

Terms of Reference (TOR) for Office Assistant (PIA LEVEL)

1. BACKGROUND

As per letter no. F.No.K-11011/26/2022-WDC 2.0/Uttarakhand (efile-3011914) dt. 20.01.2022 of Department of Land Resources, Ministry of Rural Development, Government of India, 12 projects have been sanctioned under PMKSY-WDC 2.0 for Uttarakhand State covering area of 70,231 hectare. These projects are to be implemented in three districts of Pauri, Almora and Pithoragarh. Watershed development approach has evolved with passage of time gradually from initial objectives of soil & water conservation and reducing siltation of river valley projects to the current integrated approach of managing the biological, physical, and social elements in a landscape within a watershed's boundaries.

The fundamental shift in approach of watershed development needs to be reflected visibly in the program planning, institution building, implementation, budgeting and monitoring & evaluation. In this context, new watershed programme (WDC-PMKSY 2.0) is envisaged to effect the following shifts:

- a) A clear transition from the current predominant practice of mechanical/ engineering treatments to more agriculture engineering measures.
- b) Emphasis on realizing effective use of rain water by relying more on water productivity.
- c) Diligent planning for crop systems diversification for risk management; enhancing productivity by adopting water use efficient crops (like nutri- cereals, pulses and oil seeds, besides dryland horticulture); and opting for crop alignment as a principle.
- d) Clear risk management plans for adaptation and mitigation of adverse impacts of climate variability and change; diversification of the watershed economy by adopting integrated farming systems – agronomic and horticulture crops, livestock, agro-forestry, fishery, poultry etc.; enlarging livelihood portfolios; building climate change projections into water harvesting designs; precision based use of water for managing drought spells; and timely agro-met farm advisories to deal with climate induced uncertainties. Access to technology suite that forecasts events like pest & disease, price & demand etc. would further help in risk negotiation.
- e) Economically vibrant institutions, like Farmers Producers Organization (FPO), to promote agri-business services and impart efficiency to transactions at both input and output management stages. Such organizations are to be people – owned, people – managed and people- centric approach.
- f) Formation of User Groups based on common identities and interests around natural resources and work consciously towards integrating the principle of sharing.
- g) Focus on decentralization, flexibility, community empowerment and greater role for village-level institutions in the planning process with a view to accommodating the local social and traditional strengths.
- h) Rejuvenation of springs by taking up appropriate watershed activities in the watershed development projects.

Objectives of Watershed Development Projects

Objectives of watershed development projects are to improve productive potential of rainfed / degraded land through integrated watershed management; to strengthen community based local institutions for promotion of livelihoods & watershed sustainability, and to improve the efficiency of watershed projects through cross learning and incentive mechanism.

At macro - level, the vision of WDC-PMKSY2.0 projects is to accelerate the economic growth rate of agriculture in the less endowed rainfed areas of the country. Moreover, this should be achieved by adopting harmony with ecological principles of development for ensuring sustained transformation of economy and ecology. The guiding principles shall be a better Economy, Ecology and Equity in the rainfed regions of the country.

At watershed level, the development plan shall be guided by the need to achieve higher incomes for farmers, expanded livelihood options for landless, equity in distribution of benefits, community ownership and management, and ecologically sustainable action plan.

- a) Enhancing economic growth of village community dependent on watershed.
- b) Ecological restoration and sustainable management of natural resources across the project area
- c) Improving the economic and social conditions of the resource poor, asset-less, differently-abled and women in particular

At the macro-level, the framework of success criteria relating to the new generation watershed projects may be described by the following:

- a) Increase in average productivity of crops, including horticulture plantations, livestock and other agricultural enterprises.
- b) A rise in cumulative output of all agricultural produce from the project area.
- c) Diversified production system, that helps to minimize risks and uncertainties at both production and marketing stages.
- d) Increase in the average income of the farmers.
- e) Popularity of sustained production technologies & farm management practices among the farmers.

