Proposed Assam Agribusiness and Rural Transformation Project (APART): Draft Terms of Reference (ToR) for Social Sector Management (SSM) Specialist

Project Background:

1. The Government of Assam (GoA) through Government of India (GoI) has received a credit from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Service Society (ARIASS) now intends to apply a portion of this credit for engagement of **Social Sector Management (SSM) Specialist** on contractual basis.

2. The development objective of APART is "increasing value-added and improve resilience in the production and processing of selected agriculture 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 and Assam Venture Capital fund and (iii) setting up of sector management companies. **The second component is Farm Market Infrastructure Development** with subcomponents being- (i) facilitating cluster development, (ii) supply chain support (iii) market support. **The third component is Market Led Production and Resilience Enhancement** with sub components being *(i)* market led climate resilient extension support *(ii)* 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 Social Sector Management (SSM) Specialist will lead the implementation of the project in areas such as equity and access and areas concerned with overcoming the barriers to inclusion due to poverty, ethnicity, gender or social class. The SSM Specialist will therefore be required to work in close collaboration with the rest of the technical team and will provide a lead to the work of the State-based Access and Equity Specialists.

Essential Qualifications

6. Educational Qualification

Postgraduate/ Master's Degree (or equivalent), in Social Development/ Sociology/ Anthropology/ Social Sciences/ Social Work or a closely related field. Strong communication skills in English and Hindi are a must.

7. **Working Experience:** Minimum 11 to 15 years of professional experience in social development/ management activities in the context of developmental projects, including 05 years of related experience in externally funded project/ Government funded projects.

   In case sufficient candidates meeting the experience criteria cited above are not available, Postgraduates/Masters degree holders in the relevant fields as mentioned above, with over **07** years of related professional experience, including minimum **03** years of experience in an externally funded project/Government funded projects may also be considered for interview/tests but they will be offered mid level consultant position at a lesser remuneration.

8. **Computer Skills:** Proficiency with working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications. Proficiency with advanced analytical tools and applications would be given preference.
9. High level of fluency in English and Hindi

10. **Desirable Qualifications and Experience**
a. Experience of working in project(s) assisted by any international/national organization like UN, The World Bank , DFID, etc., and/or any international/national NGO institution/company.
b. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.
c. Ability to work effectively in teams as well as independently.
d. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;
e. Knowledge of local language

11. **Age:** Age of the candidate should not be more than 50 years on 1st June, 2022.

Key Job Responsibilities include the following major activities under the project

12. Ensure that the implementation of the social development component of APART is in line with World Bank and Government priorities.
13. Liaise with other relevant programs to ensure mutual knowledge of approaches and activities and coordination of professional effort.
14. Work with the other members of the project team to coordinate the professional direction of the program and monitoring the effectiveness of interventions.
15. Oversee the implementation of technical assistance against the rolling quarterly work plans and monthly schedules for the specialist area.
16. The Specialist will apply his/her technical expertise to a broad range of social development themes and policy issues. He or she will:
    a. Provide conceptual and operational leadership on the core social development themes i.e. social inclusion (gender, tribal and other vulnerable groups), participation, transparency, accountability, land management, grievance management and citizen feedback pursed in the project.

b. Assist to ensure that social issues have been adequately addressed and that the project is in compliance with the Social Safeguard Policies on Involuntary Resettlement and Indigenous People.

c. Ensure social inclusion of gender, age, or any other relevant factor in to analysis, policies, institutions and operations Advise Management on major or sensitive matters relating to social development and contribute to discussions on social analysis.

d. Coordinate participation and consultation in the use of consultative and participatory approaches to give key stakeholders, including groups the opportunity to influence design, implementation, and monitoring of policies, institutions and operations.

e. Prepare sub-project social assessments, scheme cycle and other analytical tools required for investment design and implementation.

f. Develop institutional maturity index and assess the producer groups to design specific capacity building program.

g. Design operations that focus on strengthening inclusion and integrating social resilience into climate change analysis, policies, institutions, and operations

h. Coordinate social analysis with consultation methodologies to address climate change and disaster risk in ruralareas.

i. Advise and/or provide high quality operational support on safeguards and non-safeguards related social development issues at both the design, implementation and monitoring phases.

j. Advise and/or participate in project teams in the design of operational mechanisms that take into account opportunities, impacts, constraints and risks associated with social.

k. Ability to integrate social sustainability into policy, institutions, and operations.

l. Undertake analytical work with other social issues. Identify and secure resources for analytical work.

m. Guide and Supervise community driven development operations, tailoring them to different settings with a view to enhancing inclusion, community empowerment, participatory governance, demand-responsiveness, cohesion, resilience and accountability.

n. Prepare detailed workflow of the sub-project scheme cycle to develop mobile application to track progress of activities on "real time" basis.

o. Prepare capacity building plan, identify resource people to ensure social development outcomes.

p. Develop social development indicators to be integrated in the Project M&E system for concurrent monitoring.

q. Prepare quarterly reports on social development themes.

r. Any other related task assigned by the State Project Director

17. **Travel Requirements:** The Social Development Specialist may be required to undertake field-visits and tours as per the project requirements with prior approval of SPD.

Duration of Assignment

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

Remuneration and Payment Terms

19. Depending upon the qualifications, experience, competency and also the remuneration/ pay package of the last assignment the consolidated fixed monthly remuneration of SSM Specialist will be determined and mutually agreed which could be in the range of **Rs. 11.40 lakhs to Rs. 25.80 lakhs per year**. *However, for outstanding candidates the range may be extended to some extent.* If suitable candidates with above mentioned experience are not available then candidates with minimum 07 experience including 03 years of experience in externally funded project/ Government projects may be considered for the interview/ tests but they will be offered mid level consultant position at a remuneration ranging from **Rs. 11.40 lakh to Rs. 19.20 lakh per year**. This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation at Guwahati, conveyance to attend the PCU etc. Taxes as applicable will be dealt with as per applicable law. The remuneration will be enhanced on annual basis as per HR Policy of ARIAS Society.

20. Travelling Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.

21. The SSM Specialist 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 14 (fourteen) working days in a year will treated as leave without pay. Nevertheless, casual leave of more than 5 working days will not be granted to consultants/staff. However, in exceptional circumstances, SPD may relax this condition.

Facilities to be provided to SSM Specialist: The SSM Specialist

22. Will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned to him/her.
23. Will be provided with 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 upon the intensity of service as determined by SPD.
24. Will be provided conveyance arrangements for official travel within Guwahati city on pool basis, whenever available and also field visits approved by SPD. The SSM Specialist will have to arrange his/her own conveyance facility for attending the PCU.

Reporting and Performance Review:

The SSM will report to the State Project Director, ARIAS Society. The quality of service and performance of the SSM Specialist will be reviewed by the SPD on a bi-monthly basis and the annual performance review will be done as per the HR Policy of the ARIAS Society.