

**Draft Indicative Terms of Reference (ToR) Agribusiness Appraisal Experts (AAEs) (Individual Consultant) to be placed with District Level Coordination Committee (DLCC) in the office of DC, Kokrajhar 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 implementation of the 'Assam Agribusiness and Rural Transformation Project (APART)'. The ARIAS Society is the apex coordinating & monitoring agency for APART. More details about the project may be seen in the website of the ARIAS Society viz. [www.arias.in](http://www.arias.in). The Project interventions are spread across 17 (undivided as on 1<sup>st</sup> April 2016) districts of Assam<sup>1</sup>. Eight line Departments of the Govt of Assam and National Dairy Development Board (NDDB) are involved in the Project. For smooth functioning of the Project, Core Project Implementation Units (CPIUs) have been notified at Administrative Department level and Operational Project Implementation Units (OPIUs) have been notified at Directorate/ Commissionerate/ Agency level. District Level Coordination Committees (DLCCs), headed by the Deputy Commissioners have been notified at the District level for monitoring of the Project activities. To support the DLCC, a Project Management Unit (PMU) is being set up at the office of the Deputy Commissioner, Kokrajhar. ARIAS Society now seeks to hire the services of **three Agribusiness Appraisal Experts (AAE)** to support the DLCC, Kokrajhar and to be positioned in the PMU, office of the DC, Kokrajhar.
2. The development objective of APART is *"add value and improve resilience of selected agricultural 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 stewardship council. **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. **The 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

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

(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 better able to respond to market opportunities and climate variability.

**(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE**

5. The Agribusiness Appraisal Experts (AAEs) will report to the DC, Kokrajhar and provide assistance in appraisal of business plans/ proposals/ DPRs submitted by the Farmer Producer Companies (FPCs) for setting up Common Service Centres (CSCs) and by Industry Associations (IAs) for setting up Common Facility Centres (CFCs) under APART. The key job responsibilities include but not limited to the following:
- a) To provide feedback for improvement of the business plans/ proposals so as to make them more viable & feasible so that the business plans/ proposals are more investment ready.
  - b) To maintain, close coordination with the District Industries and Commerce Centre (DICC)- the implementing agency for the Common Facility Centre (CFC)/ Industry Association scheme at District level. He/ she will also work closely with the concerned experts/ specialists at the Project Coordination Unit (PCU) of ARIAS Society. Also, to work closely with the District team of Cluster Development Technical Agency (CDTA).
  - c) To maintain close coordination with District ATMAs & other District Departmental Offices, the ground level implementing agencies for the FPC Program under APART. Also, to work closely with the District team of FPC-CSC Consulting Agency.
  - d) To work closely with the international organizations/ knowledge partners engaged by the Project for technical assistance in respective value chains as applicable, depending upon the type of proposals/ business plans/ DPRs received. These include (i) International Rice Research Institute (IRRI), Philippines (ii) International Potato Centre (CIP), Peru (iii) World Vegetable Centre, Taiwan (iv) International Livestock Research Institute (ILRI), Kenya (v) International Centre for Living Aquatic Resources Management (ICLARM) or WorldFish, Malaysia (vi) Indian Council of Agricultural Research (ICAR)-National Research Centre (NRC) on Pig, Guwahati and (vii) ICAR-Directorate of Rapeseed & Mustard Research (DRMR), Bharatpur.
  - e) To keep a track of the progress made in setting up and operationalization of the Common Facility Centres (CFCs) in the District, after approval i.e. procurement, commissioning, functioning etc vis-à-vis the approved business plan/ proposal.
  - f) Liaison with banks and other financial institutions for credit support to IAs for CFCs based on the business plans/ proposals and ensuring smooth & expeditious flow of bank credit to beneficiary IAs/ Special Purpose Vehicles (SPVs) formed for the purpose. Encouraging IAs for timely repayment. Also, closely working with select banks for availing loans & other services at attractive terms compared to other banks. Working towards signing of agreements with banks for customized services to APART IAs/SPVs.
  - g) Evaluation, appraisal and in-depth financial analysis of the business plans submitted by the IAs to the Project for setting up of Common Facility Centres (CFCs) with the grant support of the Project.
  - h) Testing and establishing the economic and financial viability and feasibility of business plans/ proposals submitted by IAs for setting up Common Facility Centres (CSCs) with the Project's funding support.
  - i) Documentation of success stories, innovative agribusiness models emerging out of the CFC initiative under APART and disseminating at various forums like APART Newsletters, magazines, social media, print & other electronic media.
  - j) Representing the Project at various forums like meetings, seminar, symposia & other events, as needed.
  - k) Any other related task assigned by the Reporting Officer.

