

# **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)**

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## **Draft Indicative Terms of Reference (ToR)** **Cluster Development Specialist (CDS)**

### **(A) BACKGROUND & OBJECTIVES OF THE PROJECT**

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 project would be implemented by eight line Departments of the Government of Assam including Department of Industries and Commerce along with its Commissionerate. The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society in association with Commissionerate of Industries and Commerce now intends to apply a portion of this loan for engagement of a **Cluster Development Specialist (CDS)** on contractual basis to be positioned at the Commissionerate of Industries and Commerce, Bamunimaidam, Guwahati.
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 the State of Assam”.
3. There are four components to the project: **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 (AIF) (iv) establishing stewardship councils. **The second component 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 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) 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 a cluster approach both in terms of production (production clusters) and processing (enterprise clusters).

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

5. The **Cluster Development Specialist (CDS)** will *inter alia* assist the project in devising a suitable agri (processing) enterprise cluster development strategy and to reinforce the project’s efforts in implementation of agri enterprise cluster focused interventions. The professional contracted will work on building cluster competitiveness to frame synergies and innovative, collaborative project interventions across agri and allied commodity sectors. CDS will be responsible for identifying ways in which project could add value to the agri enterprise cluster development strategy, and to lead the design of agri enterprise cluster development programs in the project.
6. **The key roles of CDS include the following:**
  - a. CDS will assist the Commissionerate of Industries and Commerce in developing a cluster-based strategy for agri enterprise support services.
  - b. CDS will determine critical gaps in technology, product quality, common facilities, skills, availability of raw material, and marketing support in the selected clusters.
  - c. The CDS will assist in developing District Agro Industrial Cluster Development Plan for the project Districts.
  - d. The CDS will develop interventions for addressing critical gaps, strengthening stakeholder outreach and

- promoting appropriate stakeholder institutions at the cluster level.
- e. **CDS** will conceptualize the activities of the agri enterprise clusters and planning for their implementation through road maps and action plans.
  - f. **CDS** will work in close liaison with Cluster Development Technical Agency (CDTA)/ Industry Association Service Provider hired under the project and Enterprise Clusters Specialist in the PCU of ARIAS Society
  - g. Any other task assigned by the Commissioner of Industries and Commerce.
  - h. **Travel Requirements:** The **CDS** will be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD and Commissioner of Industries and Commerce

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

6. **Educational Qualification:** Master degree/ Post Graduate Diploma (minimum two years duration) in Agribusiness/ Agribusiness Management/ Agricultural Economics/ Agricultural Extension/ Agribusiness Economics/ Rural Management/ Rural Development/Development Studies/Development Economics/ Business Entrepreneurship/ Entrepreneurship Management/ Food Processing/ Food Science & Technology/ Post Harvest Management/ Post Harvest Technology or a closely related field from any Govt. recognized University/Institutions.
8. **Working Experience:** **CDS** must have at least seven years of professional experience related to enterprise development or cluster-based interventions.
9. **Computer Skills:** **CDS** must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
10. **Language:** Fluency in English and Hindi
11. **Desirable Qualifications, Experience, Skills etc:**
  - a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respect strict deadlines and multi tasking
  - b. Experience in promoting agri-enterprise clusters.
  - c. An understanding and experience in the use of innovative technologies in promoting enterprise clusters
  - d. Knowledge of Assamese and/or Bengali
  - e. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.
12. **Age:** Age of the candidate should not be more than 45 years as on 1<sup>st</sup> October, 2017.

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

13. The tenure of **CDS** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the **CDS** beyond one (1) year from the date of signing the agreement will depend upon his/her performance.
14. The contract with **CDS** 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 Govt. of Assam/ PCU/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant.
15. The **CDS** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **CDS** will have to serve the project on full time basis. He/she will provide services from the Commissionerate of Industries and Commerce, Bamunimaidam, Guwahati

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

16. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the **CDS** will be determined and mutually agreed, which could be in the range of **Rs. 11.40 lakh to Rs. 25.80 lakh per year**. This annual rate 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 may be enhanced on an annual basis, as per the prevailing project rules.

*If suitable candidates with above mentioned experience are not available, then candidates with minimum 05 years of experience in related to enterprise development or cluster based interventions may be considered for interviews/ tests **at a lower remuneration package** to be decided through mutual agreement with the candidate*

17. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.
18. 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 CDS. Taxes as applicable shall be dealt with as per applicable laws
19. The provisions of leave would be as per prevailing project rules.

**(F) REPORTING AND PERFORMANCE REVIEW**

20. The CDS will report to the Commissioner, Industries & Commerce. The performance of the CDS will be reviewed by the Commissioner, Industries & Commerce and a consolidated quarterly report shall be submitted to the ARIAS Society for placing before the Chairman, GB, ARIAS Society & Agriculture Production Commissioner.

**(G) FACILITIES TO BE PROVIDED TO THE CDS**

21. Access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. The CDS will be provided with one office cubicle/workstation along with computer, printer, computer/office consumables, and internet access. *The CDS however will not be provided with any clerical assistance.*

***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.***