrally Sponsored Schemes or Projects.
6	Community Conserved Area Facilitator	6	Ability to read and write in English. Preferably Class – XII passed and above.	12,000/=	24-50 Years	Preferably experience in working with communities/CCAs under any government program or with NGOs/PSUs
<b>Total Posts</b>				<b>11</b>		

## Application Format

Passport Size Photo

Name of Post Applied	
Name of CCA/Community Conservation Area for Which Applied <b>(to be filled up by CCA Facilitators SI No.6 only)</b>	
Name of District <b>(to be filled up by CCA Facilitators SI No.6 only)</b>	
Full Name (in CAPITAL LETTERS)	
Date of Birth (dd-mm-yy)	
Sex	Male / Female
Tribe	
Marital Status	
Father /Husband Name	
Nationality	
Postal Address with Pin code	
Email	
Phone No.	

### **Educational Qualification**

*[List college/university or other specialized education, dates attended, degree(s)/diploma(s) obtained]*

Name of Examination	Name of Degree/Diploma/Certificate	Year Passed	Name of School/Board/University	Grade/% of Marks Obtained
10 <sup>th</sup>				
12 <sup>th</sup>				
Certificate				
Diploma				
Graduation				
Post-Graduation				
Ph. D				

Note: Must attach supporting documents

**Language Skills (Write name of Language in column (1) and put Yes or No in column 2, 3 and 4**

1	2	3	4
Name of Languages	Read	Write	Speak
English			

**Employment/Experience Record (Starting with present position, list in reverse order)**

Name of Post Held	Names of Employing Organization	Period of Employment	Place of Posting	Activities/Job Performed

Note: Must attach supporting documents

List of Documents attached (Provide lists)

**Declaration:**

I do hereby certify that all aforesaid information / details are correct to the best of my knowledge and I have not concealed any information. In case the disclosures are found to be incorrect, my candidature / engagement shall be cancelled without any assigned reason.

(Signature)

Name:

Date:

### Terms of Reference for Engagement of Staff

“Forest and Biodiversity Management in the Himalaya” Project funded by KfW under German Financial Cooperation with India

<b>Name of Position</b>	<b>Biodiversity Management Expert</b>
<b>Educational Qualification</b>	Post Graduate Degree in Forestry/Life Science/Ecology Allied Sciences, Preferably, Ph. D
<b>Experience</b>	Minimum 5 years of experience in Biodiversity Sector with Familiarity and experience in Northeast India, preferably Nagaland
<b>Age Limit</b>	Maximum 50 years
<b>Remuneration</b>	₹ 40,000.00/PM
<b>Job Description</b>	
<p>A) Work with the Project Management Consultant team to assist PMU in developing guidelines for implementation of the KfW project</p> <p>B) Support NEPED and Nagaland Forest Department team in implementation of the KfW project and specifically with the following:</p> <ol style="list-style-type: none"> <li>i. Preparing participatory management plans and implementing conservation activities based on the plan at the micro/CCA and landscape/watershed level</li> <li>ii. Identification and development of pilots based on access and benefit sharing mechanism</li> <li>iii. Supporting the set-up and data collection of Peoples Biodiversity Registries (PBRs) at the village level</li> <li>iv. Establishing conservation funds for sustaining conservation activities in the CCAs</li> <li>v. Undertaking species-specific conservation measures focusing on endemic, threatened or other important species.</li> <li>vi. Identification of biodiversity elements for value addition based on traditional knowledge - Cultivation/plantation/domestication of selected biodiversity elements</li> <li>vii. Implementation of site-specific community livelihood measures which follow conservation principles</li> <li>viii. Demonstration/introduction of income generation opportunities such as eco-system payment services</li> <li>ix. Design and support of agro-forestry system - Identification of suitable activities to improve eco-tourism</li> <li>x. Capacity building programs of the project involving the Nagaland CCA Forum, SHGs, Communities and relevant stakeholders.</li> <li>xi. Implementation of an environmental education scheme for different target groups</li> <li>xii. Monitoring and evaluating the progress of work and validating the concrete outcomes</li> <li>xiii. Based on the international trend on biodiversity conservation, forestry and forest management, review, analyze and recommend on existing related policies and guidelines.</li> <li>xiv. Contributing to the preparation of reports and documents as required by the PEA and KfW</li> <li>xv. Preparing guidelines and manuals for management of Revolving Fund and other related topics</li> <li>xvi. Making annual plan and review/analyze the field activities</li> </ol>	



