

# 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)

Tel: +91 361-2332125; Fax: +91 361-2332564; website: www.arias.in; email spd@arias.in

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## **Proposed Assam Agribusiness and Rural Transformation Project (APART): Draft Terms of Reference (ToR) for Post Harvest Management (PHM) 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 **Post Harvest Management (PHM) 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 Post Harvest Interventions will aim to help the farmers, transporters, traders, processors and other stake holders in agribusiness to bring about efficiencies in value chains by reducing post harvest losses at farm level, during transport, storage and handling during the course of marketing. Thrust would be on basic on farm interventions covering proper harvesting techniques, basic grading, and packaging etc., accompanied with processing. In addition protocols will be developed for transport and storage of identified products.

The **Post Harvest Management Specialist** will *inter alia* assist the project - (i) in assessing the current status/ challenges/ strength and applied technologies of post-harvest management (harvesting/milling/drying/storage/processing etc.) of the key commodities to be taken up under the project, (ii) to determine the interventions on post-harvest management required and to develop and implement a commodity wise detailed strategy for post-harvest management for improving the quality and reduce loss during harvesting, packaging, storage and milling, etc.

### **Essential Qualifications**

6. **Educational Qualification:** The Post Harvest Management (PHM) Specialist must possess a Post-Graduate/Master degree in Agriculture/Horticulture/ Post Harvest Technology/ Marketing/ Agribusiness Management/ PGD in Post Harvest Management or a closely related field from any recognized university/ Govt. approved Institutions. The thesis work done as a requirement for fulfillment of the degree requirements should be in the area of fruits and vegetables/grains/pulses/oilseeds.

7. **Working Experience:** The PHM specialist must have **11 to 15** years of professional experience with minimum **05** years of experience in Post Harvest Management of Agriculture/Horticulture commodities, including development of innovative Post Harvest Management practices for different commodities. This **05** years of experience should be in reputed organization(s) with work covering development of protocols and SOPs (Standard Operating Procedures) for different products, carrying out actual trials and experiments and handling commercial quantities of produce.

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:** The PHM 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. High level of fluency in English and Hindi

**10. Desirable Qualifications and Experience:**

- 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 private sector agribusiness companies;
- b. Experience of providing technical support using modern technology and capacity building in the area of post harvest management; ability to synthesize complex concepts and to communicate them effectively;
- c. Hands on experience in conducting trials and developing protocols
- d. Capability to work independently and develop teams
- e. Ability to work with a cross section of people at different levels both within and outside the organization effectively in teams as well as independently;
- f. Knowledge of Assamese and other Indian languages though not essential, will be desirable.
- g. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism and self-motivated, as well as capacity to work with teams and prepare adequate planning and activity reports;

11. Age: Age of the candidate should not be more than 50 years as on 1<sup>st</sup> April, 2016.

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

12. The principal task will be to assist the project authorities for preparation of this proposed project with specific reference to post-harvest technology available for the key commodities to be taken up under the project for value addition at farm level, in respect of aggregation, primary processing, and post harvest management.
13. To assist the Project in identifying the weak areas with reference to post harvest management of identified products and work out possible interventions to mitigate the problems at different steps of the value chain.
14. Develop protocols for handling the produce through known sources of information and experience and conduct trials when deemed necessary and assist in development of testing facilities.
15. The PHM specialist will work closely with the project preparation team and other related service providers, and work with the progressive farmers, traders, processors etc. to meet their specific requirements in preparing for the post-harvest management and value chain development activities effectively. Specifically this would involve –
  - a. Providing strategic guidance to the project in the area of post-harvest management and farm level and cluster based value addition; Identifying and developing the needs that are emerging from high value horticulture and livestock sector of the state. Design, develop, and roll out appropriate procedures and processes for postharvest handling of agriculture (including horticulture) and allied commodities (covering dairy, piggery, fishery, goat and poultry farming, etc.), ensuring food safety;

