

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body under Govt. of Assam)

Project Coordination Unit (PCU)

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

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Proposed Assam Agribusiness and Rural Transformation Project (APART): Draft Terms of Reference (ToR) for hiring of Assistant Civil Engineers (ACE)

Project background:

1. The Government of Assam (GoA) through Government of India (GoI) has applied for a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society, the coordinating & monitoring agency for the project, now intends to apply a portion of this loan for hiring of two **Assistant Civil Engineers hereinafter called 'ACE'** purely on contractual basis to be placed in ARIAS Society, Agriculture Campus, Khanapara, Guwahati, Assam. Depending on the requirement the number of positions may be increased.
2. The development objective of APART is "increasing value-added and improve resilience of selected agricultural value chains, focusing on small holder farmers and agro-entrepreneurs in targeted districts of Assam".
3. There are four components to the APART. **The first component 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 (iv) establishing stewardship councils. **The second component is Facilitate Agro Cluster Development** with sub-components being- (i) support establishment of 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 proposed PDO by: (i) enabling investments in agri-enterprises, improving the investment environment and investment promotion, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, pushing for process, regulatory changes; (ii) facilitating the growth of agri enterprise clusters to increase competitiveness, revenue and employment growth; and supporting development of modern supply chains; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability.
5. The construction activities in project districts of APART will include - construction of agricultural markets, renovation of warehouses of Assam State Warehousing Corporation (ASWC); renovation of District Industries & Commerce Centres (DICC)s; need-based renovation/refurbishment of the office buildings of Project Coordination Unit (PCU) of ARIAS Society, Operational Project Implementation Units (O-PIUs) of implementing agencies, District Agricultural Technology Management Agency (ATMA), Block Resource Centres (BRCs); rehabilitation of access roads; construction of Common Services Centres (CSCs) for aggregation, primary processing, group sales of agricultural output, distribution sale of agricultural inputs to Farmer Producer Organization (FPO) farmer members; construction of Common Facility Centres (CFCs) in enterprise clusters. These works will be executed by the PWRD/concerned line departments.
6. In view of the envisaged civil works, it is intended to hire the services of two **ACEs** initially to support the PCU for review, monitoring, coordination etc. of the civil works to be taken up.

Scope of Position

7. The **ACE**, under the supervision of an Executive Engineer, will *inter alia* support the PCU in reviewing the Detailed Project Reports (DPRs), Drawings, structural designs, monitoring, field verification, documentation, ensuring compliance to the technical requirements related to civil works planned under the APART, contract management, etc.

8. **Essential Qualifications, Experience and Skill Set**

- a. **Educational Qualification:** At least a Bachelors Degree in Civil Engineering from a recognized institute/University (Degrees obtained through distance education shall not be accepted).
- b. **Working Experience:** At least 5 years of professional experience in Civil Engineering including in engineering design and field execution of civil works of varied nature. *(However, in case of insufficient applications from candidates having 5 years experience, the ARIAS Society reserves the right to relax the experience requirement criteria up to 3 years, but with a reduced remuneration package).*
- c. **Computer Skills:** The ACE must have adequate knowledge and experience of working with AutoCad and other similar engineering applications, MS Word/Excel/Power Point/Project and Internet based applications.
- d. **Language:** Working knowledge of Hindi and high level of fluency in English.

9. **Desirable Qualifications, Experience, Skills etc:**

- a. Candidates having Post Graduate Degree in Civil Engineering will be given preference
- b. Candidates having experience of working in externally aided projects or public sector agencies will be given preference;
- c. Knowledge of Assamese/Bengali is desirable, but not essential;
- d. Good social, analytical and planning skills is desirable; the candidate must demonstrate initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.

10. **Age:** Age of the candidate should not be more than 40 years as on 1st January, 2017.