<b>Name of Position</b>	<b>Livelihood Expert</b>
<b>Educational Qualification</b>	Post Graduate Degree in Sociology/Anthropology/Economics/MSW or Allied Subject
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years' experience working in Livelihood Domain in Biodiversity Sector</li> <li>• Familiarity and experience of working with community in Northeast India, preferably in Nagaland</li> </ul>
<b>Age Limit</b>	Maximum 50 Years
<b>Remuneration</b>	40,000.00/PM
<b>Job Description</b>	
<p>A. Work with the Project Management Consultant team to assist PMU in developing guidelines, manuals, including preparation of guidelines and manuals for management of Revolving Fund and other related topics for implementation of the livelihood activities in the KfW project;</p> <p>B. Support NEPED and Nagaland Forest Department team in implementation of the KfW project and specifically with the following:</p> <ol style="list-style-type: none"> <li>1. Identification of biodiversity elements for value addition based on traditional knowledge;</li> <li>2. Implementation of site-specific community based alternative livelihood measures which follow conservation principles, and shall focus on biodiversity-based livelihood opportunities with demonstration of access and benefit sharing.</li> <li>3. Actively participate in Landscape Plan, CCA Plan and Microplan development with Resource Organizations.</li> <li>4. Ensure that sustainable livelihoods activities are identified through community participation and included in Microplans and see that activities are socially, environmentally, technologically feasible and economically viable.</li> <li>5. Identify key commercially viable land and non-land-based income-generating activities to reduce threat on CCAs.</li> <li>6. Assist in developing ESMF guideline, and follow ESMF framework/protocols/guidelines while planning and implementing of livelihood activities.</li> <li>7. Assist in assessment and mitigation of any negative impact of livelihood of the communities living in the project area and for the development of livelihood restoration measures.</li> <li>8. Assist in establishment of FPIC with community and establish mechanisms to ensure that community/households/individuals who are impacted in the project areas are able to determine measures to restore or improve their livelihoods.</li> <li>9. Develop simple user-friendly social and environmental documents summarizing key social and environmental findings and mitigation measures (stakeholder engagement, agreed social and environmental actions etc.) and make it available to public in project area.</li> <li>10. Ensure application and compliance of occupational and public health, safety measures in participating community.</li> <li>11. Assist in identification and development of local/national and international markets, collaborate with potential buyers.</li> <li>12. Assist in value addition facility creation, quality control, facilitating marketing of products including value/supply chain development.</li> <li>13. Demonstrating access and benefit sharing by developing certain herbal medicines/ products based on traditional knowledge.</li> </ol>	

14. Assist in demonstrating novel income opportunities e.g. voluntary carbon credits, ecosystem service payments, climate change adaptations.
15. Assist in demonstration/introduction of income generation opportunities such as eco-system payment services; Agro-forestry system; eco-tourism.
16. Assist in development of fishing management plan, fishing service as recreation activities to generate income.
17. Assist in establishing coordination/convergence with other projects like JICA, IFAD, other Government Departments/Private Organizations for establishing the infrastructure, technology, value addition and marketing of livelihood products.
18. Assist in implementation of small community infrastructure e.g. small-scale water supply schemes, nature-based tourism infrastructure, etc.
19. Assist in developing a mechanism that ensures that the water vendors pay a water fee to the CCA Committee and the income be reinvested for CCA conservation via the proposed CCA conservation trust fund.
20. Assist PMC/PMU in developing different training materials/modules, training plan for concerned stakeholders as and when required.
21. Organise and conduct capacity development trainings such as vocational training for youths e.g. TV/Mobile/Motor bike repairing and green skill development.
22. Demonstration/introduction of income generation opportunities such as eco-system payment services.
23. Organise and conduct capacity building programs of the project involving the Nagaland CCA Forum, SHGs, Communities and relevant stakeholders.
24. Work closely with Resource Agencies- WII, CSIR-NBRI, FES and others for the matters most relevant to livelihood planning, implementation and monitoring.
25. Assist in monitoring of implementation of livelihood activities.
26. Assist PMU/PMC in any other project activities, which is not mentioned but required for the benefits of the project.

<b>Name of Position</b>	<b>GIS/Data Base Management Expert</b>
<b>Educational Qualification</b>	M. Tech/PG/Diploma in GIS/Remote Sensing
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years' experience in using remote sensing techniques and GIS in development sector, preferably in Biodiversity / Forestry Sector.</li> <li>• Familiarity and experience in Northeast India, preferably Nagaland</li> </ul>
<b>Age Limit</b>	Maximum 50 Years
<b>Remuneration</b>	40,000.00/PM
<b>Job Description</b>	
<p>To assist PMU in-</p> <ol style="list-style-type: none"> <li>i. Establishing GIS, through development of thematic maps required for project planning and monitoring</li> <li>ii. Designing and providing trainings to PEA/PIA and relevant stakeholders.</li> <li>iii. Coordinating ground truthing by PEA/PIA</li> <li>iv. Coordinating with documentation done by Biodiversity Expert</li> <li>v. Establishment of the effective and efficient project planning and monitoring system</li> <li>vi. Procuring facilities and equipment for GIS lab</li> <li>vii. Field validation, preparing physical and technical progress report</li> <li>viii. Providing progress data and information required to be used by all project related decision making bodies and stakeholders</li> <li>ix. Setting the baseline data and indicators for all indicators for the review of targets and evaluation of the project impact</li> <li>x. Compilation of periodical M&amp;E reports</li> <li>xi. Organizing annual review meetings at State Level</li> <li>xii. conducting capacity building trainings to PEA/PIA and other stakeholders</li> </ol>	

