

Draft Indicative **Terms of Reference (ToR)**
For Horticulture Specialist
for the Operational Project Implementation Unit (OPIU) in the
Directorate of Horticulture, 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 Agriculture Department is one of the major stakeholder Departments of APART and the related project activities would be implemented through Directorate of Agriculture (DoA), Directorate of Horticulture and Food Processing (DH&FP), Assam State Agricultural Marketing Board (ASAMB) and Assam Agricultural University (AAU) at the State level and Agricultural Technology Management Agency (ATMA) & District Agriculture Offices at District level. At the State level, Operational Project Implementation Units (OPIUs) have been set up in the Directorates/Agencies and at District level, District Level Coordination Committees (DLCCs) have been notified for smooth functioning of the project.
5. The ARIAS Society in conjunction with D&HP intends to hire a **Horticulture Specialist** to be positioned at OPIU-Horticulture and Food Processing, under APART, on contractual basis, 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 D&HP.

(B) Objectives of the Assignment and Scope

6. The **Horticulture Specialist** will be placed in the **Directorate of Horticulture & Food Processing** and will support the Directorate in project sub-components C-1 (Promoting Climate Resilient Technologies and their Adoption) and C-2 (Facilitating Market Linkages through Product Aggregation and Market Intelligence). **Horticulture Specialist** will have to liaise with Agricultural Technology Management Agencies (ATMAs) & District Agriculture Offices in the project districts in planning and implementation of the project activities w.r.t. to sub-components C-1 and C-2. The **Horticulture Specialist** will be an important link between the Department of Agriculture (at Secretariat, Dispur) and Project Coordination Unit (PCU) at ARIAS Society in effectively carrying out the project activities planned under sub-components C-1 and C-2.

7. **The key roles of the OPIU -Horticulture Specialist include the followings:**

- a) Assist the DH&FP in implementation of the concerned project component and overseeing & monitoring the implementation of the OPIU specific activities through and identifying corrective actions;
- b) Preparation of the Annual Work Plan, consistent with the PDO and Project Appraisal Document (PAD);
- c) Management, co-ordination and provide technical support for implementation of sub-project activities;
- d) Preparation of progress reports, including QPRs and Utilization Certificates for the funds released;
- e) Managing the service providers and external experts relating to the OPIU for implementation of APART;
- f) Planning and design of innovative sub-projects;
- g) Documenting & disseminating success stories and lessons learnt from successful projects interventions;
- h) Developing close linkages and network among the different project stakeholder agencies;
- i) Submitting Sanction and Fund Release proposals to the PCU;
- j) Support OPIU in procurement planning, implementation, procurement oversight and supervision and ensure meeting project's compliance with procurement methods / procedures as agreed with W. Bank;
- k) Providing monthly reports to the PCU as per the format to be made available by the ARIAS Society;
- l) Collecting updated data on the input/output indicators and consolidating and analyzing the data provided by District officers;
- m) Responsible for preparing, implementing and monitoring the OPIU annual work plans; preparing progress reports (monthly, quarterly, half yearly, annual) and submission to project authorities;
- n) Provide state level data/information to Project Monitoring and Evaluation (M&E) Agency and Project Management Information System (MIS).
- o) Ensure that the project activities under sub-component C-1 and C-2, relating to Horticulture crops are carried out in compliance with Environment Management Framework (EMF) and Social Management Framework (SMF).
- p) *Knowledge Creation and Dissemination*
 - i) Arranging for trainings, workshops on effective implementation of the Project activities; Conduct training for the project team and also need-based short term induction trainings to service providers' teams as necessary
 - ii) Preparation of knowledge materials and products for farmers, FPOs & project staff, etc.
 - iii) Documentation and dissemination of case studies, success stories and innovative Horticultural models emerging from the project.
 - iv) Dissemination of best practices and promoting cross learning across clusters, districts and states.
 - v) Participate in workshops and learning/exchange forums and representing the Directorate on these platforms.
- q) Work closely with the
 - i) Agriculture Department at Secretariat, ASAMB, AAU and ARIAS Society at State level and ATMA & District Agriculture offices at District level. The **Horticulture Specialist** will also keep close coordination with DLCCs in APART Districts *and would be instrumental in planning and implementation of project activities demonstrations, farmers trainings, farmer exposure visits, nursery entrepreneurship scheme under APART, contributing to the production aspects in value chain development, organizing buyer seller meets, innovative pilots, etc.*
 - ii) Post Harvest Management (PHM) and other Specialists for APART *inter alia* relating to the Common Service Centres (CSCs) program. *It is envisaged that FPOs would come up with their own CSCs with part funding from project and part funding from FPOs themselves. CSCs would act as aggregation/pooling and primary processing hubs as well as bulk input sourcing and distribution points. These CSCs would also act as markets by registering as markets under the relevant Act.*

