

State Wetland Authority Kerala (SWAK)

State Wetland Authority Kerala (SWAK) is a statutory Authority in the State constituted as per the notification G.S.R. 1203(E) of the Ministry of Environment, Forest and Climate Change (MoEF&CC) vide. G.O (Ms) No. 14/2017/Env. Dated 28.12.2017. SWAK is housed in the Directorate of Environment & Climate Change (DoECC) function as a Nodal Authority for all wetland specific activities within the State. SWAK define strategies for conservation and wise use of wetlands within the State considering sustainable use as being compatible with conservation and thus ecosystem functions and values are maintained or enhanced. SWAK also reviews integrated management plans for each of the notified wetlands and identifies mechanisms for convergence of implementation of the management plan with the existing State/Union Territory level development plans and programmes.

SPECIFIC GUIDELINES AND CALL FOR PROJECT PROPOSAL FOR 'ECOSYSTEM CHARACTER ASSESSMENT OF SELECTED WETLANDS IN THE STATE'

State Wetland Authority is mandated for the notification of the Wetlands and designation of wetlands as Ramsar sites in the State. As part of these, SWAK is working on consolidating data regarding the wetlands in the State. However, many wetlands are lacking data/information with regard to the purpose of notification. All the wetlands in the State were mapped by the Authority and more data is required in the case of wetlands lacking comprehensive studies in the past. Hence, SWAK desires to partner with R&D institutes, academicians and knowledge partners for compiling the ecosystem character assessment of these selected wetlands in the State.

Areas to be covered in the Study

1. Identification of unique characteristics of the wetland as per Ramsar Criteria including their evidentiary details
2. Biodiversity Assessment (Flora and Fauna) and identification of Fish spawning/breeding grounds including their distribution in the wetland
3. Identification of Invasive alien flora and fauna and their spatial mapping
4. Physico- chemical characteristics of Water including the trophic status (Ph, Temperature, Salinity, Turbidity, TDS, Transparency, Dissolved Oxygen, Phosphate and Nitrate)
5. Ecosystem Services evaluation and value assessment (Provisioning, Regulating, Cultural and Supporting)
6. Threats Assessment (Human settlement, Water regulation, Agriculture and Aquaculture, Energy production and mining, Transportation and service corridors, Human intrusion and disturbance, Natural system modifications, Pollution, Invasive sp. Climate change)
7. Activities that need to be considered as rights and privileges of the community depending on the wetland
8. Any activities that need to be regulated/prohibited for the quality/health improvement of the wetland and to ensure its conservation
9. Boundary verification for major conflicts (along with SWAK team)

List of Wetlands to be Studied

Name of Wetlands	District(s)
Chittari	Kasargode
Bekal	Kasargode
Kappil - Kottikulam	Kasargode
Kalanadu	Kasargode
Chandragiri	Kasargode
Mogral - Puthur	Kasargode
Kumbala	Kasargode
Pola Chira	Pathanamthitta
Pannivelichira	Pathanamthitta
Vayyankara Chira	Alappuzha
Kuthiravattom Chira	Alappuzha
Cheloor Lake	Kollam
Chakkuvalli Chira	Kollam
Chittumala Chira	Kollam
Akathukayal	Kollam
Adichanalloor Chira	Kollam
Kilimukkam and Nadayara Kayal	Kollam
Kadinamkulam Kayal and Anchuthengu Kayal	Thiruvananthapuram
Poovar Pozhikkara	Thiruvananthapuram
Killi	Thiruvananthapuram

Who Can Apply?

The proposals can be submitted by an individual or a team of scientists/technologists engaged in science and technology research fields in Universities / Govt. or Govt. Aided Colleges, Research and Development Centres, Government Departments and Non-Governmental Institutions / Organizations with declared mandate for environmental research and development, as evident from their bylaws. The Non-Governmental Institutions/ Organizations should be registered under the appropriate laws and have been functioning for at least 3 years in the relevant field at the time of project submission.

Selection Criteria

The proposal should be submitted in the given format (*Please see Page No. 5*) provided by SWAK with the project timelines and milestones, and an indication of the expected output/outcome. **Six copies of the project proposal should be submitted** [Avoid spiral binding and plastic covering sheets].