<b>Name of Position</b>	<b>Finance Manager</b>
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>• Master/Bachelor Degree in Commerce from a UGC recognised University</li> <li>• Knowledge of Tally &amp; other accounting software</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years' experience in similar position in govt/ private/project.</li> <li>• Knowledge of Financial Rules/Guidelines of GOI/GON</li> <li>• Knowledge of audit requirements for financial compliances.</li> </ul>
<b>Age Limit</b>	Maximum 45 Years
<b>Remuneration</b>	35,000.00/PM
<b>Job Description</b>	
<ol style="list-style-type: none"> <li>i. Assist in budgeting and accounting of the project</li> <li>ii. Expediting the release of funds for timely implementation of different activities by the PMU, PIAs, CCA Committees, BMCs and NGOs</li> <li>iii. Consolidating accounts of the PMU, PIAs, CCA Committees, BMCs and NGOs</li> <li>iv. Monitoring fund utilization at the PMU, PIAs, CCA Committees, BMCs and NGOs</li> <li>v. Maintain records of all financial matters related to the project.</li> <li>vi. Preparing periodical financial statements and submission of half yearly and annual financial statements GON, GOI, KfW</li> <li>vii. Preparing Reimbursement Claims for submission to DEA/CAAA, MoF and KfW</li> <li>viii. Ensuring internal and statutory audit and preparation of statements for the purpose</li> <li>ix. Ensuring procurement guidelines of KfW are being followed</li> <li>x. Keeping proper record of procurements made, fixed assets and carrying out periodical physical verification of the assets</li> <li>xi. Ensuring compliance with legal and statutory requirements such as filing of TDS and income tax returns and filing of annual audited accounts with the Registrar of Societies.</li> <li>xii. Any other task assigned by Project Director</li> </ol>	

<b>Name of Position</b>	<b>Office Assistant/Clerk</b>
<b>Educational Qualification</b>	Graduate in any discipline with Degree/Diploma/Certificate in Computer
<b>Experience</b>	Minimum of 2 years' experience of working as Office Assistant in NGO / Cooperatives / Corporate / Externally Aided Projects / Centrally Sponsored Schemes or Projects.
<b>Age Limit</b>	Maximum 35 Years
<b>Remuneration</b>	25,000.00/PM
<b>Job Description</b> To assist PMU in- <ul style="list-style-type: none"> <li>i. To compile all periodical report of consulting services</li> <li>ii. Data entry and typing</li> <li>iii. Maintain files, records etc. of the Project</li> <li>iv. Assist in preparing of various reports such as Half yearly report, Annual report, etc.</li> <li>v. Assist in coordinating with office staffs of PIAs, CCA Forum and NGOs, for compiling data and reports</li> <li>vi. Assist in maintaining records of assets of the project (e.g Stock register and Vehicle records)</li> <li>vii. Any other task assigned by the Project Director</li> </ul>	

<b>Name of Position</b>	Community Conserved Area (CCA) Facilitator
<b>Educational Qualification</b>	Ability to read and write in English. Preferably Class – XII passed and above.
<b>Experience</b>	Preferably past experience in working with communities under any government program or with other NGOs/PSUs
<b>Other Criteria</b>	<ul style="list-style-type: none"> <li>• Applicant must be a domicile of the area for which he/she is applying</li> <li>• Have knowledgeable on local biodiversity</li> <li>• Should not be employed with Government/ NGOs/ PSUs</li> <li>• Should be of sound mind and health, and physically fit to do all rigorous field work</li> </ul>
<b>Age Limit</b>	24-50 Years
<b>Remuneration</b>	12,000.00/PM
<b>Job Description</b>	
<p><b>To assist Community Conserved Areas / Biodiversity Management Committee in the following activities:</b></p> <ol style="list-style-type: none"> <li>i. Mobilizing members of the CCA Committees with respect to the KfW project</li> <li>ii. Formulating and developing the biodiversity conservation and resource use plans of Community Conserved Areas (CCA).</li> <li>iii. Undertake detailed assessments of villages in their respective areas to prepare biodiversity, resource maps and identify requirements of communities.</li> <li>iv. Identifying and evaluating access to livelihood options, know-how and linkages to markets, financial and developmental agencies.</li> <li>v. Responsible for collecting data on community conservation areas as well as provide local people with information on conservation and livelihood options, by acting as a conduit for the resource group.</li> <li>vi. Communication and interpretation</li> </ol>	