

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society
(An Autonomous Body of Govt. of Assam)

Project Coordination Unit (PCU) of the World Bank financed Assam
Agribusiness & Rural Transformation Project (APART) Agriculture
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Draft Indicative Terms of Reference (ToR)
For Manager - Funding & Investment facilitation (MFIF) for
Guwahati Biotech Park Incubation Centre (GBPIC)

(A) BACKGROUND AND OBJECTIVES

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank (IBRD: International Bank for Re-construction and Development) for the Assam Agribusiness and Rural Transformation Project (APART). 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”. The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society, an autonomous body of the Govt. of Assam, is the apex coordinating and monitoring agency for the Project.
2. The APART project will achieve the 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 agri supply chain; improved information communication technologies (ICT) based farm information and intelligence services, and alternative marketing channels; and (iii) improving producers’ access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt clusters (production and enterprise) and value chain approach. The project will be implemented in 16 districts¹ (undivided as of 1st April, 2016) of Assam.
3. There four components of APART: **The first component 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 is Facilitating Agro Cluster Development** with subcomponents 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. Under the Subcomponent A2, it is envisaged to set up an Enterprise Development and Promotion Facility (EDPF) for providing incubation services to emerging agri- entrepreneurs. Project has on boarded Centre for Innovation Incubation & Entrepreneurship CIIE.CO (startup incubator established by IIM Ahmedabad) for incubation and acceleration of 100 agri-enterprises. CIIE.CO will provide business development advisory and incubation and business acceleration support to the identified agri-enterprises and facilitate their access to financial services.
5. APART along with Guwahati Biotech Park intends to create an incubation hub which would offer distinct wide range of specialized services such as infrastructure, mentors, training and capacity building, and access to finance, which would immensely benefit the enterprises in the ecosystem. In this context it is being considered to provide support under APART to the Guwahati Biotech Park (GBP) (a registered society under the Science & Technology Department of the GoA.) towards fulfillment of the overall objective the subcomponent-A2. The GBP owns and manages the Guwahati Biotech Park Incubation Center (GBPIC), which is intended for the entrepreneurs interested in creating their own business plan, and cooperates with them to transform an innovative idea into a successful business.
6. The GBP & the GBPIC was set up by the GoA to promote business in biotechnology and allied areas through entrepreneurship development particularly in the North-Eastern region of the country. The major objective of the park is to facilitate faster growth of biotech industry and to accelerate the R&D activities in biotechnology and related fields with effective utilization of the rich natural resources of this region and to educate and utilize local human resources. The incubation labs nurture young entrepreneurs by providing them with ready space. The entrepreneur is thus freed of the burden of investing upfront. The entrepreneurs are able to use the core facilities at GBPIC in the pilot stage of their business plan and validate their scientific ideas. On validation of the concepts these incubatees further go on creating and developing new business and employment opportunities.

¹ Nagaon, Sonitpur, Barpeta, Karbi Anglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon and Nalbari

7. The State Project Director (SPD), ARIAS Society in association with GBP now intends to hire a **Manager - Funding & Investment facilitation (MFIF)** for GBPIC, as per these ToR, to be positioned in the GBPIC.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

8. The **Manager - Funding & Investment facilitation (MFIF)** will report to the **Chief Executive Officer (CEO), Guwahati Biotech Park (GBP)** (*under the overall command of the SPD, ARIAS Society*) and will support the GBP in helping originate investment opportunities in the region, conducting due diligence and developing investment proposals for new investments.,, Contributing to portfolio management of existing investments, providing general support to Guwahati Biotech Park (GBP) on operational matters (budgeting, reporting etc). In particular the responsibilities of the MFIF include the following:
- a) **Manager - Funding & Investment facilitation (MFIF)** will work closely with to identify, negotiate and appraise a portfolio of debt, equity and mezzanine biotech investments. Analyzing biotech startup deal flow and pipeline for investments. This involves deal origination and initial screening and appraisal of new investment opportunities in Biotech sector, carrying out due diligence of investment opportunities
 - b) Provide on-going portfolio management and reporting on portfolio investments, to include: monitoring and evaluation of investment performance against key targets, including the management and reporting of potential business/investment risks as they arise
 - c) To develop and maintain an active pipeline of investment opportunities in the region
 - d) Actively engage with early stage Biotech startups, investors. Hold Investor forums, Startup interactions, actively maintain, visibility of promising startup to attract investments
 - e) Portfolio assessment, facilitate and maintain follow through to monitor startups funding and growth traction
 - f) Facilitate conducting of due diligence work for new investments, and provide support for team on technological, strategic and market analysis
 - g) Develop and adapt innovative approaches for replicable fundraising strategies
 - h) Assist in the selection and development of curriculum, and facilitate training related to accessing finance, financial services, and investment capital for biotech enterprises/ incubatees under the GBP
 - i) To develop grant concept notes and proposal to support business entities interested to benefit from the grant facility and programs such as BIRAC/ BIG etc
 - j) To work closely with CIIE.CO team to equip with CIIE.CO's best practices and incubation and investment processes
 - k) To refine and finalize the Business Plan in consultation with CIIE.CO team and take the inputs from CIIE.CO to refine the plan on a time-to-time basis
 - l) Any other task assigned by the CEO, GBP and/or by the State Project Director, ARIAS Society
 - m) **Travel Requirements:** The **MFIF** may be required to undertake field-visits and tours to incubatees' sites, concerned central and state ministries, departments and agencies with the approval of CEO, GBP.