Proposals prepared by the Principal Investigator (PI) / Project Implementing Agency (PIA) should be endorsed by the Administrative Head of the Institution. In case a project proposal involves a network of institutions/ departments, the PI would identify the Lead Investigator from each of the participating Institutions with the approval of the Heads of those Institutions. **In case of the proposals submitted from R&D, Government/ Government-aided institutions, the PI of the project shall be a permanent government employee.** In addition, the PI should have more than three years of service period at the time of submission of the project. In case of PIs who would be superannuating during the duration of the project, association of an "in service" Co-Investigator should be ensured. In such cases, the Institute authorities should inform to SWAK, well in advance, about their "no objection" for providing the infrastructural facilities to the new investigator for implementation of the project after his/her superannuation.

The proposal should clearly describe the action plan in detail. It should accompany the complete Team of Investigators, and provide their detailed resume. There should be a detailed month-wise break-up of the costs consistent with the Funding Norms.

Screening: The proposals will be examined at SWAK to determine whether or not they cover all the identified areas mentioned in the notice. Weak, incomplete, diffused, repetitive and/or superfluous proposal(s) could be rejected at this stage.

Evaluation and Selection: The proposals found feasible and complete in all respect will be invited for making presentations before the Technical Committee. Selection of the proposals received will be made only on the basis of technical evaluation of the proposals and implementing credentials of the proposed team. No TA/DA will be paid to the participants for project proposal presentations. In the absence of PI / PIA for the presentation, the project proposal will not be considered for funding.

The committee should, inter alia, assess the following:

- a) Component-wise analysis of the costing of the project
- b) Prescribed areas and physical output of the project
- c) Minimum required tenure of the project
- d) Modalities for replication of the outcomes

The PI / PIA have to submit consent letter and willingness to undertake the project with the sanctioned budget and objectives. An agreement has to be signed between the PI and the Member Secretary, SWAK after the approval of Project Proposal. A formal sanction order will be released from SWAK in this regard. After the issue of the SWAK order, administration will take steps to effect the payment. Copies of the Proceedings regarding the issuance of fund in installments will be sent to the PI /PIA and all concerned.

Release of Funds

The applicant institution needs to execute an undertaking as acceptance of the Terms & Conditions for taking up the project as per the guidelines and conditions prescribe. The full text of guidelines and conditions should be appended to the undertaking. After receipt of the undertaking, the first installment of funds will be released to the institution. Total funds will be released in 3 installments in the order of 40:40:20 of the total amount sanctioned for the project. First installment will be released as envisaged above, whilst second installment will be released **on request** and the **appraisal of the progress, Interim Report and submission of Utilization Certificate (in KFC Form 44) and detailed Expenditure Statement** of at least 80% of the funds released. **Auditor's statement should also be forwarded in the case of NGOs etc.** 20% of the last installment will be released only after receipt of the Final Technical Project Report and all its digital deliverables including data spreadsheets, field photographs, soft copy of high-resolution maps and video clippings. These will be appraised by the Screening/Evaluation Committee and based on their recommendations, the final installment will be released.

Concept Proposal Format

The proposal shall include the following details.

I. Summary Page of the Proposal including -

- Title of the project
- Name and address of the PI/ PIA
- Abstract of the project in 500 words
- Total outlay
- Duration of the project
- Project Outputs/Expected deliverables
- List of Wetlands
- Expected outcomes

II. Detailed Project Proposal

- a) Title of Project
- b) Scope and Objectives
- c) Materials and Methodology
- d) Details of the Wetlands
- e) Significant output from the Proposed Project
- f) Detailed budget and month- wise work plan
- g) Previous experience in similar works / areas of specialization

- h) If the same project proposal submitted elsewhere, details?
- i) References

III. Details of Project Implementation Agency (PIA) and Investigators (PIs)

IV. Terms and Conditions and Declaration

Monitoring and Evaluation

The PI through the implementing Institute will furnish to the SWAK, soft and hard copies of the interim Technical Progress report of the work carried out on the project after three months of the first installment received. SWAK may designate a Technical Team / Scientist or an Expert Panel to periodically review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. The implementing Institute will provide all facilities to the visiting Technical Team/ Scientist or the Expert Panel by way of accommodation etc. at the time of their visit.

