

**Draft Indicative Terms of Reference (ToR)**

**TEAM LEADER for the Assam Millet Mission (AMM) to be implemented through Operational Project Implementation Unit (OPIU), Directorate of Agriculture, Government of Assam (GoA)**

**(A) BACKGROUND AND OBJECTIVES**

1. The Government of Assam (GoA) through the Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART while the Department of Agriculture is one of the major implementing Departments in the project. The development objective of APART is ***“add value and improve the resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs and to advance Assam’s COVID-19 response”***.
2. The Project will achieve the PDO by: **(i)** promoting investments in agri-enterprises, reducing the business and transaction costs, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, push for process, regulatory and/ or policy change; **(ii)** supporting the development of a modern agri supply chain; improved information communication technologies (ICT) based farm information and intelligence services, and alternative marketing channels; and **(iii)** improving producers’ access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt a cluster approach both in terms of production (production clusters) and processing (enterprise clusters).
3. There are four components of the Project: **The first component-A is Enabling Agri enterprise Development**, with sub-components being **(i)** enhancing state capacity to attract private investments, **(ii)** setting up of an Enterprise Development and Promotion Facility (EDPF) **(iii)** setting up of an Agribusiness Investment Fund (AIF) **(iv)** establishing stewardship councils. **The second component-B is Facilitating Agro Cluster Development** with sub-components being- **(i)** support establishment of cluster level Industry Associations (IAs), **(ii)** supply chain support. **The third component-C is Fostering Market Led Production and Resilience Enhancement** with sub-components being **(i)** promoting climate-resilient technologies and their adoption **(ii)** Facilitating market linkages through market intelligence and product aggregation **(iii)** Facilitating access to and responsible use of financial services. **The fourth component is project Management, Monitoring, and Learning.**
4. The United Nations General Assembly adopted an India-sponsored resolution to mark 2023 as the **international year of millets**. The Government of India is committed to promoting millets and their cultivation. Accordingly, the Government of Assam has also planned to observe 2023 as the year of millets in full and true spirit. It has been planned to set up a full-fledged mission called **Assam Millets Mission(AMM)** over a period of seven years starting in 2022. The activities under the Mission will be taken up in cluster and value chain approach addressing not only the production gaps but also post-harvest, value addition, and nutrition-related aspects.
5. The mission implementation will be led by the Directorate of Agriculture, Assam. For the first two years, the AMM activities will be fully funded under the World Bank-financed Assam Agribusiness and Rural Transformation Project (APART). In the third year, the activities will be partly funded by APART and partly by State Govt and GoI schemes. From the 4<sup>th</sup> year onwards, it is planned that the funds will be sourced from State Govt and GoI schemes.
6. The activities assigned to the Directorate of Agriculture, Assam will be implemented in close

coordination with other institutions like Assam Seed Corporation Ltd (ASCL), Assam Seed & Organic Certification Agency (ASOCA), Assam State Agricultural Marketing Board (ASAMB), and Assam Agricultural University (AAU), Department of Elementary Education & Department of Social Welfare at the State level and Agricultural Technology Management Agency (ATMA) & District Agriculture Offices at District level. It is being planned that the technical consultancy of leading organizations like International Crop Research Institute for the Semi Arid Tropics (ICRISAT) and Indian Institute of Millets Research (IIMR) will be availed.

7. ARIAS Society in conjunction with the Directorate of Agriculture, Assam wishes to hire a Mission **Team Leader** to be positioned at OPIU-Agriculture, Directorate of Agriculture, Assam under APART, on contractual basis for the implementation of Assam Millet Mission (AMM).