- b. Work closely with the field staff to develop and implement a strategy for post-harvest management. This will include, technical training in appropriate processes and logistics and food safety and technical assistance for the establishment and management of post-harvest facilities.
  - c. Increase the overall quality of agricultural and allied commodities arriving to the markets/processors/agribusiness entrepreneurs to meet the consumer demand by strengthening post-harvest management;
  - c. Provide packaging solutions for identified commodities, bringing latest cost effective technical know-how and expertise to clusters/producers, distributors and retailers, adding value to their operations;
  - d. Introduce latest economic pack house techniques for post-harvest improvements and recommend the required machinery to the agribusiness entrepreneurs for packaging lines, post-harvest automation, wherever needed;
  - e. Pay regular visits to Common Service Centres (CSCs), particularly during post-harvest period and provide them technical guidance and coaching; Ensure that post-harvest activities are carried out in a manner that is respectful and sensitive to community needs, gender issues and ensures disaster risk reduction;
  - f. Facilitate the development of new food products from farm produce for household consumption and marketing;
  - g. Lead the design and construction of post-harvest handling facilities including solar dryers and improved storage structures;
  - h. Liaise and coordinate with all stakeholders/relevant private sectors participant (e.g. agribusiness entrepreneurs, processors, exporters, banks and other service providers etc.,) who would be potentially interested in the development of value chains in the project area, and also with other projects in the state / country.
  - i. Develop methodologies to increase the quantity and quality of agriculture products available to specific buyers, by improving post-harvest techniques and creating facilities for grading, sorting, and packing; support the establishment and management of appropriately scaled collection centers and pack houses in order to facilitate sales and efficiencies, such as, decreasing post-harvest losses between the farm and the wholesale market/processor.
- 16.** The PHM specialist will assist the State Project Director, ARIAS Society, and others involved in project preparation in the planning, scheduling and coordination of activities for the project pertaining to Farm level value addition through post harvest management, this would include, among others -
- a. Strategies and operational modalities for the establishment of an Agribusiness Promotion Facility (ABPF) that promotes investments in Agribusiness, Post Harvest Management, foster backward and forward linkages in the value chain;
  - b. Preparing detailed terms of reference, costing, selection criteria for hiring various service providers who would be involved in the implementation of the activities under this component;
  - c. Prepare details regarding the operations of the grant funding pertaining to post harvest management proposed under the **Farm level value addition** component;
  - d. Examine the proposals for post harvest management infrastructure from farmer groups.
- 17.** Assist in setting up of MIS and M&E system for the value chain development activities;
- 18.** Any other related task as assigned by the State Project Director, ARIAS Society.
- 19. Knowledge Dissemination:**
- a. Develop training programmes for different stake holders
  - b. Preparation of knowledge dissemination materials and plan, organize and coordinate all post-harvest related training activities; Train smallholder farmers and Agricultural Extension Agents on appropriate post-harvest handling and loss prevention techniques including handling of farm produce, sorting, drying, storage, processing for value addition, packaging to prolong shelf life, and branding of product;

- c. Dissemination of best practices and cross learning across states;
- d. Participate in workshops and learning/exchange forums as needed.

**20. Travel Requirements:** The PHM Specialist will be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD.

**Duration of assignment:**

**21.** The contract period of the PHM Specialist is intended for entire duration of the project. However, continuity of the PHM specialist beyond one (1) year will depend upon his/her performance. The PHM Specialist 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 PCU at Khanapara, Guwahati. The Resignation/Termination shall be as per the HR Policy of the ARIAS Society.

**Remuneration and payment terms:**

**22.** Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the PHM Specialist will be determined and mutually agreed, which could be in the range between **Rs. 11.40 lakh to Rs. 25.80 lakh 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 years of 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 **11.40 lakh to 19.20 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.

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

**24.** The PHM 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 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, in exceptional circumstances, SPD may relax this condition.

**Facilities to be provided by the client:** PCU will -

**25.** Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.

**26.** 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.

**27.** Provide conveyance arrangements for official travel within the Guwahati city on pool basis, whenever available and also for field visits approved by the SPD. The PHM Specialist will have to arrange his/her own conveyance facility for attending the PCU.

