

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body under Govt. of Assam)

World Bank financed Assam Agri

Project Coordination Unit (PCU) of the World Bank Financed

Proposed Assam Agribusiness and Rural Transformation Project (APART)

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

Tel: +91 361-2332125; Fax: +91 361-2332564; website: www.arias.in; email spd@arias.in

Draft Indicative Terms of Reference (ToR) **Human Resource Specialist (HRS)**

(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 Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency at state level for the Project. ARIAS Society now intends to apply a portion of this loan for engagement of a **Human Resource Specialist (HRS)** on contractual basis to be positioned at Project Coordination Unit (PCU) of ARIAS Society.
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 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 an Agribusiness Enterprise Development and Promotion Facility (EDPF) (iii) Agribusiness Investment Fund (AIF) support (iv) establishing sector stewardship councils. **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.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

5. Under the guidance and supervision of the State Project Director, ARIAS Society, the **Human Resource Specialist (HRS)** will *inter alia* be responsible for administering the overall human resource development programs like training and capacity building, various kinds of incentives to well performing employees and putting in place a system of rewards and recognition. HRS would help the employees identify their strength and weak areas and set up processes so that employees build up on their strengths and overcome the weaknesses. HRS will manage pay rolls, staffing, attendance, leave, incentives etc of the employees. Though the HRS would be placed in the PCU, he/she will also have to handle HR related issues of District level project staff also.
6. *The key job responsibilities include:*
 - a) To get acquainted with all the ARIAS Society projects staff personally both in PCU or PIUs and support for resolving any work related issues;
 - b) Explaining HR policy of ARIAS Society, Standard operating procedures of PCU to new as well as existing employees;
 - c) Plan and conduct new employee orientation to foster positive attitude towards organizational objectives
 - d) Assist the OSD and the Administrative Officer of ARIAS Society in updating the HR Policy of the ARIAS Society, as & when needed;

- e) Assist the Procurement Unit in recruitment of the new staff; Assist in the pre-screening selection and recruitment of project staff;
- f) Serve as a link between the management and the staff by handling questions, interpreting and administering contracts and helping resolve work-related problems
- g) Assist the Administrative Officer in quarterly and Annual Performance review of the staff;
- h) Provide technical advice and support on employee relationship, conflict management and work environment system;
- i) Establish a sound system to handle grievance and assist in disciplinary investigations and hearings;
- j) Ensure personnel files of all the staff including the newly hired staff are complete and all documents are available and filed as per a recruitment check list to be developed by the HR Specialist;
- k) To have regular meetings with project field staff and facilitate sorting out work related issues;
- l) Support the ARIAS Society in hiring training agencies for its project staff;
- m) Administering human resource development programs for the Society staff;
- n) Ensuring work-life balance for PCU staff;
- o) Carrying out training need assessments for project staff and engaging individuals/agencies to deliver specialized trainings if any
- p) Develop a system of performance audit for ARIAS Society staff and also an incentive structure
- q) Institutionalize a system of awards/recognitions to the staff based on performance assessment and arrange the same through annual events.
- r) To provide mentoring and counseling services for the Society staff.
- s) Any other task assigned by the State Project Director (SPD);
- t) **Travel Requirements:** The HRS will be required to undertake field-visits and tours to the project sites with the approval of SPD. Occasional out of state visits may also be required as directed by the SPD.

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC.

- 6. **Educational Qualification:** Master degree/ Post Graduate Diploma (min two years duration) in Human Resource (HR) Management/ HR Development from any Govt. recognized University/Institutions.
- 8. **Working Experience:** Minimum 11 years of work experience in Human resource management in a senior position in a reputed public/private sector agency.
- 9. **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.
- 10. **Language:** High level of 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, respecting strict deadlines and multi tasking
 - b. Understanding & experience in the use of innovative technologies & methods in Human Resource Management
 - c. Knowledge of Assamese and/or Bengali
 - d. Good social, analytical, inter-personal and planning skills
 - e. Self-motivated and possessing ability to work independently as well as in teams.
- 12. **Age:** Age of the candidate should not be more than 50 years as on 1st October, 2017.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

13. The tenure of **HRS** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the **HRS** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the SPD will be final and binding in this regard.
14. The contract with **HRS** 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 **HRS** shall not assign or sub-contract, *in whole or in part*, his obligations to perform under this Contract, except with the SPD's prior written consent. The **HRS** will have to serve the ARIAS Society on full time basis under overall command of State Project Director, ARIAS Society and provide services from the PCU at Khanapara, Guwahati. The resignation/termination shall be as per HR Policy of the ARIAS Society.

(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 **HRS** will be determined and mutually agreed, which could be in the range of **Rs. 18.00 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 PCU, 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

*If suitable candidates with above mentioned experience are not available, then candidates with at least 07 years of experience in Human resource management in a senior position in a reputed public/private sector agency may be considered for interviews/ tests **at a lower remuneration package** to be decided through mutual agreement between the ARIAS Society and the candidate.*

17. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
18. The remuneration will be given in equal monthly installments and the performance-linked-incentive will be given on quarterly based on the performance and achievement against the mutually agreed deliverables by the **HRS**. Taxes as applicable shall be dealt with as per applicable laws.
19. The **HRS** will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of 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 to consultants/staff. However, under exceptional circumstances, SPD may relax this condition.
20. No house rent allowance or any other allowance shall be paid by the PCU. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid, except as agreed with the **HRS** by the SPD, ARIAS Society.

(F) REPORTING AND PERFORMANCE REVIEW

21. The **HRS** will report to the SPD, ARIAS Society. In the absence of SPD, he/she will report to the Deputy Project Director (DPD) or as directed. Annual performance review will be done as per the HR Policy of the ARIAS Society.

(G) FACILITIES TO BE PROVIDED BY THE PCU

22. Access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. The **HRS** will be provided with one office cubicle/workstation in the PCU along with computer, printer, computer/office consumables, and internet access. *The **HRS** 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.