

World Bank financed Assam Agribusiness and Rural Transformation Project (APART)

Operational Project Implementation Unit (OPIU): Directorate of Sericulture

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Draft Terms of Reference (ToR) for District Sericulture Coordinator

(A) Background & Objectives Of The Project

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agriculture Service (ARIAS) Society is the main coordinating agency for the project.
2. The project development objective of APART is “**to add value and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro entrepreneurs in the targeted districts of Assam**”.The project will achieve the proposed PDO by: (i) enabling investments in agri-enterprises, improving the investment environment and investment promotion, facilitating access to finance for agribusiness enterprises, and, where appropriate, pushing for process, regulatory changes; (ii) facilitating the growth of agri enterprise clusters to increase competitiveness, revenue and employment growth; and supporting development of a modern supply chains; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies, markets, and infrastructure so that they are able to respond to market opportunities and climate variability.
3. The project has four components: The first component is **Enabling Agri Enterprise Development**, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment Fund (AIF) (iv) establishing Stewardship Councils. The second component is **Facilitating Agro Cluster Development** with sub-components being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain support. The third component is **Fostering Market Led Production and Resilience Enhancement** with sub components being (i) promoting climate resilient technologies and their adoption, (ii) Facilitating market linkages through market intelligence and product aggregation, (iii) Facilitating access to and responsible use of financial services. The fourth component is **Project Management, Monitoring & Learning**.
4. The project will achieve the proposed PDO by: (i) enabling investments in agri enterprises, improving the investment environment and investment promotion, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, pushing for process, regulatory changes; (ii) facilitating the growth of agri enterprise cluster to increase competitiveness, revenue and employment growth; and supporting development of modern supply chains; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability.
5. Directorate of Sericulture, Government of Assam is one of the Operational Project Implementation Unit (OPIU). The activities under the **Sericulture value chain** will be implemented by Directorate of Sericulture. An Operational Project Implementation Unit (OPIU) has been established at the Directorate of Sericulture for smoothly carrying out the project activities under **Sericulture value chain**.The Directorate of Sericulture now intends to hire a **DistrictSericulture Coordinator**purely on contractual basis to be placed in the seven project districts under Directorate of Sericulture.
6. The district Sericulture Co-ordinators may be placed in the seven project districts viz. Kamrup, Biswanath, Lakhimpur, Sivasagar, Charaideo, Jorhat and Majuli.

(B) Objectives Of The Assignment & Scope

7. The **DistrictSericulture Coordinator (DSC)** will inter alia assist the District Sericulture Officer, Nodal Officer of APART, Director of Sericulture & other officials of Directorate of Sericulture in work related to APART for effective implementation and monitoring of Sericulture Value Chain Action Plans/ Annual Work Plans. The **DSC** will provide technical inputs in **Sericulture value chain** sub-component to the Directorate team for APART project.

8. **The key roles and responsibilities of the DSC include the followings:**
- a. Implementation, overseeing & monitoring of all components of Sericulture value chain in respective district in association with district/ field level offices;
 - b. Contribute to preparation of the Sericulture Value Chain Action Plans/Annual Work Plans of the district consistent with the Project Development Objective, Project Implementation Plan (PIP) and Project Appraisal Document (PAD);
 - c. Planning and design of innovative methods for implementation of project components;
 - d. Management, co-ordination and technical support for implementation of project activities;
 - e. Developing close linkages and network among the different project stakeholder agencies;
 - f. Contribute to quality seed production, planting material production and distribution program as envisaged under the project;
 - g. Collecting updated data on the input/output indicators and consolidating and analyzing the data provided by District officers and preparation of progress reports;
 - h. Document the success stories, innovative models, best practices in sericulture value chain and disseminate the same at relevant forums;
 - i. Maintain close liaison with District Sericulture teams in carrying out project activities;
 - j. Liaising with various service providers in the project like Market Intelligence Cell (MIC), Enterprise Development and Promotion Facility (EDPF), FPO service providers, etc. providing them with relevant information, establishing synergies with them and also ensuring that there is no duplicity of work;
 - k. Determine critical gaps in sericulture value chain, technology, product quality, common facilities, skills, availability of raw material, and marketing support in the selected Sericulture clusters.
 - l. Any other task(s) assigned by District Sericulture Officer, Nodal Officer APART, Director of Sericulture.
9. **Travel Requirements:** The DSC will be required to undertake field – visits and tours as per the project requirements, with prior approval of the District Sericulture Officer.

(C) Qualification, Experience, Age Etc

10. **Educational Qualification:** The DSC must possess M.Sc in Zoology/Botany with post graduate Diploma in Sericulture (PGDS) or B.Sc Sericulture/ Silk Technology from recognised University/Institution.
11. **Working experience:** The DSC must have at least 4 years of experience in the field of Sericulture Sector or related field.
12. **Computer Skills:** The DSC 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
13. **Language:** Assamese and English. High level of fluency in English is a must.
14. **Age:** Age of the candidate should not be more than 45 years as on 1st February, 2020

(D) Duration of Contract, Notice Period, etc.

15. The tenure of **DSC** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of **DSC** beyond 11 months from the date of signing the agreement will depend upon his/her performance.
16. The contract with **DSC** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Directorate of Sericulture/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. Directorate of Sericulture/ ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant.
17. The **DSC** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **DSC** will have to serve the project on full time basis. He/she will provide services from the assigned project district under Directorate of Sericulture.

(E) Remuneration and Payment Terms & Leave:

18. The consolidated fixed remuneration of the DSC will be 4.20 lakhs annually. The annual rate shall inter alia

inclusive of all taxes, health/service related allowance, cost of accommodation and food, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws.

If suitable candidates with above mentioned experience are not available, then candidates with lesser experience in the fields indicated above, may be considered for interviews/ tests at a lower remuneration package to be decided through mutual agreement with the candidate.

19. Travelling, Boarding & Lodging expenses for approved official tours outside headquarters will be reimbursed as per prevailing project rules.
20. The provisions of leave would be as per prevailing project rules.

(F) Reporting and Performance Review:

21. The **DSC** will report to the District Sericulture Officer, on a day to day basis. The performance of DSC will be quarterly reviewed by a committee comprising of Nodal Officer (OPIU), Sericulture Specialist and District Sericulture Officer. The quarterly report shall be submitted to the Director, Sericulture Assam, for its final review. The final authority on any issue(s) that may arise during the employment period of the **DSC** shall be resolved by the Director of Sericulture and the decision taken by the Director of Sericulture shall prevail.

(G) Facilities To Be Provided By The Client:

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

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

Joint Director
Cum,
Nodal Officer (APART)
Directorate of Sericulture,
Assam, Ghy-22