

Terms of Reference	
Type	Assistant Manager (2 positions at SPIU: North and South Mizoram)
Division	Monitoring & Evaluation, Knowledge Management & Safeguards
Mode of employment	Contractual
Role	SECAP Compliance Monitoring (SPIU & Aizawl DPIU)
Location	Aizawl (Mizoram)
Reports to	Manager – M&E and Manager – Gender & Capacity Building
Salary per month	Rs. 60,000/-

General description of task(s) and objectives to be achieved

I. Background

FOCUS 2.0 (Fostering Climate Resilient Upland Farming Systems) is a six-year, externally aided project supported by the United Nations - International Fund for Agricultural Development (IFAD). The project is designed to strengthen climate-resilient, market-led farming systems across all districts of Mizoram. Building on lessons learned from Phase 1, FOCUS 2.0 adopts a cluster-based approach (Zau) to enhance agricultural production and market access, ensuring that production is driven by market demand.

FOCUS 2.0 promotes sustainable land use, integrated farming practices, and inclusive value chain development. The project emphasizes convergence with relevant government schemes and encourages deeper community engagement to build resilient livelihoods and drive equitable rural transformation. By adopting a market-led production system, the project aims to meet both local and national demands for agricultural products while ensuring climate resilience.

The project is implemented by the Planning and Programme Implementation Department in Mizoram and focuses on facilitating transformative changes in the farming systems through innovative approaches and strategic partnerships.

II. Overall objective of role

The **Assistant Managers (SECAP)**, through the Manager, M&E, will support the Convergence Officer and Project Director in monitoring compliance to SECAP safeguards as laid out in the Environment, Social and Climate Management Framework of the project. The Assistant Manager will prepare an overview of the SECAP safeguard requirements under each category, flag the timelines for initiating compliance and alert the concerned technical managers at the SPIU responsible for initiating action. The Assistant Manager will also oversee the effective functioning of the Grievance Redressal Mechanism and regularly brief the Project Director through the Manager M&E on the effective functioning of the GRM. The Asst Manager will also ensure the inclusion of critical SECAP indicators in the Projects M&E framework. The Assistant Manager will ensure that timely, accurate, and relevant data and

analysis are made available to the Project Director and other stakeholders to support evidence-based decision-making.

III. Roles and responsibilities

A. SECAP Compliance Planning & Implementation

- Develop an overview of Compliance requirements for each SECAP category as outlined in Project's SECAP Note and ESCMF, including the Project Implementation stage in which remedial action is required and the Technical Manager(s) responsible for initiating action
- For all infrastructure, farm road and related activities, ensure that DPRs of such proposals include SECAP risk assessment and remedial mitigation plans
- Develop a Compliance Monitoring calendar for each assigned districts listing the Technical Managers responsible for initiating remedial action and compliance
- Set up a mechanism for alerting the concerned manager(s) of the need to initiate action for each SECAP compliance
- In active collaboration with Village Organisations, Cluster Federation members and the District Project Management team oversee the operationalisation of the Grievance Redressal Mechanism for the assigned districts.
- Develop an effective, culturally sensitive framework for registration of grievances and a culturally sensitive redressal mechanism acceptable to the community and compliant with project's compliance requirements
- In this regard, encourage discussions among project stakeholders to initiate the practice of recording grievances expressed verbally during meetings as an item recorded in the meeting minutes and to be accepted by the Project as a written record of the Grievance

B. Compliance Monitoring and Reporting

- In consultation with Manager M&E and drawing from the SECAP Note and ESCMF, develop a set of key compliance indicators under each SECAP risk category and include in the Project's M&E framework
- Design a SECAP M&E monitoring reporting mechanism to track SECAP compliance in each district
- Communicate timely reporting requirements to concerned DPIU technical managers regularly and follow up for timely responses
- Design a mechanism to regularly monitor number of grievances recorded in village meeting minutes and the time taken to provide the redressal
- Prepare regular reports ensuring that District teams register complaints, maintain records and take steps to address the grievances registered
- Identify implementation issues or delays and advise the Project Director through the Manager M&E on required corrective measures.
- Analyse data for evidence-based project management and present key findings during review meetings to support informed decision-making.

C. Capacity Building

- Conduct a SECAP sensitization need assessment of DMPU team (including CLFs, Vos) within the first quarter of Project implementation
- Report to Project Director through Manager M&E on the capacity building needs following the need assessment and prepare a proposal for SECAP training of DPIU teams

The Assistant Manager- SECAP will also be responsible for all the works related to SECAP of Aizawl DPIU.

Qualifications and timeline

IV. Required qualifications and experience

Educational Background

- Master's degree in Social Work or a related field from a recognized institution.

Professional Experience

- A minimum of 3 years of overall professional experience in the development sector.
- At least 3 years of demonstrated experience in the SECAP risk assessment and/or compliance of safeguards.

Technical Competencies

- Proficient in participatory approaches
- Skills in data management, interpretation, and analysis.

Communication and Interpersonal Skills

- Strong verbal and written communication skills in Mizo and English
- Excellent report writing skills.
- Good interpersonal skills with the ability to work collaboratively across a range of institutions and disciplines.

Team and Coordination Skills

- Ability to lead and work effectively within multi-disciplinary teams, and to facilitate collaboration among colleagues at different levels of the project.

Desirable Attributes (Preferred)

- Prior experience in managing SECAP related M&E and Knowledge Management functions within development projects, particularly those financed by multilateral funding agencies.

V. Duration and timeline

The position is envisaged for the entire project period. The selected candidate will be offered an initial contract of 1 year, which would be renewed depending on performance and continued need.