

Draft Indicative **Terms of Reference (ToR)**
For Investment Facilitation Manager
for the Operational Project Implementation Unit (OPIU) in the
Commissionerate of Industries & Commerce, Government of Assam

(A) Background

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the 'Assam Agribusiness and Rural Transformation Project (APART)'. The ARIAS Society is the apex coordinating and monitoring agency for APART.
2. The Project Development Objective (PDO) of APART is to "increase value-added and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam". 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 enterprises, 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 a modern supply chains; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies, markets, and infrastructure so that they are able to respond to market opportunities and climate variability.
3. The project has four components: *The 1st 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 2nd component is Facilitating Agro Cluster Development* with sub-components being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain support. *The 3rd 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 4th component is Project Management, Monitoring & Learning.*
4. The **Commissionerate of Industries and Commerce, Assam (CI&C)** is one of the major implementing agencies of APART. For this purpose, an Operational Project Implementation Unit (OPIU) has been set up at the Commissionerate of Industries and Commerce, Bamunimaidam, Guwahati.
5. The ARIAS Society in conjunction with the CI&C intends to hire four **(4) Investment Facilitation Managers (IFM)** to be positioned at four different district headquarters under APART, on contractual basis, covering 16 APART districts (undivided as of 1st April, 2016) and hence the ToR has been framed. While the recruitment process will be undertaken by the State Project Director (SPD), the related contract agreement will be signed by the CI&C.

(B) Objectives of the Assignment and Scope

6. The scope of position for **IFM** covers facilitation of soft landing of new investors at the District level taking leads from the state team. These would be basically investors who have converted their "interest to invest" into "decision to invest" through the efforts for state team/Assam Bureau of Investment Promotion (ABIP) like road shows, summits, investor meets and other such investment attraction activities. The role would be to liaise with concerned District Industries and Commerce Centres (DICC) and other departments for various permissions, allotments etc on an as is need basis.

7. **The key roles of the Investment Facilitation Managers include the followings:**

- a. The IFM will work closely with the District Industries and Commerce Centres (DICC) at the District level and Assam Bureau of Investment Promotion (ABIP) Team in the Commissionerate of Industries & Commerce at the State level mainly for facilitating soft landing and investor after care services to the investors at District level;
- b. Liaising with other Departments at District level for providing information to the new investors, follow up for approvals, certifications etc from the concerned departments and updating the investors as well as the State team;
- c. The IFM would document the success stories, innovative models and best practices emerging from his/her zone in investment facilitation and submit to the project as well as disseminate at various forums;
- d. To prepare and keep updated a ready reckoner for his/her zone (approx 3-4 district) for investors covering information on natural resources, power, connectivity, water, land parcels, infrastructure, labor pool, presence and status of financial institutions, supplier base for high potential industries available for setting up business establishments and so also information on various licenses, approvals etc particularly those required to be taken from District offices and also the list of handy contacts for follow up etc;
- e. To prepare model B-plans for promising businesses which may be set up in the districts in the concerned zone;
- f. To maintain an updated database of investors in the zone, understanding investor priorities and setting a long term agenda for working with the investors with clear planned milestones & updating the same to State team;
- g. To maintain a close liaison with other agencies at District level like Agriculture Technology Management Agencies (ATMAs), District Agriculture Offices, FPO Service Providers, international partners for information like crop/commodity/ raw material availability, location, quality, quantity etc which may be used as a raw material for the incoming agro processing industries;
- h. Follow up with the concerned DICC for expediting work on any applications submitted by the investors, release of benefits under the schemes, documents, certificates, approvals including renewals, etc;
- i. Closely liaising with the Industry Associations (IAs) and Cluster Development Technical Agency, establishing synergies between the IA members/ enterprise cluster members;
- j. Establishing sustainable relations with investors and ensuring that local aftercare is targeted to the longer-term development needs of the investor organization as well as the host region/District;
- k. Introduction of investors to other support service providers like legal and accounting services, property agents/brokers, training organizations, R&D organizations, higher academic institutes, exporters etc;
- l. Supporting established investors build business cases to present to their parent firm for new investment into the zone;
- m. Preparation of knowledge materials like leaflets, folders, pamphlets locally for investors
- n. Representing the project at various forums like investment summits, seminar, symposia etc as needed;
- o. Sorting out any issues of new investors which may arise at District level in an expeditious manner;
- p. Any other related task as assigned by the Reporting Officer or Commissioner, I&C or Nodal Officer-APART (Industries & Commerce) or the State Project Director, ARIAS Society.
- q. **Travel Requirements:** The **IFM** will take up field visits/tours to the project locations with the approval of Reporting Officer. Occasional out of state visits may also be required as directed, Commissioner, Industries & Commerce.

(C) Qualifications, Experience, Age etc.

8. **Educational Qualification:** Master degree/ Post Graduate Diploma (min two years duration) in Finance/Business Administration/ International Business/ Economics/Industrial Relations or a closely related field.
9. **Working Experience:** At least seven (7) years of experience in facilitating Private Sector Investments to State/Central Government.
10. **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.
11. **Language:** Fluency in English and Hindi. Knowledge of local language will be an added advantage.
12. **Age:** Age of the candidate should not be more than 45 years as on 1st Nov.'2018. *However, at the discretion of SPD, for candidates having exceptional relevant experience and qualification, the age limit may be relaxed.*

(D) Duration of the Contract, Notice Period Etc

13. The tenure of IFM is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the IFM beyond one (1) year from the date of signing the agreement and joining the position, will depend upon his/her performance. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date, without thereby incurring any liability to the GoA/ PCU/ ARIAS Society/World Bank/GoI etc. The contract with IFM 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 GoA/ PCU/ ARIAS Society/World Bank/GoI etc. The ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the IFM.
14. The IFM shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent and approval by the State Project Director, ARIAS Society. The IFM will have to serve the project on full time basis. He/she will provide services from the DICCC Office of the allotted District Headquarter.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

15. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed remuneration of the IFM will be determined and mutually agreed, which could be in the range of **Rs. 11.40 lakh to Rs. 19.20 lakh per year**. This annual rate 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.

If suitable candidates with 7 years of experience are not available, then candidates with minimum 05 years of experience in the fields indicated above, may be considered for interviews/ tests at a lower remuneration package to be decided through mutual agreement with the candidate.

16. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing HR rules.
17. The remuneration will be given in equal monthly installments and the Performance-Linked-Incentive (PLI) will be given Quarterly based on the performance and achievement against the mutually agreed deliverables by the IFM. Taxes as applicable shall be dealt with as per applicable laws.
18. The provisions of leave would be as per Human Resource Policy of the ARIAS Society.

(F) REPORTING AND PERFORMANCE REVIEW

19. The IFM will report to the General Manager at the District Headquarters he/she is placed on a day-to-day basis. The performance of IFM will be quarterly reviewed by a Committee headed by the CI&C along with General Managers, Nodal Officer & Alternate Nodal Officer (OPIU-I&C) as members. The quarterly report shall be submitted by the CI&C to the SPD, ARIAS Society for its final review. The final authority on any issue(s) that may arise during the employment period of the IFM shall be resolved by the State Project Director, ARIAS Society, and the decision taken by the SPD shall prevail.

(G) Facilities to be Provided to the Investment Facilitation Manager

20. Access to all the required documents, correspondences, and any other information associated with the project and as deemed necessary and shared office space (in the office premises of DICC), along with necessary facilities like computer, printer, scanner, telephone, internet connectivity etc. *(No clerical assistance will be provided).*

Note: This is a draft indicative ToR; The SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.