

ARIAS SOCIETY
Assam Rural Infrastructure and Agricultural Services Society
(An Autonomous Body under Govt. of Assam)
Project Coordination Unit (PCU) of the World Bank financed
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) for**
Post Harvest Management Specialist (PHMS) for Project Coordination
Unit under APART

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 the State of Assam”. The project will achieve the proposed 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.
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 Assam Rural Infrastructure and Agricultural Service Society (ARIAS Society) now intends to apply a portion of this loan for engagement of a Post Harvest Management Specialist (PHMS) to be positioned at Project Coordination Unit (PCU) of ARIAS Society under APART, on contractual basis, and hence the ToR has been framed.

B. OBJECTIVES OF THE ASSIGNMENT AND SCOPE

5. The Post Harvest Management Specialist Interventions will aim to help the farmers, transporters, traders, processors and other stake holders in agribusiness to bring about efficiencies in value chains by reducing post harvest losses at farm level, during transport, storage and handling during the course of marketing. Thrust would be on basic on farm interventions covering proper harvesting techniques, basic grading, and packaging etc., accompanied with processing. In addition, protocols will be developed for transport and storage of identified products.

The **PHMS** will *inter alia* assist the project - (i) in assessing the current status/ challenges/ strength and applied technologies of post-harvest management (harvesting/milling/drying/storage/processing etc.) of the key commodities to be taken up under the project, (ii) to determine the interventions on post-harvest management required and to develop and implement a commodity wise detailed strategy for post-harvest management for improving the quality and reduce loss during harvesting, packaging, storage and milling, etc.

6. ***The Key roles of the job responsibilities include:***

- a) To assist the Project in identifying the weak areas with reference to PHM of identified commodities and work out possible interventions to mitigate the problems at different steps of the value chain.
- b) Develop protocols for handling the agricultural commodities at Common Service Centre set up by project Farmer Producer Organizations (FPOs) through known sources of information and experience and conduct trials when deemed necessary and assist in development of testing facilities.
- c) The **PHMS** will work closely with the project team, value chain service providers, farmers, farmer groups, FPOs, aggregators, traders, processors etc. to meet their specific requirements in planning and the post-harvest management and value chain development activities effectively. Specifically this would involve –
 - (i) Providing strategic guidance to the project in the area of post-harvest management and farm level and cluster based FPO level value addition; Identifying and developing the needs that are emerging from high value horticulture and livestock sector of the state. Design, develop, and roll out appropriate procedures and processes for postharvest handling of agriculture (including horticulture) and allied commodities (covering dairy, piggery, fishery, goat and poultry farming, etc.), ensuring food hygiene and safety;
 - (ii) Work closely with the project staff, FPOs, and international consulting agency hired by the project on agro logistics and supply chain management, to develop and implement a strategy for post-harvest management. This will include, technical training in appropriate post harvest processes, agro-logistics, food safety and technical assistance for the establishment and management of post-harvest facilities including Common Service Centres (CSCs), farm level and off farm level storage structures.
 - (iii) Increase the overall quality of agricultural and allied commodities arriving to the markets/processors/agribusiness entrepreneurs to meet the consumer demand by strengthening post-harvest management;
 - (iv) Provide packaging solutions for identified commodities, bringing latest, cost effective technical know-how and expertise to clusters/producers/FPOs, distributors and retailers and other value chain actors, adding value to their operations;
 - (v) Introduce latest low cost and climate resilient primary processing (and secondary processing wherever applicable) machinery in the CSCs and with agribusiness entrepreneurs for various post harvest operations, wherever needed;
 - (vi) Pay regular visits to CSCs, particularly during post-harvest period and provide the managing FPO members technical guidance and coaching; Ensure that post-harvest activities are carried out in compliance with the Project Environment Management Framework (EMF) and Social Management Framework (SMF) and in a manner that is respectful and sensitive to community needs, gender issues and ensures disaster risk reduction;
 - (vii) Facilitate the development of innovative and nutritious food products from farm produce for household consumption and marketing;
 - (viii) Liaise and coordinate with all stakeholders/relevant private sectors participants (e.g. agribusiness entrepreneurs, processors, exporters, banks and other service providers etc.,) who would be potentially interested in the development of value chains in the project area, and also with other similar projects in the state / country.
 - (ix) Develop methodologies to increase the quantity and quality of agriculture products available to specific buyers, by improving post-harvest techniques and creating facilities for grading, sorting, and packing; support the establishment and management of appropriately scaled collection CSCs in order to facilitate sales and marketing, decreasing post-harvest losses between the farm and the wholesale market/processor.
- d) The **PHMS** will assist the project in planning, scheduling & coordination of activities in the project pertaining to Farm level value addition through post harvest management, this would include, among

others:

