

**Draft Indicative Terms of Reference (ToR) Procurement Management Expert (PME) (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 two Procurement Management Experts (PMEs) to support the DLCC, Kokrajhar and to be positioned in the 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

---

<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 PME will report to the DC, Kokrajhar and provide assistance in procurement and contract management related matters to the DLCC, Kokrajhar. The key job responsibilities include but not limited to the following:
  - a. Assist in development of procurement plans at the district level, implementation schedules and contract supervision plans including contract performance evaluation criteria with respect to APART procurements done at the District level i.e. seeds & other inputs, machines, fish feed & other fishery related inputs by fishery groups etc.
  - b. Work closely with District Departmental offices and ensure that beneficiary selection for various activities is done as per the criteria defined in the Project Implementation Plan (PIP).
  - c. Supporting the Farmer Producer Companies (FPCs) in the district on community procurements for Common Service Centres (CSCs), Custom Hiring Centres (CHCs) and agricultural inputs as per APART Community Procurement Guidelines & FPC Operational Guidelines. Ensuring that there are no deviations from these guidelines and in special cases, where deviations are required, prior approval of the competent authority is obtained.
  - d. Supporting the Industry Association (IA) formed in the District through the Cluster Development Technical Agency (CDTA) under APART on procurements related to setting up and operationalization of Common Facility Centres (CFCs) as per Community Procurement Guidelines of APART. Ensuring that there are no deviations from these guidelines and in special cases, where deviations are required, prior approval of the competent authority is obtained.
  - e. Making random visits to market, warehouse, road development sites under the Project in the District and ensure that the civil works are being implemented as per the signed contract agreement/ DPR and deviations are brought to the notice of the concerned district level authority.
  - f. Maintaining a close liaison with the Krishi Vigyan Kendra (KVK) & Regional Agricultural Research Station (RARS) in the district and ensuring that need based technical expertise of management and maintenance of the CSC and CHC is available to the FPCs from the KVK/ RARS.
  - g. Providing support to the District teams in preparation of Invitation for Bid/ Bidding Document/ Requests for Expression of Interest (REOI)/ Request for Quotations (RFQ) document/ Minutes of procurement committee meetings etc
  - h. Helping the district teams in preparing Bid Evaluation Report/ Technical Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, taking into account applicable policies, procedures, guidelines/ best practices;
  - i. Give assistance to the district teams in reviewing invoices/ requests for payment submitted for accuracy and process for payment, ensuring that all payment to suppliers/ vendors are processed on a timely basis;
  - j. Identify operational gaps in contract administration procedures and recommend improvements to existing processes, best practices, tools, and systems to achieve operational efficiency and also carrying routine review of procurement documentation to ensure quality of supporting documents and compliance with established standards;

- k. Assist during Post Procurement Audit by the World Bank/ Consultants engaged for the task and ensure that any issues and/ or deviations from World Bank procurement policies and procedures are highlighted to the Procurement & Contract Management Specialist of APART for necessary action/ resolution;
- l. Assist in preparing/ updating the procurement plan (through latest procurement tool of the World Bank, viz., 'STEP': Systematic Tracking of Exchanges in Procurement) and schedule for the project, in consultation with the Procurement & Contract Management Specialist (PCMS) at Project HQ, by taking care to ensure optimum competition, economy and efficiency and priority of items;
- m. Need based support in e-procurements at the district level;
- n. Training and capacity building of the District staff on procurement and contract management
- o. Documentation of success stories, innovative models in procurement including community procurements by FPCs, Industry Associations and disseminating at relevant forums as appropriate.
- p. The PME will be required to take up field visits to Project sites with the permission of reporting officer. Occasional out of District/ out of State visits may be required as directed.
- a) Any other related task assigned by the reporting officer.

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

- 6. **Educational Qualification:** At least a Post Graduate from any Govt. recognized University in any subject.
- 7. **Working Experience:** At least **7 (seven) years** of experience in supporting procurement related functions in any project aided or financed by World Bank/ ADB or similar multilateral/ bilateral institutions or state/ national level projects under the Govt. of India; or experience in supporting the procurement section in a large Public/ Private sector Organization. Knowledge and understanding of the Procurement guidelines & procedures of the World Bank/ADB/ Govt. of India or similar institutions will be advantage.  
**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 **PME** 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 **PME** 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 **PME** 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 **PME** 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 **PME** 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 **PME** 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 **PME**. 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 and 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 **PME** will report to the DC, Kokrajhar. The quality of service and performance of the **PME** 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.***

\*\*\*\*\*