**Reporting and Performance Review:**

**28.** The Post Harvest Management Specialist will report to the State Project Director, ARIAS Society. The quality of service and performance of the PHM 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.

**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<br>attested Recent<br>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 Post Harvest Management of Agri/Horti and allied produce:** ....
17. **Experience (in years): in any World Bank funded projects/Externally aided projects or similar Govt. of India funded projects/National level reputed projects:** .....
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):**

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

*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)

|                                       |  |
|---------------------------------------|--|
| <b>Name of assignment or project:</b> |  |
| <b>Year:</b>                          |  |
| <b>Employer:</b>                      |  |
| <b>Main Features of the project:</b>  |  |
| <b>Positions held:</b>                |  |
| <b>Activities performed:</b>          |  |

*Add boxes as required*

|   |
|---|
| <p><b>Declaration:</b> 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.**

# 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)

Tel: +91 361-2332125; Fax: +91 361-2332564; website: www.arias.in; email spd@arias.in

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## **Proposed Assam Agribusiness and Rural Transformation Project (APART): Draft Terms of Reference (ToR) for Environment Management 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 **Environmental Management 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. In the above context the APART intends recruit an Environment Management Specialist for coordinating, monitoring, facilitating and reviewing the implementation of the Environmental Management Plans (EMPs). The Environment Management Specialist will be supported, as required, by a cadre of task-based consultants. The broad mandate of Environment Management Specialist will include, but not limited to, ensuring the implementation of the provisions of the project’s environmental management plan/framework, preparation of Environment Management Plans for sub-projects on agro based industry clusters, preparation of timely reports on environment management, training of relevant agro-industry managers on environmental safeguards provisions and mitigation action etc. He/she would also support the external environmental auditing firm for conducting the environmental and social assessment and preparation of Environmental and Social Assessment Framework for the project. The task will include frequent traveling to project areas within Assam, and occasionally outside as well.

### **Essential Qualifications & Experience**

6. **Educational Qualification:** A Post Graduate/Master’s degree (or equivalent) in Ecology & Environment / Environmental Science or a closely related field. A combination of several specializations and/or additional trainings would be an asset.
7. **Working Experience:** The Environment Specialist must have at least 11 to 15 years of professional experience in the field of Environment Management and related activities including at least five (05) years of related experience in externally funded project/ Government funded project.

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:** The Environment Management Specialist must have proven 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. High level of fluency in English and Hindi
10. **Desirable Qualifications and Experience**
  - a. Experience of working in project(s) assisted/funded by any international/national organization like UN, the World Bank, DFID, etc and/or any international/national NGO institution.
  - 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. Ability to work independently with large volumes of data with initiatives and problem – solving ability. Familiarity in preparing regular progress and monitoring reports, working in agriculture and allied sectors would be favourable.
  - f. Knowledge of local language would be an added advantage.
11. **Age:** should not be more than 50 years as on 1<sup>st</sup> April, 2016

**Key job responsibilities** include the following major activities under the project

12. The Environment Management of the project shall be the responsibility of an Environment Management Specialist who shall be instrumental for undertaking an Environment Assessment (EA) of the APART, with the objective of identifying, assessing and mainstreaming the environmental aspects of APART in project planning, detailed design and implementation.
13. The Environment Management Specialist would help in designing of decision-making tool to ensure that the project design and implementation are environmentally sound.
14. The Environment Management Specialist will help the project identify weak areas with respect to environment management and suggest strategies to strengthen the same
15. The Environment Management Specialist will cover following major activities under the project
  - a. Identify and assess the potential environmental impacts and risks of the interventions proposed under the APART, and recommend mitigation measures;
  - b. Identify opportunities for enhancing environment benefits of the project interventions, for ensuring environmental sustainability of climate resilient agricultural practices and so also for farm level/ cluster based processing;
  - c. Assess the applicability of World Bank's Operational Policies (OPs) and Government of India (GoI) and Government of Assam (GoA) legislations and policies on environment issues which would apply to APART; and
  - d. Develop a simple and practical Environment Management Framework (EMF) that would be used by the APART to screen and mitigate potentially adverse environmental impacts at cluster levels;