On completion of the project, the PI through the Institute should send the following documents to SWAK to enable us to settle the account:

- 5 copies of the Final Technical Report
- One-page abstract highlighting the output, outcome and way forward.
- Soft copy of the Summary and Final Technical Report and all its digital deliverables including data spreadsheets, field photographs, soft copy of high-resolution maps and video clippings.
- Consolidated Audited Statement of Expenditure and Utilization Certificate (in Form 44).
- DD/ NEFT/RTGS transfer receipt for any unspent amount in favour of the Member Secretary, State Wetland Authority Kerala payable/paid at Thiruvananthapuram.
- Reprints/copies of papers/patents/articles/ any usable databases, etc.
- Recorded videos or photographs as part of the project

Acceptance of the Final Technical Report

The Principal Investigator has to submit the **draft** of Final Technical Report to SWAK within a month after the completion of the project. The PI may present the findings before the Technical Committee and a panel of experts appointed by SWAK. Based on the recommendation of the Technical Committee, SWAK would undertake the final acceptance of the **Final Technical Report** and, thereafter, the final settlement of accounts and closure of the project would be done. A serious view will be taken for non-receipt or delayed receipt of interim or final technical report. No new projects will be sanctioned in future by SWAK to the defaulting PIs.

TERMS AND CONDITIONS

1. The project will be sanctioned for 6 months only. However in exceptional cases, SWAK holds the right to extend the project duration, on demand of the PI.
2. The grant will be disbursed to the administrative authorities of the Institutions in accordance with the principles provided below.
3. The authorities receiving the grants will be responsible for their disbursement, administration, and maintenance of accounts. In the case of collaborative work carried out by a network of Institutions, the Coordinating Institution would be responsible for submission of the Utilization Certificate (in KFC Form 44), Expenditure Statement, auditor's statement in the case of NGOs etc. and Progress Reports covering all the partners.
4. After execution of the Agreement, the first installment of funds will be released to the Institution. The funds will be released in 3 installments (40%, 40% and 20% of the project cost) of the total amount sanctioned for the project. The last installment (20% of the project cost) will be released on receipt of the **Final Technical Report** of the project and its appraisal by the Committee based on its recommendations. First installment will be released as envisaged above, whilst second installment will be released based on appraisal of the progress and submission of details of Utilization of at least 80% of the funds released. Remaining 20% of the total installment will be released only on receipt of the **Final Technical Report** of the project and its appraisal by the Committee and submission of the **Final Technical Report** based on its recommendations.
5. The approved grant should be exclusively spent on the project for which it has been sanctioned within the stipulated time period. In the project wholly sponsored by SWAK, the grantee organization is not permitted to seek or utilize funds from any other organization (Government, semi-government, autonomous or private) for the same project. Any unspent amount out of the grant sanctioned by the SWAK for this project should be surrendered to SWAK. The carry forward of the unutilized amount from one to the next year for utilization for the same project would require the specific approval of the SWAK.
6. An extension of project period up to a maximum of two months may be granted to projects in deserving cases. Any request for extension of the project should be sent by PI / PIA to SWAK at least two months before the closing date. In the case of an extension of tenure of projects, the PI / PIA would provide complete justification for the same. The PI should not make any expenditure after the closing date without specific approval of the

SWAK till the extension is conveyed to him. No additional funds would be sanctioned for the extension period.

7. The implementing institution and the **PI** have the full responsibility for completion of the project and to achieve the expected outcomes and deliverables of the project.
8. In case any Investigator (including Lead or Principal Investigator) leaves the Institute on account of superannuation or unforeseen circumstances, the responsibility for completion of the project may be entrusted to another equally qualified Investigator by the Head of the Institution with approval of the SWAK at no extra cost.
9. If the investigator leaves the Institution where the project is based, he / she should submit 5 copies of complete and detailed report of the work done on the project till the date of his release. Prior to leaving, the Investigator shall inform SWAK and get an approval to hand over the project to another Investigator who shall be responsible for the completion of the project and submission of the final report.
10. In case the PI is shifting to another institution due to a new appointment/ transfer/long-term deputation, the project could be transferred to that Institution with mutual consent of both the Institutions and with the approval of the SWAK.
11. Those Institutions/Individual PIs which/who do not render accounts/submit physical progress reports against the released grants within the stipulated period will be blacklisted by SWAK after ensuring an adequate dialogue, both in speech and writing, with the authorities of the concerned defaulting Institution/Individual.
12. For permanent and semi-permanent assets acquired solely or mainly out of the grant, including books and furniture, an audited record in the form of a Register shall be maintained by the grantee. All equipment and stores purchased out of the grant would remain with the Institution concerned unless otherwise specified in the sanction. The grantee will submit the list of assets acquired under the project. The term "Assets" here means (a) immovable property and (b) movable property of a capital nature, where the value exceeds Rs 10,000/-. The grantee should make every effort to put all the equipment available in the institution in effective use for the future needs of SWAK /other Govt. Departments. The Member Secretary, SWAK shall hold the right to decide on the future use of the equipments/ instruments acquired as part of the project.
13. The grant should not be utilized for construction of any buildings. The implementing institute should provide full infrastructural facilities