3. PROJECT PERIOD

A total of 12 projects will be implemented in 3 districts i.e Pauri, Almora and Pithoragarh for a period of 5 years (2022-2026).

At the State level a society Watershed Project Management Unit (WPMU) constituted in Watershed Management Directorate will monitor and implement the New Generation Watershed Development Projects (PMKSY-WDC 2.0). At the district level the project would be monitored by the District Watershed Project Management Units (DWPMUs) which would also work in society mode.

QUALIFICATION AND EXPERIENCE

- Intermediate in any discipline
- Proficient in Office Work.
- Familiarity in working with MS Office- Word, Excel, Power Point etc. would be preferred.
- Minimum Two-year experience
- Higher qualification in related field or any other qualification or experience enhancing candidate's capability to perform as per scope of work is desirable.
- Candidate's services should not have been terminated by any organization due to non-performance.

SCOPE OF WORK

The Office Assistant would report to the units under DWPMU and shall be responsible for:

- Maintenance of office records with respect to general management and Correspondences.
- Any other project related works assigned by the DWPMU of the concerned District from time to time.

TERMS AND CONDITIONS

- a) Area of work will be the unit office of concerned District of Uttarakhand.
- b) During the tenure of engagement, he/she shall abide by the rules and regulations of the DWPMU in force.
- c) During the period of his/her engagement in the project, he/she will be required to work and attend to duties as may be assigned by the unit officer of DWPMU.
- d) This engagement does not confer any right to a regular appointment at any time in the SLNA or any other State Govt. organizations; the engagement is purely temporary in nature and shall not invite any legal recourse now or in the future.
- e) He /She shall be entitled to a maximum of 15 days of leave during the period of his contract, with prior approval of the unit officer. He /She shall be eligible to avail 1 day leave for every one month of service rendered by him. Further, ½ a day leave shall be credited to his leave account during completion of every two months service. Any unauthorized absence shall attract proportionate deduction from the consolidated monthly remuneration. He / She shall not be entitled to any other kind of leave.
- f) That in the event of unauthorized absence beyond a period of fifteen days during the contract period or any other misconduct shall render him liable for immediate disengagement. The expression misconduct would mean improper or unprofessional behavior, bad management; misbehaviors etc. Whether an act is misconduct or not would be construed by the DWPMU at his discretion.
- g) He /She shall be held personally responsible for any loss sustained by the project through fraud or negligence on his/her part and the loss will be realized from him/her through their emoluments.
- h) Neither the DWPMU nor the Govt. of Uttarakhand shall be liable for any compensation towards sickness and injury during the period of the contract.
- i) All communications pertaining to this contract shall be made to the unit office of DWPMU.
- j) If at any point of time the services of the consultant are not found to be satisfactory or up to the

desired mark then unit office of DWPMU has the right to terminate his/her services prematurely, with a 15 days prior notice.

- k) Upon termination of this Agreement, he shall be liable to handover all the assets and records of the project in his possession to the unit office of DWPMU or any officer authorized by him.

EMOLUMENTS

Rs. 14,000/- per month. (FOURTEEN THOUSAND PER MONTH) with annual increase of 5% (Maximum) on evaluation of satisfactory performance.

WORK STATION

The consultants would be based in the concerned District DWPMU unit office and would make field visits to all project area positively as per project requirement.

OWNERSHIP

Unit office of DWPMU of the concerned District of Uttarakhand will have ownership of all the documents and material developed. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of DWPMU.

PERIOD OF THE ASSIGNMENT

Period of assignment is one-year, annual extension may be given on satisfactory review of performance.

TERMS OF PAYMENT

Monthly, based on the satisfactory report from concern authority.

Composition of Review Committee to monitor Consultant Work

A committee consisting of following members shall monitor the consultant work and also deal with the problems if any faced by the consultant in executing the contractual obligations The review committee will comprise of following five officers:

1. Member Secretary DWPMU and any two other officers of class 2 rank

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