11. **Key Job Responsibilities** : *The ACE will support the Executive Engineer and PCU, ARIAS Society in -*

- (i) Review the design, drawings, DPRs etc prepared by the architecture/consultancy firm hired by the project including those submitted by the line departments to the PCU for approval.
- (ii) Preparing/reviewing BOQ (Bill of Quantities) and Bidding Documents relating to civil works to be taken up in the project;
- (iii) Evaluation of the bids as per the Bidding Documents, supporting the evaluation/approval committee formed for the purpose, taking the minutes etc.
- (iv) Carrying out field visits for reviewing the progress of works, verification of the construction/renovation works for compliance with specified technical standards, approved drawings & designs etc. and submit inspection reports to the SPD/EE.
- (v) To ensure that the civil work activities of the APART are progressing as per the Procurement Plan/Annual Work Plans/relevant Contract Agreements and take all possible measures to keep the progress of the work on time and as per plan.
- (vi) Verification of the Contractor's bills/vouchers submitted by the contractors and endorsing the same for release of payments.
- (vii) Any other task as & when assigned by the State Project Director (SPD), ARIAS Society.
- (viii) **Travel Requirements:** The ACE will be required to undertake frequent field-visits and tours as per the project requirements, with prior approval of the SPD, ARIAS Society.

Duration of assignment & tenure etc:

12. The contract period of the ACE is intended for entire duration of the APART. However, continuity of ACE beyond initial one (1) year will depend upon his/her performance. The Resignation/Termination shall be as per the HR Policy of the ARIAS Society.

Remuneration and payment terms:

13. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the ACE will be determined and mutually agreed, which could be in the range of **Rs. 6.60 lakh to Rs. 10.80 lakh per year**. *However for outstanding candidates the range may be extended to some extent*. This remuneration shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at Guwahati, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis, based on the HR Policy of the ARIAS Society.
14. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
15. The ACE will be eligible for a paid Leave of 12 working days per year, excluding two restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances, SPD may relax this condition.

Facilities to be provided by the client: The PCU, ARIAS Society will -

16. Give access to all the required documents, correspondence, and any other information available, associated with the project and as deemed necessary.
17. Provide one cubicle along with computer, printer, office consumables, and internet access. In addition, one laptop computer, along with Internet Data Card (maximum 4 GB per month) may also be provided depending on the intensity of the service, as determined by SPD.
18. Provide conveyance arrangements for official travel within Guwahati city on pool basis, whenever available and also for field visits approved by the SPD. The ACE will have to arrange his/her own conveyance facility for attending the office.

Reporting & Review:

19. The ACE will report to the Executive Engineer and the State Project Director (SPD), ARIAS Society. Performance of the ACE will be reviewed jointly by the Executive Engineer and the State Project Director.

Enclosure: Format of CV

FORMAT FOR SUBMISSION OF CV

1. **Full Name** (In Block Letters):
2. **Gender:**
3. **Nationality** (attach a copy of evidence):
4. **Permanent Postal Address** (attach a copy of evidence):
5. **Police Station:**
6. **Current Address:**
7. **Telephone/ Cell No.:**
8. **Email address:**
9. **Passport No.** (If available) (attach a copy of evidence):
10. **Date of Birth** (attach a copy of evidence):
11. **Current Designation:**
12. **Current Employer's Full Address with contact email and phone number:**
13. **Educational qualification** (attach a copies of evidences):

Paste self attested Recent Passport Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

14. **Training details relevant to the position applied** (attach a copy of evidence):

Sl.	Training Field	Period of Training
1.		
2.		
3.		

15. **Total Professional Experience (in years):**
16. **Experience (in years) in field supervision of Civil Engineering works:**
17. **Languages known:**
18. **Computer proficiency:**
19. **Do you have any criminal or corruption charges pending against you?** (If yes furnish details)
20. **Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law?** (If yes furnish details)
21. **Have you ever been discharged or forced to resign from any position?** (If yes furnish details)
22. **Employment Record (Starting from the latest):**

From:	To:
Employer:	
Position Held:	
Monthly Remuneration (attach copy of the latest salary/remuneration certificate):	
Summary of services provided:	

Add boxes as required

23. **Works/Activities undertaken that best illustrates the experiences in similar position(s) applied for** (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

Name of assignment or project: Year: Employer: Main Features of the project: Positions held: Activities performed:	
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Add boxes as required

<p>Declaration: I certify that the statements made by me in this CV are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ARIAS Society to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ARIAS Society would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p>

Signature of the Candidate

Attach self attested certificates/testimonials.

IMPORTANT Note: Candidates shall provide CV (not more than 8 pages) strictly as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. **The complete CV along with certificates/testimonials shall not be more than 20 (twenty) pages or else CV may not be considered.**