such as accommodation, water, electricity, library, and communication facilities etc. for smooth conducting of the project.

14. The project becomes operative with effect from the date of receipt of the first installment by the implementing Institution to their Plan Scheme Treasury Savings Bank Account (PSTSB) or to their bank account. This date should be intimated by the Institution authorities/ Principal Investigator to SWAK. It will, in **no case be later than two weeks** after the receipt of the first installment by the Institute.
15. The selection and appointment of JRFs/SRFs/ Staff for the project may be made by the Principal/Lead Investigator in accordance with the procedures of the concerned Institutions for the period not exceeding the sanctioned duration of the project. The qualification and experience should be followed as per the CSIR/UGC guidelines.
16. Staff appointed for the research project will be subject to the administrative control and service rules as applicable at the Institute where they are appointed and SWAK / Govt. of Kerala will not have any commitment in any respect.
17. SWAK have the right to depute empanelled Expert Peer Reviewers/Scientists/ Specialists/Finance persons of the Department to visit the grantee organization periodically for reviewing the progress of the work and for suggesting such measures as to ensure early realization of the objectives of the project. Full facilities are to be provided by the grantee organization to the visiting scientists/specialists.
18. In the event, after due enquiry, of any conclusion that the progress of a project is highly unsatisfactory, cannot be improved and violated the conditions of the agreement; SWAK will be at liberty to terminate the Project. Upon such termination, the PI / PIA shall refund the sanctioned amount with 18% interest.
19. On termination of the project, the duly audited accounts shall be submitted and the unspent balance, if any shall be refunded to the SWAK within three calendar months of completion of the project. Full and final payment will be made only on completion of all closure formalities such as the acceptance of all the financial certificates, audit reports and final technical reports of the project.
20. The PI / PIA shall submit files and accounts related to the project whenever the SWAK demands.
21. The grantee organization(s) has to furnish 5 copies of the Final Project Report, including Executive Summary, database and any other relevant documents along with a soft copy, to SWAK.

22. If the PI and the Institution who fails to submit the final project report / relevant documents even 3 months after the end of the scheduled time period or if the progress of the project is unsatisfactory, procedure for the refund of the amount as per relevant Government norms will be initiated. Further, the Head of the Institution where the PI is located should be intimated regarding the non-submission of the project report and the decision of Government to suspend future funding to the Institution. A list of such PIs and Institutions would be submitted to government.
23. Investigators who wish to publish papers based on the research work done under the Project or to present such papers at conferences need to duly inform SWAK and should acknowledge the financial support received from the SWAK. Three copies of the publications/papers shall be sent to the SWAK.
24. Patents shall be filed only with the concurrence of SWAK. If the research results are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.
25. The Investigator(s) should not enter into collaboration on the sanctioned project with a foreign party (individual/industry) without prior approval of the SWAK.
26. Sharing of Intellectual Property Rights between the Government and the Institution(s) and research staff participating in the project would be specified in the sanction order based on Guidelines of the CSIR.
27. All correspondence is to be addressed to the Member Secretary, State Wetland Authority Kerala, IV Floor, KSRTC Terminal, Thampanoor P.O., Thiruvananthapuram — 695 001, Ph: 0471-2326264, [Email: swak.kerala@gmail.com](mailto:swak.kerala@gmail.com)

Place:

Date:

Signature, Name & address of investigator

Counter signed by The Head of the Institution

(SEAL)