

**Draft Indicative Terms of Reference (ToR) for engagement of Seed Certification Assistants to be positioned in the offices of the Deputy Director of ASSCA of concerned district under 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 is the apex coordinating and monitoring agency at state level for the Project. ARIAS Society in association with Assam Agricultural University (one of the implementing agencies of the Project) & Assam State Seed Certification Agency (ASSCA) now intends to hire **six Seed Certification Assistants** on contractual basis. **The incumbents will be positioned at district offices of the concerned Deputy Director of ASSCA.**
2. The development objective of APART is “*add value and improve resilience in 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 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 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 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 (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.
5. The objective of sub-component C-1 of APART is to support sustainable increase in production and productivity of the priority value chains, and promote the adoption of climate resilient solutions. This would be achieved by geographically targeted approach for the integrated development of these value chains and will make key investments in the production clusters of prioritized value chains. Rice is a focus value chain under APART and a large number of interventions in the rice value chain are being implemented by the Assam Agricultural University (Krishi Vigyan Kendra and Research Stations) and Directorate of Agriculture (District Agricultural Technology Management Agencies) with the technical support of International Rice

Research Institute (IRRI).

6. Good quality seed is the basis of a good crop and good yields. Strengthening seed systems is an important activity in the rice value chain. In order to reduce dependence on supplied seeds particularly from private sector and also looking at the issues faced by AAU in timely procurement of quality paddy seeds, in consultation with World Bank it has been decided that the paddy seeds for APART requirements will be produced by AAU through the Farmer Producer Companies (FPCs) using its network of its KVKs and Research Stations.
7. In order to get such a large quantity of paddy seeds certified by the Assam State Seed Certification Agency (ASSCA), the Agency would require six Seed Certification Assistants at the District level. Accordingly, ARIAS Society now wishes to recruit six Seed Certification Assistants.

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

8. The scope of position for Seed Certification Assistant mainly involves supporting the Assistant Seed Certification Officers (ASCOs) in certification of paddy seeds produced by AAU for APART requirements.
9. *The key job responsibilities of Seed Certification Assistant include*
  - a. The Seed Certification Assistant will collect the application form from the seed growers/FPCs of concerned district
  - b. The Seed Certification Assistant will collect the documents regarding source of seeds etc. from the seed growers/FPCs for verification by the concerned ASCO.
  - c. The Seed Certification Assistant will visit the field of registered growers/FPCs along with concerned ASCO at different stages of the crop.
  - d. The Seed Certification Assistant will carry out post harvest supervision along with the concerned ASCO.
  - e. The Seed Certification Assistant will monitor the harvested paddy stock to be certified in a regular way.
  - f. The Seed Certification Assistant will assist the ASCOs during seed sample collection from the registered growers/FPC.
  - g. The Seed Certification Assistant will assist the ASCOs during tagging and bagging of seeds etc. during certification.
  - h. Any other task assigned by the reporting officer.
  - i. Travel Requirements: The Seed Certification Assistant will take up to AAU's paddy seed production sites under APART. Occasional out of state visits may also be required as directed.

**(C) QUALIFICATIONS, EXPERIENCE, AGE ETC**

10. **Educational Qualification:** Bachelors in Agriculture.
11. **Working Experience:** While freshers may apply, 1-2 years of experience in seed related activities is preferred.
12. **Computer Skills:** Must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
13. **Language:** Fluency in English and Hindi & Assamese. Knowledge of other local languages will be added advantage.
14. **Age:** Age of the candidate should not be more than **35** years as on **1st Jan. 2021**.

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

15. The tenure of the Seed Certification Assistant is intended for entire duration of the project and co-terminus with the project i.e. September 2024. However, continuity of the Seed Certification Assistant beyond **eleven (11) months** from the date of signing the agreement and joining the position, will depend upon his/her performance. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date, without thereby incurring any liability to the GoA/AAU/ARIAS Society/ASSCA etc. The contract with Seed Certification Assistant 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 GoA/AAU/ARIAS Society/ASSCA. Further, GoA/AAU/ARIAS Society/ASSCA shall not undertake any responsibility for subsequent deployment of the Consultant.
16. The Seed Certification Assistant shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The Seed Certification Assistant will have to serve the project on full time basis. He/she will provide services from to the concerned Assistant Seed Cortication Officer(ASCO) at the concerned District office.

#### **(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 remuneration of the Seed Certification Assistant will be determined and mutually agreed, which could be in the range of **Rs. 3.60 lakhs to Rs. 4.8 lakhs per year**. *Higher start may be considered for exceptionally talented candidates. However, decision of SPD shall be final and binding in this regard.* This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc.
18. Travelling, Boarding & Lodging expenses for approved official tours outside HQ will be reimbursed as per prevailing Project rules.
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 Seed Certification Assistant. Taxes as applicable shall be dealt with as per applicable laws.
20. The provisions of leave would be as per prevailing Project rules.

#### **(F)REPORTING AND PERFORMANCE REVIEW**

21. The Seed Certification Assistant will report to the concerned Assistant Seed Certification Officer. The performance of the Seed Certification Assistant will be reviewed accordingly on quarterly basis.

#### **(G) FACILITIES TO BE PROVIDED**

22. Access to all the required documents, correspondence, and any other information associated with the project, as deemed necessary and shared office space at the concerned Zonal Office of the Assam State Seed Certification Agency, along with necessary facilities like computer, printer, scanner, internet connectivity etc.

#### **Notes:**

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

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