

Assam State Biodiversity Board (ASBB)

**NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF LIMITED PERIOD
CONTRACTUAL POSITIONS FOR ASSISTING THE UPDATION OF PEOPLE'S
BIODIVERSITY REGISTERS (PBRs)**

Subject: Advertisement for the engagement of Limited Period Contractual Positions for Assisting the Updation of People's Biodiversity Registers (PBRs)

Applications are invited for engagement of **one PBR Consultant, three PBR Coordinators and 15 Project Fellows** for updation of PBRs to meet the requirements of the PBR Quality Evaluation Framework issued by the National Biodiversity Authority.

Complete details of the advertisement along with Application Form can be downloaded from ASBB's website <http://www.asbb.gov.in>. Incomplete, illegible or late applications would not be considered.

Eligible candidates may send their applications in the format prescribed in the advertisement, along with all supporting documents to the below mentioned address:

**The Member Secretary, Assam State Biodiversity Board,
2nd Floor, Aranya Bhavan, Panjabari, Guwahati – 781037.**

OR

A soft copy of the duly filled Application Form along with all supporting documents may be sent to email id asbb.applications@gmail.com within the prescribed time limit.

The last date for receiving applications in the prescribed format along with supporting documents is **15th March 2022.**

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**Member Secretary
Assam State Biodiversity Board
2nd Floor, Aranya Bhavan, Panjabari,
Guwahati – 781037**

**TERMS OF REFERENCE FOR ENGAGEMENT OF LIMITED PERIOD CONTRACTUAL
POSITIONS FOR ASSISTING THE UPDATION OF PEOPLE’S BIODIVERSITY
REGISTERS (PBRs)**

I. Background

Assam’s population is expected to increase to 34 million by 2021 and continue to grow. Catering to the demands of a rising population as well as meeting its developmental goals is going to be a major challenge for the state, especially in terms of managing the pressure on its biodiversity and natural resources to meet those needs. Further, the global issue of climate change is a major threat to Assam’s rich, yet complex ecosystems. Local communities that depend directly on forests and biodiversity will be especially vulnerable.

This interrelated web of challenges being faced by the state needs urgent solutions. To support the Forest Department of Assam in its endeavor to effectively manage its forest and biodiversity, the French Development Agency – Agence Française de Développement (AFD) and the State Government of Assam co-funded “Assam Project on Forest and Biodiversity Conservation (APFBC)”. Phase – I of the project was implemented between February 2012 and May 2019. Phase II of the project has commenced in August 2019.

The Assam Project on Forest and Biodiversity Conservation Society (APFBCS), a Special Purpose Vehicle created by the Government of Assam and registered under the Societies Registration Act is mandated with overall execution, management, and coordination of the project activities through a Project Management Unit (PMU) established to implement the project. Project implementation sites - Forest Divisions would be considered Field Implementation Units (FIUs). The PMU is supported by technical assistance from a Project Management and Monitoring Consultant (PMMC).

The overall vision of the project is - it contributes through the Forest Department to the conservation of nature for a healthier ecosystem and happier communities. Participatory biodiversity management, sustainable livelihoods of communities dependent on forests and biodiversity, and institutional strengthening are key objectives under Biodiversity Conservation. These actions would support meeting larger goals under the Conservation of Ecosystems component and the overarching vision of the project.

II. Objective

India has enacted the Biological Diversity Act, in 2002 with the overall goal of biodiversity conservation and sustainable utilization of biodiversity. The Government of Assam had introduced the Assam Biodiversity Rules, 2010 for implementation of the Act in Assam. Under Section-41 of the Biological Diversity Act-2002 and Rule-25(9) of the Assam Biodiversity Rules 2010, each BMC needs to prepare a People’s Biodiversity Register (PBR). A PBR is a comprehensive database of information on the availability and knowledge of the local biological resources, their medicinal values or any other associated traditional knowledge. The PBR can also be a useful resource in protecting Intellectual Property Rights (IPR) by establishing evidence of the traditional knowledge. Documentation of tradable bioresources in the PBR also helps in the identification of a beneficiary with whom benefits can be shared when an Access and Benefit Sharing (ABS) agreement becomes operational.

Updating People's Biodiversity Registers (PBR) is one of the sub-components under the Strengthening of Biodiversity Management Committees of the APBFC Phase II. While PBRs have been prepared for the existing BMCs, the APBFC Phase II would consider how the quality of the existing PBRs could be improved and aligned with the PBR Quality Evaluation Framework of the National Biodiversity Authority.

The objective of this assignment "Updating People's Biodiversity Registers (PBRs)" is to strengthen the existing PBRs through the participation of the local community and BMCs, create digitized PBRs and link them with the PBR database at the state level.

