

Draft Indicative **TERMS OF REFERENCE (TOR)**
For District Accounts Managers (DAM)
for Agriculture Technology Management Agency (ATMA) under APART

(A) BACKGROUND:

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 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 project interventions will be carried out in the following 16 undivided districts of Assam (as of 1st April, 2016): Nagaon, Sonitpur, Barpeta, Karbi Anglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon and Nalbari.
5. The project will be monitored & coordinated in each district by a District Level Coordination Committee (DLCC) headed by the respective Deputy Commissioner (DC) and the Addl. Deputy Commissioner (ADC) (Development) as Member Secy. The District Level offices of the implementing Agencies, representatives from the lead commercial banks in the District will be the members of the DLCC.
6. The Financial Management policies & procedures of APART would be guided by Financial Management Manual of the project. The same is divided into two parts. The First part is a reference guide and the Second part works as field manual to be used by all entities involved in the Project including the Project Co-ordination Unit and the Accounting Centers for the day to day management of the project. The project accounts (books of accounts) would provide the basis for preparation of Project Financial Statements (PFS) and would be established to reflect the financial transactions in respect of the project as per the Financial Management Manual (FMM) of APART. The Project Financial Statements (PFS) at the district level will be collated and channeled to the PCU ARIAS Society for compilation of monthly accounts etc.
7. In order to accomplish the above, The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society, *intends to apply a portion of this loan for hiring of two (2) District Accounts Managers hereinafter called ‘DAM’ purely on contractual basis to be placed at ATMA in Cachar and Sivasagar.*

(B) Scope of Work

8. The broad scope of the position of DAM will be
 - a) To update the project accounts of the different Accounting Centers (AC) in an accounting software (like Tally) as per the schedule fixed by the PCU;
 - b) To assist the Drawing and Disbursing Officers (DDOs) of the Accounting Centers in management and maintenance of accounts;
 - c) To conduct training to community groups on maintenance of accounts and records.
9. **Essential Qualifications, Experience and other skill set**
 - a) **Educational Qualification:** The District Accounts Manager (DAM) must be at least a Bachelor of Commerce (B.Com) from a recognized University/College along with a Certificate Course in Tally Accounting Software.
 - b) **Working Experience:** The DAM must have at least 4 years of experience of accounting management in any public or private sector agency.
 - c) **Computer Skills:** The DAM must have proficiency in using Tally Accounting Software and also using Internet based applications, MS Word, MS Excel and MS Power Point and other related applications.
 - d) **Language:** Fluency in English and Hindi.
10. **Desirable Qualifications, Experience, Skills etc:**
 - a. Post graduate Degree/Diploma in Accounting;
 - b. Experience in respective sector and in similar assignments in any World Bank funded projects/externally aided projects or similar Govt. of India funded projects/National level reputed projects including in Govt. projects;
 - c. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams;
 - d. Experience of working in complex, multi stakeholder environment with ability to work under pressure/ strict deadlines and multi tasking.
 - e. Fluency in Assamese, Bengali, Bodo and other local languages;
11. **Age:** Age of the candidate should not be more than **45** years as on 1st November, 2018.
12. **Key Job Responsibilities** *include the following major activities under the project:*
 - a) The DAM will coordinate with all the District Department Project teams for accounting purposes, obtain timely data and reports of the expenditure made by District Department Project teams and submit a compiled report of the same to PCU, ARIAS Society as well as to head of the DLCC.
 - b) The DAM will enter the accounting data in accounting software (like Tally) based on the books of accounts maintained by the accounting centre.
 - c) The DAM will keep a close tab on the funding support to beneficiary agri entrepreneurs in the District under the project. He/she will collate with different agencies to submit the relevant utilization certificates, expenditure statements etc in time.
 - d) To conduct internal check of accounts and financial transactions of the Accounting Centers.
 - e) To ensure regular & proper keeping of accounts and related records by the DDOs of Accounting centers assigned to him/ her, observing the standard principles of double entry systems of accounting (consistent with International Accounting Standards) & Financial Management Manual of the APART and submission of returns and reports to the PCU in time. The consultants will render necessary assistance in this regard to the DDOs.

- f) To submit the software generated monthly accounts data electronically to the PCU along with signed copies of generated reports in the prescribed format for all the accounting centers assigned to him/her within 10th day of the following month.
- g) To assist & guide the concerned official of the accounting centre regarding the maintenance of financial records in a systematic manner. He/ she shall also verify the documents of the accounting centers with the entries in the cash book and will advise for correction/changes, if required.
- h) To assist the accounting centre in preparation of reply to the audit observations and to ensure submission of reply to the PCU in time. He will also advise the concerned officials of accounting centers for necessary corrections based on the audit observations.
- i) To train the community groups regarding maintenance of records, books of accounts as per the guidelines of the project and the FMM.
- j) At the district level, DAM will be reporting to the Chairman of District Level Coordination Committee (DLCC), i.e. Deputy Commissioner and will work in close coordination with Additional Deputy Commissioner (Development). The DAM will be under administrative control of the State Project Director. ADC (D) will submit a monthly report on duties performed by the DAM. The DAM will keep liaising with the Finance & Accounts personnel of the PCU in performing his/her aforesaid duties.
- k) Any other related work assigned by the SPD/DC/ADC (D).

(C) Duration of assignment:

13. The tenure of District Accounts Managers is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the District Accounts Managers 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 District Accounts Managers 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. **Remuneration, payment terms, other benefits, leave etc:**
 - a) The eligible candidate will get a Fixed Consolidated Remuneration of **Rs. 35,000/-** per month which shall be 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 rules of the ARIAS Society. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing HR rules.
 - b) The DAM will be eligible for annual paid Leave of 14 (fourteen) working days (casual leave- 12 days and restricted holiday- 2 days) and Medical Leave of 10 days on production of medical certificate. Casual leave of more than 5 working days at a stretch will not be granted to DAM.
15. **Facilities to be provided:**
 - a) Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
 - b) Shared office space (preferably in the office premises of DC), along with necessary facilities like computer, printer, scanner, telephone, internet connectivity etc.

Reporting and Performance Review:

16. The DAM will report to the Project Director, ATMA on a day-to-day basis. Progress of the work will also be reported to the State Project Director, ARIAS Society on a monthly basis. Performance review will be done as per the HR Policy of the ARIAS Society.

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.