

## **ARIAS SOCIETY**

**Assam Rural Infrastructure and Agricultural Services Society**

*(An Autonomous Body under Govt. of Assam)*

**Project Coordination Unit (PCU), Proposed World Bank aided Assam Agribusiness and Rural Transformation Project (APART)**

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

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### **Draft TERMS OF REFERENCE (TOR)**

## **For District Accounts Managers (DAM) at District Level**

### **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 about 16 District Accounts Managers *hereinafter called 'DAM'* purely on contractual basis to be placed in ARIAS Society, Agriculture Campus, Khanapara, Guwahati, Assam.
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 project interventions will be carried out in the following 16 undivided districts of Assam (as of 1<sup>st</sup> April, 2016): Nagaon, Sonitpur, Barpeta, KarbiAnglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon and Nalbari.
6. The project will be monitored & coordinated in each district by a District Level Coordination Committee (DLCC) headed by the respective Deputy Commissioner (DC) and the Addl. Deputy Commissioner (ADC) (Development) as Member Secy. The District Level offices of the implementing Agencies, representatives from the lead commercial banks in the District will be the members of the DLCC.
7. The Financial Management policies & procedures of APART would be guided by Financial Management Manual of the project. The same is divided into two parts. The First part is a reference guide and the Second part works as field manual to be used by all entities involved in the Project including the Project Co-ordination Unit and the Accounting Centers for the day to day management of the project. The project accounts (books of accounts) would provide the basis for preparation of Project Financial Statements (PFS) and would be established to reflect the financial transactions in respect of the project as per the Financial Management Manual (FMM) of APART. The Project Financial Statements (PFS) at the district level will be collated and channeled to the PCU ARIAS Society for compilation of monthly accounts etc.
8. In order to accomplish the above, the project intends to engage District Accounts Manager (DAM) purely on contractual basis.

## **Scope of Work**

9. The broad scope of the position of DAM will be
  - a) To update the project accounts of the different Accounting Centers (AC) in an accounting software (like Tally) as per the schedule fixed by the PCU;
  - b) To assist the Drawing and Disbursing Officers (DDOs) of the Accounting Centers in management and maintenance of accounts;
  - c) To conduct training to community groups on maintenance of accounts and records.
10. **Essential Qualifications, Experience and other skill set**
  - a) **Educational Qualification:** The District Accounts Manager (DAM) must be at least a Bachelor of Commerce (B.Com) from a recognized University/College along with a Certificate Course in Tally Accounting Software.
  - b) **Working Experience:** The DAM must have at least 4 years of experience of accounting management in any public or private sector agency.
  - c) **Computer Skills:** The DAM must have proficiency in using Tally Accounting Software and also using Internet based applications, MS Word, MS Excel and MS Power Point and other related applications.
  - d) **Language:** Fluency in English and Hindi.
11. **Desirable Qualifications, Experience, Skills etc:**
  - a. Post graduate Degree/Diploma in Accounting;
  - b. Experience in respective sector and in similar assignments in any World Bank funded projects/ externally aided projects or similar Govt. of India funded projects/National level reputed projects including in Govt. projects;
  - c. 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;
  - d. Experience of working in complex, multi stakeholder environment with ability to work under pressure/ strict deadlines and multi tasking.
  - e. Fluency in Assamese, Bengali, Bodo and other local languages;
12. **Age:** Age of the candidate should not be more than **45** years as on 1<sup>st</sup> January, 2017.
13. **Key Job Responsibilities** *include the following major activities under the project:*
  - a) The DAM will coordinate with all the District Department Project teams for accounting purposes, obtain timely data and reports of the expenditure made by District Department Project teams and submit a compiled report of the same to PCU, ARIAS Society as well as to head of the DLCC.
  - b) The DAM will enter the accounting data in accounting software (like Tally) based on the books of accounts maintained by the accounting centre.
  - c) The DAM will keep a close tab on the funding support to beneficiary agri entrepreneurs in the District under the project. He/she will collate with different agencies to submit the relevant utilization certificates, expenditure statements etc in time.
  - d) To conduct internal check of accounts and financial transactions of the Accounting Centers.
  - e) To ensure regular & proper keeping of accounts and related records by the DDOs of Accounting centers assigned to him/ her, observing the standard principles of double entry systems of accounting (consistent with International Accounting Standards) & Financial Management Manual of the APART and submission of returns and reports to the PCU in time. The consultants will render necessary assistance in this regard to the DDOs.

- f) To submit the software generated monthly accounts data electronically to the PCU along with signed copies of generated reports in the prescribed format for all the accounting centers assigned to him/her within 10th day of the following month.
- g) To assist & guide the concerned official of the accounting centre regarding the maintenance of financial records in a systematic manner. He/ she shall also verify the documents of the accounting centers with the entries in the cash book and will advise for correction/changes, if required.
- h) To assist the accounting centre in preparation of reply to the audit observations and to ensure submission of reply to the PCU in time. He will also advise the concerned officials of accounting centers for necessary corrections based on the audit observations.
- i) To train the community groups regarding maintenance of records, books of accounts as per the guidelines of the project and the FMM.
- j) At the district level, DAM will be reporting to the Chairman of District Level Coordination Committee (DLCC), i.e. Deputy Commissioner and will work in close coordination with Additional Deputy Commissioner (Development). The DAM will be under administrative control of the State Project Director. ADC(D) will submit a monthly report on duties performed by the DAM. The DAM will keep liaising with the Finance & Accounts personnel of the PCU in performing his/her aforesaid duties.
- k) Any other related work assigned by the SPD/DC/ADC(D).

**Duration of assignment:**

14. The contract period of the DAM is intended for entire duration of the project. However, continuity of the DAM beyond the first one (1) year will depend upon his/her performance. The DAM will be posted in the District Headquarter of the allotted District and will work from the office of the DLCC.

15. **Remuneration, payment terms, other benefits, leave etc:**

- a) The eligible candidate will get a Fixed Consolidated Remuneration of **Rs.35,000/-** per month which shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, 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.
- b) Travelling, Boarding & Lodging expenses for approved official tours outside HQ will be reimbursed as per HR Policy of ARIAS Society.
- c) The DAM will be eligible for annual paid Leave of 14 (fourteen) working days (casual leave- 12 days and restricted holiday- 2 days) and Medical Leave of 10 days on production of medical certificate. Casual leave of more than 5 working days at a stretch will not be granted to DAM.

16. **Facilities to be provided:**

- a) Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
- b) Shared office space (preferably in the office premises of DC), along with necessary facilities like computer, printer, scanner, telephone, internet connectivity etc.

**Reporting and Performance Review:**

17. The DAM will report to the Deputy Commissioner and ADC (Development) of the assigned district on a day to day basis. Progress of the work will also be reported to the State Project Director, ARIAS Society on a monthly basis. Performance review will be done as per the HR Policy of the ARIAS Society.

**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
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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 Experience (in years) in Finance and Accounts** .....
16. **Experience (in years)** (experience in any World Bank funded projects/ externally aided projects or Govt. of India funded projects/National level reputed projects including one (1) year in Govt. projects)
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)

<b>Name of assignment or project:</b> <b>Year:</b> <b>Employer:</b> <b>Main Features of the project:</b> <b>Positions held:</b> <b>Activities performed:</b>	
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*Add boxes as required*

<p><b>Declaration:</b> 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> <p align="right">Signature of the Candidate</p>
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**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.**