- e. It will be duty of Environment Specialist to convert each of the above (but not limited to the above) mentioned into action plan and design an implementation system (covering but not limited to the following aspects).
- f. Assess each activity planned against its possible environmental impact; study the mitigating measures including the aspects of social, ecological and physical environment components. Carry out qualifying and rating of impacts and prioritize the actions to be initiated for each activity / sub-component of the project.
- g. Examine the legal aspects of Environment Management and Pollution Prevention / control. Carry out budgeting and costing for each alternative studied / proposed as EMF and support selection of best available option with the project management team.
- h. Draft and submit applications / forms and documents necessary for obtaining permissions / consents / approvals / authorizations necessary for smooth implementation of the plans under EMF of APART.
- i. Evolve the Environment Management Framework (EMF) for the project activities with each sub-component. Draft details of the EMF and propose (make its presentations) for approval by the competent agencies of the State and Union Government, including funding institution.
- j. Guide and support implementation of each EMF so approved
- k. Ensure that the implementation of the Environment Management component of APART is in line with World Bank and Government priorities.
- l. Liaise with other relevant programs to ensure mutual exchange of knowledge for approaches, activities and coordination of professional efforts.
- m. Work with the other members of the technical coordination team to coordinate the professional direction of the program and to monitoring the effectiveness of interventions.
- n. Oversee the implementation of technical assistance against the rolling quarterly work plans and specialist area.
- o. Present work plans and review progress and issues at monthly technical team meetings.
- p. Provide direct specialist inputs as per agreed work plans.
- q. Convene regular specialist team meetings for the Environment Management component and provide regular support to the project team.
- r. Any other related task assigned by the State Project Director

#### **Travel Requirements**

16. The Environment Management Specialist may be required to undertake field-visits and tours as per the project requirement with prior approval of SPD.

#### **Duration of the Assignment:**

17. The contract period of Environment Management Specialist is intended for the entire duration of the project. However, continuity of the Environment Management Specialist beyond one (1) year will depend upon his/her performance. He will have to serve the ARIAS Society on a full time basis under the overall command of the State Project Director, ARIAS Society and provide services from the PCU at Khanapara, Guwahati. The resignation/termination shall be as per the HR policy of ARIAS Society.
18. **Remuneration and Payment Terms:** Between **Rs. 11.40 lakh to Rs. 25.80 lakh per year**, depending on the qualifications, experience, competency, etc and also pay package of the last assignment of the candidate. *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 years of experience including 03 years of experience in externally funded project/ Government projects may be considered for interview/tests but they will be offered mid level consultant position at a remuneration ranging from **11.40**



**lakh to 19.20 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.

19. Travelling, boarding and lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
20. The Environment Management Specialist will be eligible for annual paid leave of 12 (twelve) working days, excluding 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 five working days at a stretch will not be granted to consultants/ staff. However, in exceptional circumstances, SPD may relax this condition.

**Facilities to be provided by the Client** : Environment Management Specialist-

21. 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.
22. 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 on the intensity of the service, as determined by SPD.
23. Will not be provided with any clerical assistance.
24. Will have to attend APART office/PCU at ARIAS Society with his/ her own conveyance on all working days from 10 AM to 5 PM, unless on field-visit programs as approved by State Project Director (SPD), APART. Depending upon the workload, occasionally, (s)he may be required to stay in office beyond 5 pm or working on Sundays/Holidays (as the case may be).
25. Will get reimbursement for traveling expenses for all approved field visits as per HR policy of ARIAS Society. The Environment Management Specialist shall however, take prior written approval of the SPD, APART for specific field visit programs.
26. Will be paid fixed monthly remuneration as per the contract agreement. No house rent allowance or any other allowance shall be paid by the PCU. No other payment whatsoever (*except reimbursement of travelling expenses*) shall be paid, except as agreed with the Environment Management Specialist by the SPD, APART.
27. Will not assign or sub-contract, in whole or in part, its obligations under this TOR.

