

Draft Indicative Terms of Reference (ToR)
Investment Facilitation Manager (IFM)

(A) BACKGROUND AND 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 in association with Department of Industries & Commerce now intends to hire four **Investment Facilitation Managers (IFMs)** on contractual basis to be positioned at four different District Headquarters covering 16 APART districts¹ (Undivided as of 1st April, 2016).
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 the State 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 AND SCOPE

5. 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 roadshows, summits, investor meets and other such investment attraction activities. The role would be to liaise with concerned District Industries and Commerce Centres (DICC)s and other departments for various permissions, allotments etc on an as is need basis.
6. *The key job responsibilities of the IFM include*
 - a. The IFM will work closely with the District Industries and Commerce Centres (DICC)s 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.

¹ Nagaon, Sonitpur, Barpeta, KarbiAnglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon and Nalbari

- 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's 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 task assigned by the Reporting Officer.
- q. Travel Requirements: 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

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC

7. **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.
8. **Working Experience:** At least seven years of experience in facilitating private sector investments to state/central Government
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:** Fluency in English and Hindi.
11. **Age:** Age of the candidate should not be more than **45** years as on 1st October, 2017.
12. **Desirable:**
 - a. Ability to work effectively in teams as well as independently;
 - b. Good communication and presentation skills; the candidate must show initiative, synthesis, organization and personal dynamism, should be able to independently prepare reports, plans etc;
 - c. Experience of working in multi stakeholder environment and multi tasking;
 - d. Fluency in Assamese, Bengali, Bodo and other local languages;

(D) DURATION OF THE CONTRACT, NOTICE PERIOD ETC

13. The contract period of the **IFM** is intended for entire duration of seven years of the APART with the provision of annual extension based on performance appraisal every year.
14. 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 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 **IFM** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. 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

16. 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 experience as mentioned above are not found, then candidates with at least 5 years of experience in facilitating private sector investments to state/central Government may be considered for test/interview **at a lower salary package** to be decided through mutual agreement between the ARIAS Society and the candidate*

17. Travelling, Boarding & Lodging expenses for approved official tours outside HQ 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 **IFM**. 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 **IFM** will report to the Nodal Officer, APART- Commissionerate of Industries and Commerce, Assam on a day to day basis. The performance of the **IFM** will be reviewed by Nodal Officer, APART- Commissionerate of Industries and Commerce, Assam 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

21. Access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary and shared office space (in the office premises DICCC), along with necessary facilities like computer, printer, scanner, telephone, internet connectivity etc.