

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body under Govt. of Assam)

Project Coordination Unit (PCU)

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

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Proposed Assam Agribusiness and Rural Transformation Project (APART): Draft Terms of Reference (ToR) for Financial Inclusion Specialist

Project background:

1. The Government of Assam (GoA) through Government of India (GoI) has applied for a credit from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services Society (ARIASS) now intends to apply a portion of this credit for engagement of a **Financial Inclusion Specialist (FIS)** on contractual basis.
2. The development objective of APART is “increasing value-added and improve resilience in the production and processing of selected agricultural commodities, focusing on small farmers and agro-entrepreneurs in targeted districts”.
3. There are four components to the APART. **The first component is Support to Agri enterprise Development**, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an enterprise challenge fund (iii) sector development through stewardship councils. **The second component is Farm Market Infrastructure Development** with subcomponents being- (i) facilitating cluster development, (ii) investment support for cluster development (iii) market support. **The third component is Market Led Production and Resilience Enhancement** with sub components being (i) facilitating production cluster development (ii) facilitating access and responsible use of financial services (iii) Information and risk management support. **The fourth component is project Management, Monitoring and Learning.**
4. The project will achieve the proposed 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 supply chain; improved information communication technologies (ICT) based farm information and intelligence services, and alternative marketing channels; and (iii) improving producer’s access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability.

Scope of Position

5. The **Financial Inclusion Specialist** will *inter alia* assist the project in devising and implementing a activities to increase access to and responsible use of financial services by individuals and enterprises supported by the project. The professional contracted will be responsible for designing and implementing approaches by which project could: a) facilitate increased access to existing financial services and products, b) support development of new financial services and products that address the needs of the project beneficiaries, and, c) build the financial capability of project clients so that they can responsibly use the financial services and products to which they have access.

Essential Qualifications

6. **Educational Qualification:** The Financial Inclusion Specialist must possess a full time Post-Graduate/Master’s degree in Commerce, Finance, Micro-finance, Banking, Rural Economics, Development Economics, Rural Management, Development Studies or a closely related field.
7. **Working Experience:** The Financial Inclusion Specialist must have **11 to 15** years of professional experience in developing /emerging markets on financial inclusion/micro-finance/ rural finance development including five years in programs that included multiple financial sub-sectors either in a program management function or as technical expert.
8. **Computer Skills:** The Financial Inclusion Specialist must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power

Point and other related applications.

9. **Language:** High level of fluency in English and Hindi

10. Desirable Qualifications, Experience, Skills etc:

- a. Experience of working in medium/large size project(s) assisted/funded by any international/national organization and/or any international/national NGO institution and/or experience in working in reputed microfinance companies, implementing innovative financial education/ literacy programs, provisioning of financial services in rural/ remote and underserved areas;
- b. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respect strict deadlines and multi tasking
- c. An understanding and experience in the use of technology to drive the development of alternative delivery channels for financial institutions
- d. Knowledge of Assamese.
- e. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and ability to work independently as well as in teams.

11. **Age:** Age of the candidate should not be more than 50 years as on 1st August, 2016.

Key Job Responsibilities include the following major activities under the project:

12. The FIS will contribute to the development and implementation of financial inclusion activities for the benefit of the project beneficiaries, which includes small and marginal farmers, farmers organizations, and agro-enterprises underserved with financial services. This will include necessary tie ups with banks and other non-bank financial institutions, and service providers who are not financial institutions.

FIS will investigate the market/field/ household data on assets, liabilities, incomes, expenses and history of use of financial services, to judge the existing trends in access and responsible use of financial services by prospective beneficiaries in the project districts to judge the financial habits and their relationship with the financial system. The FIS will study the existing financial service providers to farmers and other focus commodity value chain stakeholders in the project districts and judge the gaps in the existing financial offerings and devise suitable strategies to plug in those gaps. FIS will also study adaptation of existing financial products to suit the needs of target farmers and farmer organizations. All of the above may be done through formal surveys of the target group, conducting focus group discussions, and supply-side data analytics.

13. The FIS will work with financial and non-financial institutions in the development of suitable financial products or adaptation of existing financial products for project beneficiaries depending upon the requirements which may vary across the project districts. The financial product development could span the full spectrum of financial services – payments, savings, credit and insurance (crop insurance, weather insurance, life insurance, health insurance etc)

14.