**Performance Review**

28. The Environment Management Specialist will report to State Project Director, ARIAS Society. The quality of service and performance of the Environment Management Specialist will be reviewed by the SPD on a bi-monthly basis and 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 Environment Management and related activities:** ....
17. **Experience (in years): in any World Bank funded projects/Externally aided projects or similar Govt. of India funded projects/National level reputed projects:** .....
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):**

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

*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)

|   |  |
|---|--|
| <b>Name of assignment or project:</b><br><b>Year:</b><br><b>Employer:</b><br><b>Main Features of the project:</b><br><b>Positions held:</b><br><b>Activities performed:</b> |  |
|---|--|

*Add boxes as required*

**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.

Signature of the Candidate

**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.**

**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 1<sup>st</sup> April, 2016.

**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 pursued 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 rural areas.
  - 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:**

25. The Post Harvest Management Specialist 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.

**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<br>attested Recent<br>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 Social Development/Management activities:** ....
17. **Experience (in years): in any World Bank funded projects/Externally aided projects or similar Govt. of India funded projects/National level reputed projects:** .....
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)

|   |  |
|---|--|
| <b>Name of assignment or project:</b><br><b>Year:</b><br><b>Employer:</b><br><b>Main Features of the project:</b><br><b>Positions held:</b><br><b>Activities performed:</b> |  |
|---|--|

*Add boxes as required*

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| <p><b>Declaration:</b> 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.**

# 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)

Tel: +91 361-2332125; Fax: +91 361-2332564; website: www.arias.in; email spd@arias.in

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## **Proposed Assam Agribusiness and Rural Transformation Project (APART): Draft Terms of Reference (ToR) for Monitoring and Evaluation (M&E) 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 **Monitoring and Evaluation (M&E) 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. In the above context the APART intends recruit a Monitoring and Evaluation (M&E) Specialist. The Monitoring and Evaluation Management of APART will be the responsibility of M&E Specialist who will be responsible for facilitating the implementation of M&E Management Framework of the Project with the objective of identifying, assessing and mainstreaming the M&E aspects of APART in project implementation. M&E Specialist will be responsible for coordinating M&E activities across various implementing agencies (line departments of GoA) and service providers.

### **Essential Qualifications**

6. **Educational Qualification:** The M&E Specialist must possess a Post-Graduate/Master degree (or equivalent) in Economics/ Statistics/ Agricultural Statistics/Agricultural Economics or a closely related field from any recognized university/ Govt. approved Institutions.
7. **Working Experience:** The M&E Specialist must have **11 to 15** years of professional experience in Project Monitoring and Evaluation, quantitative and qualitative analysis including **05** years of relevant experience as M&E Specialist in any 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:** The M&E 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. Knowledge of SPSS/STATA or similar software will be preferred.
9. High level of fluency in English and Hindi
10. **Desirable Qualifications and Experience:**
  - a. Knowledge of statistical software and experience in handling large datasets is highly desirable.
  - b. Experience of working in project(s) assisted/funded by any international/national organization
  - c. Experience of providing technical support and capacity building of organizations with strong analytical skills and the ability to synthesize complex concepts and to communicate them effectively
  - d. Ability to work effectively in teams as well as independently
  - e. 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
  - f. Knowledge of local language will be an added advantage
11. **Age:** Age of the candidate should not be more than 50 years as on 1<sup>st</sup> April, 2016.

