

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body of the Govt. of Assam)

Project Coordination Unit (PCU)

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

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Draft Terms of Reference (ToR) for Post Harvest Coordinators (PHCs) under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART)

(A) BACKGROUND AND 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 Agricultural Services (ARIAS) Society now intends to apply a portion of this loan for engagement of **six Post Harvest Coordinators (PHCs)** to work on the APART commodities¹ in the following sets of APART districts:
 - a. **PHC-1:** Lakhimpur, Sonitpur, Biswanath, Darrang- **Posting at Sonipur**
 - b. **PHC-2:** Golaghat, Jorhat, Majuli, Sivasagar, Charaideo- **Posting at Jorhat**
 - c. **PHC-3:** Nagaon, Hojai, East Karbi Anglong, West Karbi Anglong, Morigaon- **Posting at Nagaon**
 - d. **PHC 4:** Kamrup, Kamrup Metro, Goalpara, Dhubri, Mancachar- **Posting at Goalpara**
 - e. **PHC 5:** Kokrajhar, Barpeta, Nalbari- **Posting at Barpeta**
 - f. **PHC 6:** Cachar, Hailakandi- **Posting at Cachar**
2. The Project Development Objective (PDO) of APART is to “add value and improve resilience of selected agri value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
3. There are four components of APART. **The first component-A is Enabling Agri Enterprise Development**, with sub components being (i) Enhancing state capacity to attract private investments, (ii) Setting up an Agribusiness Enterprise Development and Promotion Facility (EDPF) (iii) Agribusiness Investment Fund (AIF) support (iv) Establishing sector stewardship councils. **The second component-B is Facilitating Agro Cluster Development** with subcomponents being- (i) Support establishment of cluster level Industry Associations (IAs), (ii) Supply chain support. **The third component-C is Fostering Market Led Production and Resilience Enhancement** with sub components being (i) Promoting climate resilient technologies and their adoption (ii) Facilitating market linkages through market intelligence and product aggregation (iii) Facilitating access to and responsible use of financial services. **The fourth component-D is project Management, Monitoring and Learning.**
4. APART will achieve the PDO by: (i) promoting investments in agri-enterprises, reducing business and transaction costs, facilitating access to finance for agribusiness entrepreneurs & where appropriate, push for process, regulatory and/or policy change; (ii) supporting the development of a modern agri supply chain; improved information communication technologies based farm information & intelligence services, and alternative marketing channels; and (iii) improving producers’ access to knowledge, technologies & infrastructure so that they are better able to respond to market opportunities & climate variability.
5. Subcomponent on supply chain support deals with agro logistics and supply chain management. The objective of this subcomponent is to upgrade infrastructure for agricultural trade, which reduces wastage and value erosion in these clusters and to enable producers, agri entrepreneurs, and other value chain participants to access new markets. The activities to be financed include: (i) improving rural access roads to the clusters; modernizing and upgrading warehouses, including issuing of warehouse receipts; (ii) upgrading and modernizing of regulated/ wholesale markets; and (iv) piloting e-marketing platforms.
6. Subcomponent on product aggregation will better enable FPOs to undertake various activities such as bulk purchase of inputs for sale to individual members, marketing of produce, grading and quality control, and enhancing access to distant and higher value markets and bypassing existing market inequities. The benefits to the members of FPOs are expected to be higher prices through the combination of larger critical mass of saleable produce, thereby providing economies of scale, savings in transaction costs, and

¹Cabbage, Cauliflower, Brinjal, Pumpkin, Potato, Tomato, Pineapple, Banana, Ginger, Turmeric, Paddy, Maize, Lentil, Black Gram, Pea, Mustard, Kidney beans, Pork, Fish, Milk

strengthened negotiation positions, coupled with the added value achieved through primary grading & packing.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE OF POSITION