(C) QUALIFICATIONS, EXPERIENCE, AND AGE ETC.

6. **Educational Qualifications & Working Experience:**

Essential Qualification Master's degree in Commerce/ Business Administration (Finance) from a recognized institute with at least.

Desirable Qualifications: Graduate degree in life sciences / biotech and allies areas from any recognized University/Institution.

The **MFIF** must have at least **seven (7) years** experience; fund raising, finance, or investment promotion, investment analysis, Experience in evaluating agri/food/ biotech projects and identification of investment opportunities and facilitating investment, experience in programs aimed at increasing access to finance and investment for agri/ food/biotech enterprises. If candidate's with above mentioned experience are not available, then the Selection Committee may shortlist candidates with minimum five (5) years of experience as stated above for interviews/ tests at a lower remuneration package and to be decided through mutual agreement with

the candidate

7. **Computer Skills & Language:** The **MIED** must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications. **Language:** Fluency in English & Hindi (*desirable: Knowledge of Assamese and/or Bengali*).
8. **Age:** Age of the candidate should not be more than **45 years as on 1st August, 2021. However, in case of exceptionally talented candidate(s) having requisite qualification & having wide relevant experience, the age limit may be relaxed at the discretion of the SPD, ARIAS Society.**

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

9. The tenure of **MFIF** is intended for the entire duration of the APART project and co-terminus with the project period of APART. However, continuity of the **MFIF** beyond **eleven (11) month** from the date of signing the agreement will depend upon his/her performance. The decision of the CEO and the SPD shall be final and binding in this regard. The contract management shall be done as per the HR Policy of ARIAS Society.
10. The contract with **MFIF** 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/GBP. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The GBP/ARIAS Society or the Govt. of Assam shall not undertake any responsibility for subsequent deployment of the consultant.
11. The **MFIF** shall not assign or sub-contract, *in whole or in part*, his/her obligations to perform under this Contract, except with the CEO's prior written consent. The **MFIF** will have to serve the GBP on full time basis under overall command of the CEO, GBP and the SPD, ARIAS Society and provide services from the GBP at Guwahati. The resignation/termination shall be as per HR Policy of ARIAS Society.

(E) REMUNERATION, PAYMENT TERMS AND LEAVE ETC.

12. Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated annual Cost to Project (CTP) for the **MFIF** will be determined and mutually agreed with the successful candidate, which could be in the range between **Rs.11.40 lakh to Rs.19.20 lakh** per year.
13. 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 **MFIF**. Taxes as applicable shall be dealt with as per applicable laws.
14. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per the HR Policy of ARIAS Society.
15. The provisions of leave would be as per HR Policy of ARIAS Society.
16. 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 **MFIF** by the SPD, ARIAS Society.

(E) REPORTING AND PERFORMANCE REVIEW

17. The **MFIF** will report to the CEO, GBP on a day-to-day basis (*under overall command of the SPD, ARIAS Society*). Quarterly/Annual performance review will be done as per HR Policy of the ARIAS Society.

(F) FACILITIES TO BE PROVIDED TO MFIF

18. The **MIED** will be given access to all documents, reports, correspondence, contacts available with the GBP and any other information as deemed necessary for smooth accomplishments of tasks assigned. The **MFIF** will be provided with one office cubicle/workstation in the GBP along with computer, printer, computer/office consumables, and internet access. *The MFIF 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.