- (i) Liaising with Service Providers like FPO Service Provider, Agribusiness Enterprise Development and Promotion Facility (EDPF), Market Intelligence Cell, providing required information and using the information available from them for better Post Harvest Management, foster backward and forward linkages in the value chain;
 - (ii) Prepare details regarding the operations of the grant funding for CSCs proposed under the **Farm level value addition** component;
 - (iii) Technical support in examining the proposals/b-plans from FPOs for setting up CSCs.
- e) Assist in setting up of MIS and M&E system and providing information for the same with regards to the post harvest activities;
- f) Any other task as assigned by the State Project Director, ARIAS Society.
- g) **Knowledge Dissemination:**
- (i) Develop training programs for different stake holders
 - (ii) Preparation of knowledge dissemination materials and protocols, organize and coordinate all post-harvest related training activities; Train smallholder farmers and project field staff on appropriate post-harvest management techniques including handling of farm produce, sorting, drying, storage, processing for value addition, packaging to prolong shelf life, and branding of product;
 - (iii) Documenting success stories, best practices, innovative models in PHM emerging from project interventions and disseminating these at relevant forums;
 - (iv) Participate in workshops and learning/exchange forums as needed.
- h) **Travel Requirements:** The PHMS 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, ARIAS Society.

C. QUALIFICATIONS, EXPERIENCE, AGE ETC.

7. **Educational Qualification:** Master degree/ Post Graduate Diploma (min 2 years duration) in Agriculture/Horticulture/ Post Harvest Technology/ Post Harvest Management from any Govt. recognized University/Institutions.
8. **Working Experience:** Minimum 11 years experience in Post Harvest Management of Agriculture/Horticulture commodities, including development of innovative Post Harvest Management practices for different commodities.
- If suitable candidates with above mentioned experience are not available, then candidates with minimum 07 years of experience in Post Harvest Management of Agriculture/Horticulture commodities, including development of innovative Post Harvest Management practices for different commodities may be considered for the interview/tests at a lower remuneration package to be decided through mutual agreement between the ARIAS Society and the candidate.*
9. **Computer Skills: The Post Harvest Management 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.
10. **Language: High level of** fluency in English and Hindi.
11. **Desirable Qualifications and Experience:**
- a) Experience of working in medium/large size project(s) assisted/funded by any international/national organization and/or any international/national NGO institution and/or experience in working in reputed private sector agribusiness companies;
 - b) Experience of providing technical support using modern technology and capacity building in the area of post harvest management; ability to synthesize complex concepts and to communicate them

effectively;

- c) Hands on experience in conducting trials and developing protocols
 - d) Capability to work independently as well as in teams
 - e) Ability to work with a cross section of people at different levels both within and outside the organization effectively in teams as well as independently;
 - f) Knowledge of Assamese and/or Bengali
 - g) Good social, analytical and planning skills;
 - h) 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 November, 2018. *However, at the discretion of SPD, for candidates having exceptional relevant experience and qualification, the age limit may be relaxed.*

D. DURATION OF CONTRACT, NOTICE PERIOD ETC.

13. The tenure of **PHMS** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the **PHMS** beyond one (1) year from the date of signing the agreement 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 **Post Harvest Management 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. The decision of the SPD will be final and binding in this regard. The contract management shall be as per HR Policy of ARIAS Society.
14. The **PHMS** 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 **PHMS** 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 **PHMS** 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 *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 shall be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis, as per the prevailing rules of the ARIAS Society.
17. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing HR rules.
18. 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 **Post Harvest Management Specialist**. Taxes as applicable shall be dealt with as per applicable laws.
19. The provisions of leave would be as per HR Policy of ARIAS Society.
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 **PHMS** by the SPD, ARIAS Society*

F. REPORTING AND PERFORMANCE REVIEW

21. The **PHMS** will report to the State Project Director, 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. The Post Harvest Management Specialist (PHMS) will be providing 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 in the PCU along with computer, printer, computer/office consumables, and internet access. . *(No clerical assistance will be provided).*

Note: This is a draft indicative ToR; 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.