7. The **Post-Harvest Coordinators (PHCs)** under the guidance of Post-Harvest Management Specialist and Post-Harvest Management Expert will *inter alia* assist the project in implementation of the Project's Post Harvest Management, Agro Logistics and Supply Chain Management Program at zonal level. The professional contracted will work in close liaison with Project Coordination Unit (PCU) team at the state level and District Agriculture Offices at District level. On a day to day basis, PHCs will be in a close liaison with Project officials like District Agri Marketing Coordinators (DAMCs), District Horticulture Coordinators (DHCs) and also Assistant Technology Managers (ATMs) and Block Technology Managers (BTMs), Agriculture Development Officers (ADOs) etc. They will be responsible for data collection, capacity building, activity tracking, liaising with stakeholders of the all the APART value chains on Post-Harvest Management, Agro Logistics and Supply Chain Management.
8. *Key job responsibilities of the PHC with respect to assigned commodity group include:*
 - a. PHCs will be responsible for managing all the post-harvest management activities of districts with support from district teams as well as international agencies.
 - b. PHCs will conduct post-harvest management surveys on field and collect data and information.
 - c. Supporting the district officials in the activities related to the post-production front.
 - d. Carrying out technical knowledge dissemination through training and demonstrations at field level.
 - e. PHCs will also support in collecting information related to agro-logistics and supply chain management.
 - f. Documenting of success stories and supporting in other document preparation.
 - g. Liaising with stakeholders in link with post-harvest management, agro logistics and supply chain management.
 - h. Any other works assigned by PHMS (reporting official).
 - i. **Travel Requirements:** The PHCs will be required to undertake extensive field-visits and tours as per the project requirements, with prior approval of the Reporting Officer.

(C) MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE, ETC.

9. **Educational Qualification:** The PHCs must possess a **Graduate Degree in Agriculture/ Horticulture/ Food Processing/ Food Science & Technology/ Post Harvest Management or a closely related field** from a recognized University/ Institution.
10. **Working Experience:** At least **three (3) years professional experience** in the domain of post-harvest management, agro logistics and supply chain management of agri/ horti commodities in any public/ private sector organization in managerial/ officer level position.
11. **Computer Skills:** The PHC must have experience of using Internet based applications, including MS Word, MS Excel and MS Power Point and other related applications.
12. **Language:** High level of fluency in English, both written and spoken. People having knowledge of local language(s) will be given preference.
13. **Age:** Age of the candidate should not be more than **35 years as on 1st August, 2020.**

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

14. The contract period of the **PHC** is intended for entire duration of the project i.e. upto 2024. However, continuity of the **PHC** beyond one (1) year will depend upon his/her performance. The **PHC** will have to serve the ARIAS Society on full time basis **reporting to Post Harvest Management Specialist** and under the overall command of the State Project Director, ARIAS Society.
15. The contract with **PHC** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Govt. of Assam/ PCU/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the **PHC**.
16. The **PHC** shall not assign or sub-contract, in whole or in part, his obligations to perform under this Contract, except with the Reporting Officer's written consent. The **PHC** will have to serve the project on full time basis under overall command of State Project Director, ARIAS Society and will be placed in Project Coordination Unit (PCU) of ARIAS Society with a provision of transfer to any Project District. The

resignation/termination shall be as per HR Policy of the ARIAS Society.

(E) REMUNERATION, PAYMENT TERMS& LEAVE

17. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the **PHC** will be determined and mutually agreed, which could be in the range between **Rs. 4.20 lakhs to Rs. 6.18lakhs per year**. The remuneration may be enhanced on an Annual Basis, based on the HR Policy of the ARIAS Society
18. Travelling, Boarding & Lodging expenses for approved official tours outside headquarter will be reimbursed as per HR Policy of ARIAS Society.
19. The remuneration will be given in equal monthly installments and the performance-linked-incentive will be given quarterly based on the performance and achievement against the mutually agreed deliverables by the **PHC**. Taxes as applicable shall be dealt with as per applicable laws.
20. The **PHC** will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted to consultants/staff. However, under exceptional circumstances, SPD may relax this condition.
21. No house rent allowance or any other allowance shall be paid by the PCU. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid, except as agreed with the **PHC** by the SPD, ARIAS Society.

(F) REPORTING AND PERFORMANCE REVIEW

22. The **PHC** will report to the **Post Harvest Management Specialist** under overall command of State Project Director (SPD), ARIAS Society. The quality of service and performance of the **PHC** will be reviewed by the SPD on a quarterly basis and the annual performance review will be done as per the HR Policy of the ARIAS Society. **PHC** will liaise with other team members of the Post-Harvest, Agro Logistics and Supply Chain Management vertical on a regular basis so as to accomplish the given task, timely and in a satisfactory manner.

(G) FACILITIES TO BE PROVIDED TO THE PHCs

23. Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **PHC** will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer stationery/office consumables, and internet access. **PHC** will not be provided with any clerical assistance.

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