The ASBB intends to hire the services of one PBR Consultant, three PBR Coordinators and 15 Project Fellows to achieve the above objective. The team would be required to carry out frequent travels to field locations, and work under the supervision of the Member Secretary, ASBB.

III. Scope of Work

Phase II proposes to improve 50 PBRs and link them to the digital PBR database. Following is the indicative list of tasks to be completed by the team to achieve the objectives under the assignment:

1. Prepare an implementation plan for updating the 50 PBRs

- Prepare a phase-wise implementation plan for updating the 50 PBRs. The list of selected BMCs would be provided by the ASBB
- Ensure that the update of PBRs is synchronized with the field testing of the PBR Application, sub-components on the strengthening of BMCs and preparation of Biodiversity Management Plans to achieve desired objectives under the overall component of Collaborative Biodiversity Management
- Develop questionnaires and data collection modalities for collecting information to be recorded in the PBR
- Organize consultations with stakeholders, including ASBB, Technical Support Groups at the District levels, among others, to understand the current status, issues and challenges in PBR preparation and link them with the PBR database

2. Training, awareness and community mobilization

- Organize district level consultations with the Technical Support Groups (TSG) for updating PBRs
- Engage and educate BMC members about their roles and responsibilities in the conservation of biodiversity and sustainable use of bio-resources before data collection for updating PBRs
- Preparation of training/knowledge material (digital and print) for the BMC members on identification and documentation of local biodiversity and traditional knowledge
- Organize training for BMC members on Mobile PBR App and its usage for data entry updating existing information

3. Data collection (Secondary research and primary data collection)

- Literature review and study the status of engagement of the local communities/ individuals in sustainable use and conservation of biodiversity resources
- Develop detailed questionnaires and surveys instruments for data collection

- Collect information and data on local biodiversity, traditional knowledge, local health traditions and practices based on the utilization of bioresources through a mix of secondary and primary research
- Primary data sources may include field visits, review of the existing PBRs, conduct surveys, interact with members of the BMC and the local community, conduct Participatory Rural Appraisal (PRA), Focus Group Discussions (FGDs) and in-depth interviews. Data on biological resources and traditional knowledge should cover all seasons
- During data collection, surveys and consultations with the local community, the team would ensure equal and adequate participation from women and members of the minority and marginalized communities
- Identification of tradable biological resources updating them in the PBR. The team would ensure that the documentation of such tradable bioresources and their usage fall within the scope of the Biological Diversity Act, 2002 as per the prescribed guidelines provided by the National Biodiversity Authority (NBA) and Assam State Biodiversity Board (ASBB)
- All data and information collected for the preparation and improvement of PBRs must be treated as confidential and can be shared only with relevant BMCs, the TSG, and ASBB

4. Update existing PBRs and prepare digitized versions

- Data recorded in existing PBRs must be thoroughly analyzed, cross-checked, and validated from multiple sources including secondary literature, field officers of relevant government departments, technical support groups at the district level and subject experts
- Documentation of collected information and updating existing information as per approved formats of the ASBB
- Ensure the guidelines provided by NBA and ASBB for updating the PBRs are appropriately followed at various levels
- The finalized versions of the PBR must qualify all requirements of the PBR Quality Evaluation Framework issued by the National Biodiversity Authority
- Update the PBR data into uniform exportable Microsoft Excel Format and as per data requirements of the Mobile App for PBR
- Support the ASBB in linking PBRs with the Digital PBR database

IV. Duration and Indicative timeline of Implementation

Duration: 12 months

Sl. No.	Tasks	Q1	Q2	Q3	Q4
1.	a. Prepare implementation plan b. Prepare questionnaires, and modalities of data collection c. Stakeholder consultations				
2.	Training, awareness, and community mobilization for updating PBRs through the BMCs				
3.	a. Literature review b. Field surveys for data collection				
4.	Updating existing PBRs, usage of the mobile app for updating PBRs				
5.	a. Digitization of PBRs,				

	b. Integrating updated PBRs with the digital PBR database				
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V. Responsibility, Eligibility and Qualifications

1. Name of the Position: PBR Consultant	Number of posts: 1	Location: Guwahati
Education: Masters or above in Natural Sciences, Environment or a related field		
Skills and Experience:		
<ul style="list-style-type: none"> • At least 7 years of experience in the fields related to research, assessment, and documentation of biodiversity • At least 5 years of experience in managing projects/programs in the field of biodiversity conservation with 3 years of experience working in government agencies / departments • Good knowledge of relevant laws and regulations on biodiversity conservation, including the Biological Diversity Act 2002 • Thorough knowledge of plant taxonomy and identification of flora and fauna • Good coordination and networking skills with stakeholders including government departments and civil society organizations • Expertise in conducting PRA, FGD, meetings and workshops with the local community • Proven skills in technical writing including scientific writing • Adept at computer skills including MS-Excel, Access, and related software applications • Proficient in English and Assamese (oral and written) is mandatory 		
Duration: 12 months	Remuneration: Rs. 50,000/-	

