

ARIAS SOCIETY
Assam Rural Infrastructure and Agricultural Services Society
(An Autonomous Body under Govt. of Assam)
Project Coordination Unit (PCU) of the World Bank Financed
Assam Agribusiness and Rural Transformation Project (APART)
Agriculture complex, Khanapara, G.S.Road, Guwahati-781022 (Assam, India)

**Draft Terms of Reference (ToR) for Project Management Executive (PME) in the Operational Project
Implementation Units (OPIUs) of APART at Guwahati under APART**

(A) BACKGROUND & OBJECTIVES OF THE PROJECT

1. The Government of Assam (GPME) through Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART. The project involves eight Administrative Departments and 15 agencies (including Directorates/Commissionerate) of the Govt. of Assam. For smooth implementation of the Project, Core Project Implementation Units (CPIUs) have been set up in the concerned Administrative Departments while Operational Project Implementation Units (OPIUs) have been set up in Directorates/Commissionerates/ Agencies. Department of Industries and Commerce is one of the major implementing Departments in APART. ARIAS Society in association with OPIUs now intends to apply a portion of the loan for engagement of **Project Management Executive (PMEs)** for APART to be placed in the offices of OPIUs at Guwahati.
2. The Project Development Objective 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 of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment Fund (AIF) (iv) establishing stewardship councils. The second **Component- B** is Facilitating Agro Cluster Development with sub-components 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 (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.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

5. The scope of the assignment includes overall orderly management of office of the OPIUs. The broad objective of the assignment includes ensuring that the day to day activities of the office of OPIUs are conducted smoothly including record keeping, logistical arrangements for meetings, events etc.
6. *The key job responsibilities of the **PME** include:*

- a. The **PME** will be organizing day-to-day schedule of the concerned OPIU office. He/She will accurately pass all incoming information to relevant staff as well as coordination between Head of OPIU, Nodal Officer/Alternate Nodal Officer and other members of OPIUs.
- b. The **PME** should be able to implement a suitable and optimum process framework for execution, delivery, and support the project objectives.
- c. The **PME** should possess great communication as well as interpersonal skills.
- d. The **PME** should be a relentless learner and should have the passion to pick up recent technologies.
- e. The **PME** should ensure confidentiality, database management of all incoming and outgoing important official documentation for the OPIUs;
- f. The **PME** should ensure effective mail management: receiving and sending (letters, faxes, e-mail), taking prints of mails and putting up in relevant files in consultation with and as authorized by Nodal Officer/Alternate Nodal Officer and other members/head of OPIU
- g. The **PME** should be well versed with Power Point Presentation, V-lookup, Pivot Table, Dashboard, etc and any other computer applications which will be essential for day to day activities.
- h. The **PME** will ensure support towards efficient logistical arrangements for all meetings, seminars, conferences and training sessions organized by the OPIU and extending need based support to PCU, ARIAS Society for the events organized by ARIAS Society. The PME will also draft the necessary minutes of meeting/ record notes from handwritten notes etc;
- i. The **PME** will keep a proper check on the stocks and office supplies, stationery etc to OPIU members and alerting the Nodal Officer/Alternate Nodal Officer/ Procurement staff for replenishment of stock before it lasts;
- j. The **PME** will perform any other related tasks as determined by Head of OPIU/Nodal Officer/ Alternate Nodal Officer and other members of the OPIUs.

(C) ESSENTIAL QUALIFICATIONS & EXPERIENCE

7. **Educational Qualification:** The **PME should** possess atleast a Graduate degree (minimum three years duration)in any field from recognized University/Institution.
8. **Working Experience:** The **PME** must have at least **five (5) years hand on experience in project management activities in any World Bank Project or public/ private sector organization.**
9. **Computer Skills:** Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point etc.) including email.
10. **Language:** Good knowledge of written and spoken Assamese, English, Bodo & Hindi will be added advantage.
11. **Age:** Age of the candidate should not be more than **35 years** as on **1st July, 2021.**

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

12. The tenure of **PME** is intended for entire duration of the project i.e. **upto 2024** and co-terminus with the project period of APART. However, continuity of the **PME** beyond **eleventh (11) months** from the date of signing the agreement will depend upon his/her performance.
13. 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 Directorate/ Department/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Department/ Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of **PME**.

14. The **PME** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **PME** will have to serve the project on full time basis. He/she will provide services from the Office of the OPIU.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

15. The consolidated fixed remuneration of the **PME** shall be within the range of **Rs. 4.20 lakhs to Rs. 6.60 lakhs** per year depending on the interview. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc.
16. Travelling, Barding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.
17. The provisions of leave would be as per the HR Policy of ARIAS Society.

(F) REPORTING & PERFORMANCE REVIEW

18. **PME will** report to the Nodal officer, OPIU. In the absence of Nodal Officer, PME will report to the Alternate Nodal Officer. The performance of the PME will be evaluated by Nodal Officer and a consolidated quarterly report shall be submitted to the ARIAS Society through Head of OPIU for further processing.

(G) FACILITIES TO BE PROVIDED TO PME

19. Access to require documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **PME** will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer/office consumables, and internet access.

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