

Draft Indicative **Terms of Reference (ToR)**

**For Agri Business Specialist (ABS) for the Operational Project Implementation Unit (OPIU) in the
Commissionerate of Industries and Commerce (I&C), 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 Commissionerate of Industries and Commerce, intends to hire an **Agri Business Specialist** to be positioned at OPIU-I&C 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 CI&C.

(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE

6. The **Agri Business Specialist** will be placed in the **Commissionerate of Industries and Commerce** and will support the Commissionerate in project components A-1 (Enhancing State Capacity to attract Private Investments), A-3 (Setting up of an Agribusiness Investment Fund) and B-1 (Support establishment of Cluster Level Industry Associations). **Agri Business Specialist** will have to liaise with respective District Industries and Commerce Centres (DICC)s in the project districts in planning and implementation of the project activities w.r.t. to industry components/sub-components. **Agri Business Specialist** will be an important link between the Department of Industries and Commerce (at Secretariat, Dispur), DICC)s and Project Coordination Unit (PCU) at ARIAS Society in effectively carrying out the project activities planned under industry components.
7. **The key roles of the OPIU- Agri Business Specialist include the followings:**
 - a. Implementation of the concerned project component and overseeing & monitoring the implementation of the Commissionerate specific activities through their district/field level offices and identifying corrective actions;

- b. Preparation of the Annual Work Plan, consistent with the Project Development Objective and Project Appraisal Document (PAD);
- c. Management, co-ordination and 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 project activities;
- f. Planning and design of innovative sub-projects;
- g. Documenting and disseminating the success stories and lessons learnt from the successful projects interventions;
- h. Arranging for trainings, workshops on effective implementation of the Project activities;
- i. Developing close linkages and network among the different project stakeholder agencies;
- j. Submitting Sanction and Fund Release proposals to the PCU;
- k. Overall procurement planning, implementation, procurement oversight and supervision and responsible for meeting project's compliance with procurement methods / procedures as agreed with W. Bank;
- l. Providing monthly reports to the PCU as per the format to be made available by the ARIAS Society;
- m. Collecting updated data on the input/output indicators and consolidating and analyzing the data provided by District officers;
- n. Responsible for preparing, implementing and monitoring the OPIU annual action plans;
- o. Responsible for monitoring of the implementation of the individual activities of the sub-component within the purview of the respective departments; recommending personnel from CI&C for training and capacity building programs under APART;
- p. Work closely with the
 - i) District Industries and Commerce Centres (DICC)s under CI&C in the project districts, and Agricultural Technology Management Agency (ATMA) in planning and implementation of project activities like agri enterprise cluster development, post-harvest management, Common Service Centres (CSCs) by Farmer Producer Organizations (FPOs), and Common Facilities by Industry Associations, Value Chain Development activities and Agribusiness Investment Fund (AIF);
 - ii) Work closely with the PCU, ARIAS Society team including the Agri Business Specialist and Market Analyst and support technically in taking forward the interventions planned under the project;
 - iii) Assess and document the performance of local sub-sector and industries involved in the value chain of the commodities (e.g., agri entrepreneurs producing/servicing final and intermediate goods, such as processors, input suppliers, freight forwarders, transporters, and so on), based on existing documents, secondary research and field visits;
 - iv) Devise ways and means on how DICC)s in the project districts can connect to and benefit from the Enterprise Development and Promotion Facility (EDPF) being set up under APART, like scouting of needy agri-preneurs and directing them to EDPF for incubation support;
 - v) Conduct training for the project team and also need based short term inductions trainings to service providers' teams as necessary;
 - vi) Carry out a SWOT analysis of identified Agri Enterprise Clusters in the project districts, product and market segmentation for the clusters, gap analysis, competitive positioning (of the clusters) analysis and work on opportunities for institutional collaborations;
 - vii) Providing data/information required for the project Management Information System (MIS);
 - viii) Undertake field-visits and tours as per the project requirements, with prior approval of the Commissioner of Industries and Commerce/State Project Director, ARIAS Society as the case may be.
 - ix) Any other related task as assigned by the Commissioner, Industries and Commerce, Assam or Nodal Officer- APART (Industries and Commerce) or the State Project Director, ARIAS Society.
- q. *Knowledge Creation and Dissemination*

- i) Preparation of knowledge materials and products linked to Agribusiness Enterprise Clusters and their Value Chain Development in the project, ABIP and AIF;
 - ii) Documentation and dissemination of case studies, success stories and innovative agribusiness models from agribusiness enterprise clusters;
 - iii) Dissemination of best practices and promoting cross learning across clusters, districts and states;
 - iv) Participate in workshops and learning/exchange forums as needed;
- r. **Travel Requirements: Agri Business Specialist (ABS)** will take up field visits/tours to the project locations with the approval of Commissioner, I&C. Occasional out of state visits may also be required as directed, by Commissioner, Industries and Commerce.

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC

- 8. **Educational Qualification:** Post-Graduate in Agribusiness/Agribusiness Management/Agricultural Marketing & Cooperation/Agribusiness Economics from any recognized university/approved Institutions.
- 9. **Working Experience:** Must have at least seven **(7) years** experience in Agricultural Marketing, Agribusiness, and Value Chain Development, Entrepreneurship Promotion, Cluster Development, Investment Promotion, facilitating ease of doing business, funding mobilization to agro entrepreneurs, experience of managing investment funds and venture capital or related activities.
- 10. **Computer Skills:** 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 **Agri Business Specialist** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the **Agri Business 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 **Agri Business 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 Specialist.
- 14. The **Agri Business 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 **Agri Business Specialist** will have to serve the project on full time basis. He/she will provide services from the Commissionerate of Industries and Commerce, Bamunimaidam, Guwahati.

(E) REMUNERATION, PAYMENT TERMS AND LEAVE

- 15. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the ABS will be determined and mutually agreed, which would be in the range of **Rs. 11.40 lakhs to Rs. 19.20 lakhs 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 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 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.*

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 **Agri Business 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 **Agri Business Specialist** will report to the **Commissioner, Industries & Commerce (CI&C), Assam**. The performance of the **Agri Business Specialist** will be quarterly reviewed by a committee headed by **(CI&C)** along with 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 **Agri Business 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 AGRIBUSINESS SPECIALIST

20. The **Agri Business 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.