



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society (ARIASS)

(An Autonomous Body of the Govt. of Assam)

Project Coordination Unit (PCU) of the World Bank

Financed Assam Agribusiness and Rural Transformation

Project (APART)

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***Draft Terms of Reference (ToR) for Post Harvest Management Expert 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 **one Post Harvest Management Expert** on contractual basis to be based at Project headquarters at Guwahati to work on selected APART commodities in in 24 APART Districts¹.
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; (iii) 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 strengthened negotiation positions, coupled with the added value achieved through primary grading & packing.

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

APART districts: Nagaon, Sonitpur, Barpeta, KarbiAnglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon, Nalbari, Hailakandi, Hojai, Biswanath, West KarbiAnglong, Kamrup Metro, Mankachar, Charaideo, Majuli

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

7. The **PHME** will report to the **SPD, ARIAS Society** and will support the PHM team in rolling out the post-harvest management, agro-logistics and supply chain management activities. In particular the responsibilities of the **PHMEs** include the following:
 - a) Liaise and coordinate with the Post-Harvest Coordinators (PHCs), District Agriculture Marketing Coordinators (DAMCs), District Horticulture Coordinators (DHCs) and other district officials as the case may be for smooth implementation of the project activities at District level.
 - b) Assist the Project in identifying the weak areas with reference to PHM of identified agri-horti commodities and work out possible interventions to mitigate the problems at different steps of the value chain.
 - c) PHME will support the core team in identifying the product-market combinations (PMCs) with great potential for increased price premium, and consecutive pilot planning, implementation and up scaling of redesigned supply chain interventions in the identified PMCs.
 - d) Liaising with national institutes and organizations to identify suitable technologies to improve current post harvest practices at farm level as well as aggregation points.
 - e) **PHMEs** will foster sustainable linkages of project FPOs with processors, large buyers, traders for bulk buying from Common Service Centres established under APART.
 - f) **Liaising and Coordination with international and national agency/institute partners:** The project engaged the services of International agencies/ Consultative Group on International Agricultural Research (CGIAR) centres as well as national partner institutes for technical assistance in various value chains e.g. International Rice Research Institute (IRRI), International Potato Centre (CIP), World Vegetable Centre (WVC), Indian Council of Agricultural Research- Directorate Of Rapeseed - Mustard Research (ICAR-DRMR), WorldFish and International Livestock Research Institute (ILRI). **PHME** shall liaise and coordinate with the international and national agencies in the Project for effectively running and managing the post-harvest management program.
 - g) Develop protocols for handling the agricultural/ horticultural commodities at field as well as Common Service Centre set up by project Farmer Producer Organizations (FPOs) and conduct trials when deemed necessary and assist in development of testing facilities.
 - h) Developing information materials on APART commodities suitable for different stakeholders of the supply chain.
 - i) Capacity building of district level officials, farmers and other stakeholders in better post-harvest management practices.
 - j) Introduce latest low cost and climate resilient primary processing (and secondary processing wherever applicable) machinery & protocols for agri-horti commodities in the CSCs and with agribusiness entrepreneurs for various post-harvest operations, wherever needed;
 - k) Pay regular visits to CSCs, particularly during post-harvest period and provide the managing FPO members technical guidance and coaching on post-harvest management and protocols;
 - l) Ensure that post-harvest activities are carried out in compliance with the Project Environment Management Framework (EMF) and Social Management Framework (SMF) and in a manner that is respectful and sensitive to community needs, gender issues and ensures disaster risk reduction;
 - m) Facilitate the development of innovative and nutritious food products at local level from farm produce for household consumption and marketing;
 - n) Liaise and coordinate with all stakeholders/relevant private sectors participants (e.g. agribusiness entrepreneurs, processors, exporters, banks and other service providers etc.,) who would be potentially interested in the development of post-harvest business propositions in the project area, and also with other similar projects in the state /country.
 - o) The **PHME** will assist the project in planning, scheduling & coordination of activities in the project pertaining to Farm level value addition through post-harvest management.
 - p) Documenting success stories, best practices, innovative models in PHM emerging from project interventions and disseminating these at relevant forums;
 - q) Participate in workshops and learning/exchange forums as needed.
 - r) Any other related task assigned by the SPD, ARIAS Society.

- s) **Travel Requirements:** The **PHME** may be required to undertake field-visits and tours to project sites, concerned central and state ministries, departments and agencies with the approval of the reporting officer.

(C) QUALIFICATIONS, EXPERIENCE, SKILLSET, AND AGE ETC.

8. **Educational Qualifications:** The **PHME** should hold a Master degree/ Post Graduate Diploma (min 2 years duration) in Agriculture/Horticulture/ Post Harvest Technology/ Post Harvest Management/ Food Science/ Food Technology or a closely related field from any Govt. recognized University/Institutions.
9. **Working Experience:** **PHME** must possess minimum **five (5) years** professional experience in Post-Harvest Management of Agriculture/Horticulture commodities, including development of innovative Post Harvest Management practices for different commodities.
10. **Computer Skills & Language:** The **PHME** must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
11. **Language:** Fluency in English & Hindi. Candidates with knowledge of local language will be preferred.
12. **Age:** Age of the candidate should not be more than **40 years as on 1st August, 2020.**

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

13. The tenure of **PHMEs** is intended for the entire duration of APART and co-terminus with the project period of APART. However, continuity of the **PHME** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the SPD, ARIAS Society shall be final and binding in this regard. The contract management shall be done as per the prevailing project rules.
14. The contract with **PHME** 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 or ARIAS Society (PCU). The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Govt. of Assam or ARIAS Society shall not undertake any responsibility for subsequent deployment of the incumbent.
15. The **PHME** shall not assign or sub-contract, *in whole or in part*, his/her obligations to perform under this Contract, except with the reporting officer's prior written consent. The **PHME** will have to serve the assigned office on full time basis under overall command of SPD, ARIAS Society. The resignation/termination shall be as per prevailing project rules.

(E) REMUNERATION, PAYMENT TERMS AND LEAVE ETC.

16. Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated annual Cost to Project (CTP) for the **PHME** will be in the range between **Rs.6.60 lakh to Rs.10.80 lakh** per year. However, in case the selected candidate's current remuneration or CTC with 20% enhancement comes below Rs.6.00 lakh/year, the lower remuneration will be offered. The annual CTP shall be inclusive of remuneration, performance-linked-incentive, communication allowance, health/service related allowance, all taxes, cost of accommodation and food at Guwahati, conveyance to attend office, etc. The CTP may be enhanced on an Annual Basis, based on **PHME's** performance and prevailing project rules.
17. The remuneration will be given in equal monthly installments and the Performance-Linked-Incentive (PLI) will be given quarterly based on the performance and achievement against the mutually agreed deliverables by the **PHME**. Taxes as applicable shall be dealt with as per applicable laws.
18. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per the prevailing project rules.
19. The provisions of leave would be as per prevailing project rules.

20. No house rent allowance or any other allowance shall be paid by the Project. No other payment whatsoever (except reimbursement of official travelling expenses) shall be made, except as agreed with the **PHME** by the Project.

(F) REPORTING AND PERFORMANCE REVIEW

21. The **PHME** will report to the SPD, ARIAS Society on a day-to-day basis. Quarterly/Half yearly/Annual performance review will be done by the Reporting officer.

(G) FACILITIES TO BE PROVIDED TO PHME

The PHME will be given access to all documents, reports, correspondence, contacts and any other information as deemed necessary for smooth accomplishments of tasks assigned. The PHME will be provided with computer, printer, computer/office consumables, and internet access. The PHME however will not be provided with any clerical assistance

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