## **(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE**

8. The **Mission Team Leader** will be positioned in the Directorate of Agriculture, Assam, and shall support the Directorate in implementing the Assam Millet Mission (AMM) under the project sub-components C-1 (Promoting Climate Resilient Technologies and their Adoption) and C-2 (Facilitating Market Linkages through Product Aggregation and Market Intelligence). The **Mission Team Leader** will have to work closely with the Domain Specialists & Cross Cutting Experts under the mission to achieve a common goal. The Team Leader will also have to liaise with different international, national, and state institutions in relation to Millets production, post-harvest management, marketing, and promoting millets as a nutritional diet. The **Mission Team Leader** will be an important link between the Department of Agriculture (at Secretariat, Dispur), and Project Coordination Unit (PCU) at ARIAS Society in effectively carrying out the project activities planned under sub-components C-1 and C-2.
9. The key roles of the **Mission Team Leader** include the following:
  - a. Preparation of the Annual Work Plan, consistent with the Project Development Objective and in coordination with the Domain Specialists as well as the approved concept note/ plan document on Assam Millets Mission (AMM).
  - b. Ensuring that the season bound activities like procurement of inputs for demonstrations including seeds is done timely and the demonstration activities viz finalization of beneficiary list, farmer trainings, procurement and distribution of seeds and other inputs, field visits, crop monitoring, field days, harvesting, packaging storage etc are done in a scientific and timely manner.
  - c. **Farm mechanization:** To ensure that procurement and distribution of machines and farm equipments as per approved plan to the beneficiaries by the Project or procurement of machines by the beneficiary groups themselves following community procurement is done in a timely manner consistent with the Project/ Mission norms.
  - d. **Post harvest management:** The Mission Team Leader will oversee the activities under the post harvest component including storage, value addition and processing as well as product and recipe development. It will be ensured that the activities are accomplished as per acceptable standards under various Acts/ Rules etc.
  - e. The Mission Team Leader will be instrumental in timely conduct of activities relating to buyer seller meets, value chain schools, product exhibitions etc.
  - f. Overseeing & monitoring the implementation of the mission-specific activities through the district/ field level offices/ personals and identifying corrective actions.
  - g. Ensuring timely submission of Sanction and Fund Release proposals to the PCU, ARIAS Society for the Mission activities as per approved Annual Work Plan (AWP)

- h. Management, coordination, and technical support to the Mission team consisting of Domain Specialists, Cross cutting experts at the state and Millets Extension Experts (MEE) & Millets Marketing Expert (MME) at district level, and related officials for successful implementation of the mission activities.
- i. Ensuring timely submission of progress reports, and Utilization Certificates for the funds released.
- j. Managing the service providers and external experts relating to the implementation of mission activities.
- k. Documenting and disseminating the success stories and lessons learned from the successful mission interventions
- l. Provide guidance on arranging trainings, workshops, and IEC activities including awareness creation, on effective implementation of the mission activities.
- m. Developing close linkages and networks with Project stakeholder agencies
- n. Overall procurement planning, implementation, procurement oversight and supervision and responsible for meeting project's compliance with procurement methods /procedures as agreed with the World Bank.
- o. Providing monthly reports to the PCU, ARIAS Society as per the format to be made available by the ARIAS Society;
- p. Through the district teams collection of updated data on the input/output indicators and consolidating & analyzing the data.
- q. Leading the team for timely execution of the mission interventions and recording the outcome.
- r. Recommending personnel from the Mission for training and capacity building programs under APART.
- s. To lead and liaise with the Government departments for various approvals regarding the mission.

**10. Towards this (Para 9 Above), the TEAM LEADER will-**

- a. Work closely with the Directorate of Agriculture, Assam, and to keep coordination with the Assam State Agricultural Marketing Board(ASAMB), Assam Seed & Organic Certification Agency, Assam Seed Corporation Ltd, Assam State Warehousing Corporation (ASWC), Department of Food & Civil Supply, Department of Social Welfare, Department of Elementary Education, and Assam Agricultural University (AAU) at State level and Agricultural Technology Management Agency (ATMA) & District Agriculture offices at District level.
- b. The team leader will also keep close coordination with District Level Coordination Committees (DLCCs) in APART Districts. The team leader would be instrumental in planning and implementation of mission activities like demonstrations, farmer's training, farmer exposure visits, contributing to the production aspects of the value chain, development, organizing buyer-seller meets, input dealer meets, innovative pilots, etc.
- c. The team leader will guide the Domain specialists & Cross cutting experts to work closely with the FPCs, traders, processors, machinery/ equipment suppliers and so also various departments involved in the Mission.
- d. Work closely with the concerned technical staff for setting up and operationalizing millets based Common Service Centres (CSCs)/ processing facilities under the program. CSCs would act as aggregation/pooling and primary processing hubs as well

as bulk input sourcing and distribution points.