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

12. Implement the project M&E Strategy and recommend changes based on lessons learnt
13. Actively assist the PCU in formulating the results framework and performance indicators for the project and collect baseline data for the performance indicators
14. Review the performance indicators and reports produced by M&E consultants and suggest necessary changes
15. Develop framework to report on social profile of beneficiaries and disaggregated information on social inclusion (gender, Tribal and other vulnerable groups), and land requirement, grievance management and citizen feedback.
16. Developing physical and financial performance of each project component and reporting to the State Project Director (SPD)
17. To maintain liaison with key district staff and other stakeholders engaged under the project and to undertake field visits to monitor projects activities accordingly
  - a. To analyze reports of M&E consultants vis-a-vis project objectives, level of stakeholder participation, major shortcomings, problem areas so as to facilitate SPD in steering the project successfully meet its development objectives
  - b. Monitor the deliverables of M&E Consultants as per contract agreement
  - c. Prepare periodic reports on activities, schedules, financial status of all project components in a standard reporting format as required by Government and the World Bank
  - d. Propose ways in which M&E findings will be fed back into the decision making
  - e. Provide technical support to the Project Coordination Unit to ensure that data collection from field and analysis have been standardized for performance monitoring;
  - f. Organize and supervise the training programs of the officers/ staff/ representatives of the PCU, Project Implementation Units (PIUs) and NGOs (under the project) to ensure efficient data collection, data entry, data validation, including updating and transmission of data from district level to PCU against each participating department/ agencies in coordination with M&E Consultant
  - g. Provide necessary support in designing and implementation of MIS system, to be developed by the PCU/M&E Consultants with inputs from the participating/implementing agencies;
  - h. Assume primary responsibility of development, adaptation, testing, integration, user satisfaction and

responsiveness of the MIS operation

- i. To advise the MIS team under M&E program for processing of the data at central MIS system of PCU
  - j. Work with M&E Consultant to ensure consistency and compatibility of information formats, to assist collection and dissemination of data within and outside the project
  - k. Preparation of knowledge materials and products linked to M&E management in APART
  - l. Dissemination of best practices and cross learning
  - m. Participate in workshops and learning/exchange forums as needed
- 18.** Any other related work as determined and assigned by the SPD.
- 19. *Knowledge Dissemination:***
- a. Develop training programmes for different stake holders
  - b. Preparation of knowledge dissemination materials and plan, organize and coordinate all M&E related training activities;
  - c. Dissemination of best practices and cross learning;
- 20. *Travel Requirements:*** The M&E Specialist will be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD.

**Duration of assignment:**

- 21.** The contract period of the M&E Specialist is intended for entire duration of the project. However, continuity of the M&E specialist beyond one (1) year will depend upon his/her performance. The M&E Specialist 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 PCU at Khanapara, Guwahati. The Resignation/Termination shall be as per the HR Policy of the ARIAS Society.

**Remuneration and payment terms:**

- 22.** Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the M&E Specialist will be determined and mutually agreed, which could be in the range between **Rs. 11.40 lakh to Rs. 25.80 lakh 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 years of 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 **11.40 lakh to 19.20 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.
- 23.** Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
- 24.** The M&E 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 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, in exceptional circumstances, SPD may relax this condition.

**Facilities to be provided by the client:** PCU will -

- 25.** Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
- 26.** 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.

27. Provide conveyance arrangements for official travel within the Guwahati city on pool basis, whenever available and also for field visits approved by the SPD. The M&E Specialist will have to arrange his/her own conveyance facility for attending the PCU.

**Reporting and Performance Review:**

28. The M&E Specialist will report to the State Project Director, ARIAS Society. The quality of service and performance of the M&E 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.

**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<br>attested Recent<br>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 Monitoring and Evaluation related activities:** ....
17. **Experience (in years): in any World Bank funded projects/Externally aided projects or similar Govt. of India funded projects/National level reputed projects:** .....
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):**

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

*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)

|   |  |
|---|--|
| <b>Name of assignment or project:</b><br><b>Year:</b><br><b>Employer:</b><br><b>Main Features of the project:</b><br><b>Positions held:</b><br><b>Activities performed:</b> |  |
|---|--|

*Add boxes as required*

|  |                            |
|--|----------------------------|
| <b>Declaration:</b> 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. | Signature of the Candidate |
|--|----------------------------|

**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.**