2. Name of the Position: PBR Coordinators	Number of posts: 3	Location: Guwahati
Education: Master's degree in ecology, wildlife biology, forestry, environmental sciences, zoology/botany, species conservation, conservation science or related subject		
Skills and Experience:		
<ul style="list-style-type: none"> • At least 3 years of experience in working with local communities in Assam • Thorough knowledge of plant taxonomy and identification of flora and fauna • Experience in carrying out surveys and data collection with little or no supervision • Experience in planning, supervision and monitoring of data collection and surveys • Experience in conducting PRA, meetings, trainings, and awareness activities • Experience in preparation of communication, awareness, and training material • Adept at computer skills including MS-Excel, Access, and related software applications • Proficient in English and Assamese (oral and written) is mandatory 		
Duration: 12 months	Remuneration: Rs. 25,000/-	

3. Name of the Position: Project Fellows	Number of posts: 15	Location: Selected districts as per Annexure - I
Education: Master's degree in ecology, wildlife biology, forestry, environmental sciences, zoology/botany, species conservation, conservation science or related subject		

Skills and Experience:

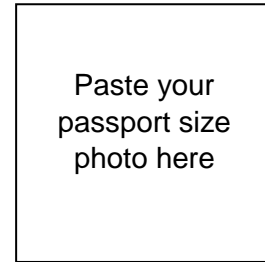
- Demonstrated experience of working with communities in Assam
- Knowledge of plant taxonomy, identification of flora and fauna
- Experience of carrying site visits for surveys and data collection
- Good communication skills; proficient in English and Assamese (oral and written)
- Experience in MS-Excel and data entry

Duration: 06 months

Remuneration: Rs. 15,000/-
(including stipend of Rs. 10,000 and
travel allowance of Rs. 5,000)

APPLICATION FORMAT – PBR Consultant / PBR Coordinator

1. **Name of post applied:** PBR Consultant / PBR Coordinator
2. Name (attested copy of Aadhar/Pan Card to be attached):
3. Father's name:
4. Date of birth:
5. Gender:
6. Domicile:
7. Permanent address:
8. Mailing address:
9. Telephone/mobile number:
10. Email address:
11. Educational qualification starting with the highest qualification (attested copies of educational qualification certificates to be attached):



Sl. No.	Name of Degree	Name of Institution	Board / University	Year of Completion	Division/Grade %of Marks

12. Work experience in chronological order (attested copies of work experience certificates to be attached):

Sl. No.	Name of Employer	Designation / Title	From (month, year)	To (month, year)	Nature of Duties

13. Details of courses / training programmes attended, if any:
14. Details of publications, if any:
15. Languages known:
16. Statement of suitability: (describe how your qualifications and experience suit the requirements of the position advertised)
17. Additional information, if any, which you would like to mention in support of your suitability for the post

Declaration:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/terminated from the contract.

Signature of the candidate:

Date:

Place:

APPLICATION FORMAT – Project Fellow

1. Preferred district (see Annexure I):
2. Name (attested copy of Aadhar/Pan Card to be attached):
3. Father's name:
4. Date of birth:
5. Gender:
6. Domicile:
7. Permanent address:
8. Mailing address:
9. Telephone/mobile number:
10. Email address:
11. Educational qualification starting with the highest qualification (attested copies of educational qualification certificates to be attached):



Sl. No.	Name of Degree	Name of Institution	Board / University	Year of Completion	Division/Grade %of Marks

12. Work experience in chronological order (attested copies of work experience certificates to be attached):

Sl. No.	Name of Employer	Designation / Title	From (month, year)	To (month, year)	Nature of Duties

13. Details of courses / training programmes attended, if any:
14. Details of publications, if any:
15. Languages known:
16. Statement of suitability: (describe how your qualifications and experience suit the requirements of the position advertised)
17. Additional information, if any, which you would like to mention in support of your suitability for the post

Declaration:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/terminated from the contract.

Signature of the candidate:

Date:

Place:

Annexure – I

Indicative list of districts for deployment of project fellows for assisting the updation of PBRs

Sl. No.	District	No. of Project Fellows
1.	Biswanath/Sonitpur	1
2.	Bongaigaon	1
3.	Cachar/Karimganj	1
4.	Chirang/Kokrajhar	1
5.	Dhemaji/Lakhimpur	1
6.	Dibrugarh/Sivasagar/Tinsukia	2
7.	Dima Hasao	1
8.	Goalpara	1
9.	Hojai	1
10.	Kamrup (M)	1
11.	Kamrup (R)	1
12.	KarbiAnglong	2
13.	Majuli	1

* Note: This an indicative list, the number of districts and deployment of fellows are subject to change as per need-basis.