- e. To liaise with national/international agencies like Indian Institute of Millets Research (IIMR), International Crop Research Institute for the Semi-Arid Tropics (ICRISAT), etc. for proper planning & execution of the mission.
- f. Work towards supply of semi processed/ processed millets based products to schools/ *anganwadis*, expecting and lactating women, children in age group of 6 months to 6 years through the concerned Departments like Elementary Education and Social Welfare both in rural and urban areas.
- g. Ensure the activities under the Mission are carried out in compliance with Environment Management Framework (EMF) and Social Management Framework (SMF) of APART.
- h. Accomplish any other task assigned by the Director- Agriculture or Nodal Officer- APART(Agriculture)
- i. Knowledge Creation and Dissemination:
  - (i) Preparation of knowledge materials and products for millet farmers, FPCs, Input dealers & Project staff etc
  - (ii) Documentation and dissemination of case studies, success stories and innovative agricultural models emerging from the project.
  - (iii) Dissemination of best practices and promoting cross learning across clusters, districts, and states.
  - (iv) Participate in workshops and learning/ exchange forums and represent the Directorate on these platforms
- j. **Travel Requirements: Team Leader** will take up field visits and tours to the project sites with the approval of the Director-Agriculture. Occasional out of state visits may also be required as directed.

### **C. QUALIFICATIONS, EXPERIENCE, SKILLSET, AND AGE ETC.**

11. **Educational Qualification:** A Bachelors degree in Agriculture followed by a Master's degree/ Post-Graduate Diploma (min two years duration) in Agriculture/ Food Processing/ Rural Development or a closely related field from any Govt. recognized University/ institution.
12. **Working Experience:** At least 15 years of professional experience in agri/ food/ nutrition industry. Experience of having worked with similar schemes/ Projects will be an added advantage.
13. **Computer Skills: Team Leader** must have experience of using Internet-based applications, using and working with advanced word processing/spreadsheets including MS Word, MS Excel, and MS Power Point, and other related applications.
14. **Language:** Fluency in English & Hindi. Fluency in the local language will be an added advantage.
15. **Age:** Age of the candidate should not be more than 50 years as on 1st July 2022

### **D. DURATION OF THE CONTRACT, NOTICE PERIOD ETC.**

16. The tenure of **Team Leader** is intended for the entire duration of the project and co-terminus with the project period of APART (i.e. upto Sep 2024). However, the continuity of the **Team Leader** beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance.
17. The contract with **Team Leader** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Govt. of Assam/ PCU/ ARIAS Society. The assignment is

purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The ARIAS Society or the Government of Assam shall not undertake any responsibility for the subsequent deployment of the consultant.

18. The **Team Leader** shall not assign or subcontract, in whole or in part, his/her obligations except with the Reporting Officer's prior written consent. The **Team Leader** will have to serve the project on a full-time basis. He/she will provide services from the Directorate of Agriculture, Khanapara, Guwahati.

#### **E. REMUNERATION, PAYMENT TERMS AND LEAVE**

19. Depending on the qualifications, experience, competency, and also the remuneration/ pay package of the last assignment, the consolidated fixed remuneration of the **Team Leader** will be determined and mutually agreed upon, which could be in the range of Rs. 18.00 lakh to Rs. 25.80 lakh per year. A higher start may be considered in case of exceptionally talented candidates, as decided by the SPD, ARIAS Society. However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs. 18.00 lakh/ year, the lower remuneration will be offered. This annual rate shall be inclusive of all taxes, health/ service related insurance, all allowances, cost of accommodation and food at Guwahati, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration may be enhanced on an annual basis as per the prevailing Project rules.

*If suitable candidates with above-mentioned experience are not available, then candidates with minimum 10 years of experience in the fields indicated at para 11 above, may be considered for interviews/ tests **at a lower remuneration package** to be decided through mutual agreement with the candidate.*

20. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing Project rules.
21. The remuneration will be given in equal monthly installments and the performance-linked-incentive will be given quarterly based on the performance and achievement against the mutually agreed deliverables by the Team Leader. Taxes as applicable shall be dealt with as per applicable laws.
22. The provisions of leave would be as per prevailing Project rules.

#### **F. REPORTING AND PERFORMANCE REVIEW**

23. The **Team Leader** will report to the Director-Agriculture. The performance of **Team Leader** will be reviewed by Director-Agriculture and a consolidated quarterly report shall be submitted to the ARIAS Society for placing before the Chairman, GB, ARIAS Society & Agriculture Production Commissioner.

#### **G. FACILITIES TO BE PROVIDED BY THE CLIENT**

24. Access to all the required documents, correspondence, and any other information associated with the Project and as deemed necessary. The **Team Leader** will be provided with one office cubicle / workstation along with Laptop computer, printer, office consumables, and internet access. *The **Team Leader** however will not be provided with any clerical assistance.*

**Note: This is a draft ToR and SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.**

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