- iii) Other project agencies like Market Intelligence Cell (MIC)– providing need based inputs and sourcing outputs from MIC and disseminating to farmers through FPOs and CSCs. These would include weather forecast, package of practices and precautionary measures to be adopted by farmers to cope up with sudden climate change events etc.
- iv) Enterprise Development & Promotion Facility (EDPF) Head Office and Sub-offices, being set up under the project to facilitate benefit from EDPF to the Horticulture based farmer entrepreneurs.
- v) International Agencies, involved in the project like World Vegetable Centre, International Potato Centre, International Rice Research Institute, etc.
- vi) FPO Service Providers (particularly Horticultural crops dominant FPOs), as they would be instrumental in organizing farmers in the APART Horticulture production clusters into Common Interest Groups (CIGs), which would later be formed and registered as FPOs;
- r) Any other related task as assigned by the Director, Horticulture and Food Processing or Nodal Officer- APART (Horticulture and Food Processing) or the State Project Director, ARIAS Society.
- s) **Travel Requirements:** The **Horticulture Specialist** will have to undertake field-visits to the project sites with prior the approval of the Director, Horticulture & Food Processing. Occasional out of state visits may also be required as directed, by Director, Horticulture & Food Processing.

(C) Qualifications, Experience, Age etc.

- 8. **Educational Qualification:** Master degree/ Post Graduate Diploma (min two years duration) in Horticulture or Agriculture with Specialization in Horticulture from any Govt. recognized University/Institutions.
- 9. **Work Experience:** At least seven (**7**) years of professional experience in farm management/ managing large scale agricultural production operations preferably with Good Agricultural Practices (GAPs) or Climate Resilient Practices. The **Horticulture Specialist** should have a thorough knowledge of package of practices, preferably for major Horticultural crops, particularly those grown in Assam. Knowledge of Horticultural commodity value chains with focus on production aspects would be an added advantage. **Horticulture Specialist** should also be conversant with Government schemes in Horticulture sector.

*If suitable candidates with above mentioned 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.*

- 10. **Computer Skills:** The **Horticulture Specialist** 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.
- 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 **Horticulture Specialist** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the **Horticulture Specialist** 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 **Horticulture Specialist** 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 consultant.
- 14. The **Horticulture Specialist** 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 **Horticulture Specialist** will have to serve the project on full time basis. He/she will provide services from the Directorate of Horticulture and Food Processing, Khanapara, Guwahati.

(E) Remuneration, Payment Terms And Leave

15. Depending on the qualifications, experience, competency, and also the last remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the Horticulture Specialist will be determined and mutually agreed & fixed, which could be in the range of **Rs. 11.40 lakh to Rs. 19.20 lakh per year**. This annual rate shall *inter alia* inclusive of all taxes, health/service related allowance, 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 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 **Horticulture Specialist**. 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 **Horticulture Specialist** will report to the **Director, Horticulture & Food Processing (DH&FP), Assam**. The performance of **Horticulture Specialist** will be quarterly reviewed by a committee headed by the **DH&FP** along with Nodal Officer & Alternate Nodal Officer (OPIU-Horti.) as members. The quarterly report shall be submitted by the DH&FP 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 **Horticulture Specialist** 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 Horticulture Specialist

20. The **Horticulture Specialist** will be provided with access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. He/She will be provided with one office cubicle/workstation along with computer, printer, computer/office consumables, and internet access. *(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.