**(C) MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE, AGE ETC.**

6. **Educational Qualification:** Master degree/ Post Graduate Diploma (minimum two years duration) in Finance/Business Administration/ International Business/ Economics or a closely related field.
7. **Working Experience:** At least **seven (7)** years of experience in Project appraisal, evaluation, business plan preparation, financial analysis etc.  
**Note:** In case, sufficient candidates with 7 (Seven) years of experience in the fields cited above is not available, the interview panel may allow candidates having at least 5 (five) years of experience to appear before the Interview Panel. However, in case found suitable, they will be selected at a lesser remuneration.
8. **Computer skills:** Proficiency in Microsoft Office software including in MS Word, MS Excel, MS Power Point and Internet, email etc.
9. **Language:** High level of proficiency in English. Working knowledge of Assamese/ Bodo/ Hindi is desirable
10. **Age:** The candidate shall not be of more than **45** years of age as on **1<sup>st</sup> July'2021**. *However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed;*

**(D) DURATION OF THE CONTRACT, NOTICE PERIOD ETC**

11. The contract period with **AAE** is intended for entire duration of the APART i.e. upto 2024 and co-terminus with the project period of APART. However, continuity of the **AAE** beyond 11 months from the date of signing agreement will depend upon his/her performance and the Project requirements. The decision of SPD will be final & binding in this regard.
12. The contract with **AAE** 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 ARIAS Society/ Govt. of Assam/ Govt. of India/ World Bank. The assignment is purely contractual in nature and will not, under any circumstance, be extended beyond the closing date of APART. The ARIAS Society or the Government of Assam or the Government of India or the World Bank will not undertake any responsibility for subsequent deployment of the consultant.
13. The **AAE** shall not assign or sub-contract, in whole or in part, his obligations to perform under this Contract, except with the reporting officer's prior written consent. The **AAE** will have to serve the Project on full time basis and provide services from the PMU, office of the DC, Kokrajhar. The resignation/termination shall be as per HR Policy of the ARIAS Society.

**(E) REMUNERATION, PAYMENT TERMS & LEAVE**

14. Depending on the qualifications, experience, competency and also the remuneration/ CTC of the last assignment, the consolidated fixed annual Cost to Project (CTP) of the **AAE** will be determined and mutually agreed with the successful candidates, which would be in the range between Rs.11.40 lakh to Rs.19.80 lakh per year. The agreed annual CTP shall be inclusive of remuneration, performance-linked-incentive, communication allowance, health/ service related allowance, all taxes, cost of accommodation and food at Kokrajhar, conveyance to attend the office, etc.  
*However, if sufficient candidates with 7 (seven) years of experience is not available, the interview panel may allow candidates having at least 5 (five) years of experience to appear before the Interview Panel and in case found suitable, the candidate(s) will be selected at a mutually agreed lesser CTP.*
15. The remuneration part of the CTP including communication and medical allowance will be given in equal monthly installments and the Performance-Linked-Incentive (PLI) will be given on quarterly basis, based on the performance and achievement against the mutually agreed deliverables by the **AAE**. Taxes as applicable shall be dealt with as per applicable laws. The remuneration may be enhanced on an Annual Basis, based on the HR Policy of the ARIAS Society.

16. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Kokrajhar will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement. For travel outside the State, the Travelling, Boarding & Lodging expenses will be reimbursed as per the HR Policy of the ARIAS Society and as provided in the contract agreement.
17. The provisions of leave shall be as per HR Policy of ARIAS Society.

**(F) REPORTING AND PERFORMANCE REVIEW**

18. The AAE will report to the DC, Kokrajhar. The quality of service and performance of the AAE will be reviewed on a quarterly basis and the annual performance review will be done as per the HR Policy of the ARIAS Society and a report on the same will be submitted by DC to Principal Secretary, BTC.

**(G) FACILITIES/ DOCUMENTS TO BE PROVIDED**

21. Access to all the required documents, correspondence, and any other information associated with the project, as deemed necessary.
22. Will be provided with one office desk in the PMU, Office of the DC, Kokrajhar along with computer, printer, computer/office consumables, and internet access.

**Notes:**

1. *This is a draft ToR and the Project reserves the right to modify the ToR, including increasing or reducing the number of positions or scrapping all the positions any time before the recruitment process is completed.*
2. *ARIAS Society is an equal opportunity employer and strongly encourages women candidates to apply.*

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