15. FIS will work with external service providers and project implementation units (PIUs) in developing and implementing financial education and counseling activities customized to different groups of agri commodity value chain stakeholders with the aim of increasing the financial capability of the target groups to responsibly use financial services. These may include activities to develop content that is appropriate to the various target groups and training of Masters Trainers to train the educators and counsellors.

16. FIS may also need to work with external service providers and PIUs to develop and implement simple and cost effective programs that can help facilitate increased access to existing payments, savings, credit, and insurance services by the target beneficiaries.

17. FIS will oversee the proper implementation and monitoring the delivery of all financial inclusion activities of the project working with other project staff, project partners, and project management.

18. Any other related task assigned by the State Project Director (SPD)

19. **Travel Requirements:** The FIS will be required to undertake field-visits and tours as per the project requirements,

with prior approval of the SPD.

Duration of assignment:

20. The contract period of the FIS is intended for entire duration of the project. However, continuity of the FIS beyond one (1) year will depend upon his/her performance. The FIS will have to serve the ARIAS Society on full time basis under the overall command of the State Project Director, ARIAS Society and provide services from the Project Coordination Unit (PCU) at Khanapara, Guwahati. The Resignation/Termination shall be as per the HR Policy of the ARIAS Society.

Remuneration and payment terms:

21. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the FIS will be determined and mutually agreed, which could be in the range between **Rs. 11.40 lakh to Rs. 25.80 lakh per year**. 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 PCU, etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an Annual Basis, based on the HR Policy of the ARIAS Society.
22. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
23. The FIS will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted to consultants/staff. However, under exceptional circumstances, SPD may relax this condition.

Facilities to be provided by the client: PCU will -

24. Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
25. Provide one office cubicle in the PCU along with computer, printer, computer/office consumables, and internet access. In addition, one laptop computer, along with Internet Data Card (maximum 4 GB per month) may also be provided depending on the intensity of the service, as determined by SPD.
26. Provide conveyance arrangements for official travel within Guwahati city on pool basis, whenever available and also for field visits approved by the SPD. The FIS will have to arrange his/her own conveyance facility for attending the PCU.

Reporting and Performance Review:

27. The FIS will report to the State Project Director (SPD), ARIAS Society. The quality of service and performance of the FIS will be reviewed by the SPD on a quarterly basis and the annual performance review will be done as per the HR Policy of the ARIAS Society.

FORMAT FOR SUBMISSION OF CV

1. **Full Name** (In Block Letters):
2. **Gender:**
3. **Nationality** (attach a copy of evidence):
4. **Permanent Postal Address** (attach a copy of evidence):
5. **Police Station:**
6. **Current Address:**
7. **Telephone/ Cell No.:**
8. **Email address:**
9. **Passport No. (If available)** (attach a copy of evidence):
10. **Date of Birth** (attach a copy of evidence):
11. **Current Designation:**
12. **Current Employer's Full Address with contact email and phone number:**
13. **Educational qualification** (attach a copies of evidences):

Paste self attested Recent Passport Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

14. **Training details relevant to the position applied** (attach a copy of evidence):

Sl.	Training Field	Period of Training
1.		
2.		
3.		

15. **Total Experience (in years):**
16. **Experience (in years) in Financial Inclusion:**
17. **Experience (in years): in any donor funded financial inclusion programs:**
18. **Languages known:**
19. **Computer proficiency:**
20. **Do you have any criminal or corruption charges pending against you?** (If yes furnish details)
21. **Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law?** (If yes furnish details)
22. **Have you ever been discharged or forced to resign from any position?** (If yes furnish details)
23. **Employment Record (Starting from the latest):**

From:	To:
Employer:	
Position Held:	
Monthly Remuneration (attach copy of the latest salary/remuneration certificate):	
Summary of services provided:	

Add boxes as required

24. **Works/Activities undertaken that best illustrates the experiences in similar position(s) applied for** (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

Name of assignment or project:	
Year:	
Employer:	
Main Features of the project:	
Positions held:	
Activities performed:	

Add boxes as required

<p>Declaration: I certify that the statements made by me in this CV are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ARIAS Society to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ARIAS Society would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p> <p align="right">Signature of the Candidate</p>

Attach self attested certificates/testimonials.

IMPORTANT Note: Candidates shall provide CV (not more than 8 pages) strictly as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. **The complete CV along with certificates/testimonials shall not be more than 20 (twenty) pages or else CV may not be considered.**