

**World Bank financed Assam Agribusiness and Rural Transformation Project (APART)
Operational Project Implementation Unit (OPIU): Directorate of Dairy Development,
Assam**

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**Draft Terms of Reference (ToR) for Lab Managers in Milk Testing Laboratories (District
& HQ), Directorate of Dairy Development, Assam**

(A) BACKGROUND & OBJECTIVES OF THE PROJECT

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). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART while the **Directorate of Dairy Development, Assam** is one of the implementing agencies in the project. For this purpose, an Operational Project Implementation Unit (OPIU) has been set up at the **Directorate of Dairy Development (DDD), Assam**. OPIU-DDD shall be responsible for implementation of the activities in the informal dairy value chain under APART. DDD in consultation with ARIAS Society, now intends to hire 17 numbers of **Lab Managers in Milk Testing Laboratories (16 numbers for the Districts & 1 number for HQ)** for activities supported by the project in coordination with International Livestock Research Institute (ILRI) and the Directorate of Dairy Development, hereinafter referred as **Lab Managers** under APART to be placed in the offices of the District Coordinator and in HQ at the **Directorate of Dairy Development, Assam**, on contractual basis.
2. The Project Development Objective of APART is to “add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
3. There are four components of APART: The first 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 second component is Facilitating Agro Cluster Development with sub-components 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 able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt a clusters (production and enterprise) and value chain approach.

5. APART has signed an agreement with International Livestock Research Institute (ILRI) for technical assistance for livestock (dairy & piggery sub-component). The activities under the dairy sub-component shall be implemented by Directorate of Dairy Development. The broad areas of ILRI –APART collaboration for (informal) dairy value chain include (i) facilitating transformation of informal dairy sector (ii) building capacity on lab technologies for milk safety and quality assurance under FSSA and (iii) improving productivity.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

6. The **Lab Manager (LM)** will be mainly responsible for managing the day to day activities of the milk testing laboratories available in the APART districts and the HQ laboratory. **LM** needs to undertake regular testing of milk and milk products marketed by the market actors (producers, traders, cottage processor & sweet makers) of the Informal milk markets of the 16 APART districts as well as in the HQ laboratory at Khanapara, Guwahati as specified under the Food Safety & Standard Act,2006(FSSA,2006) and Food Safety & Standard Regulations, 2011. LM also needs to coordinate with ILRI for implementation of the activities viz i) Developing lab protocol and quality assurance system under DDD for adherence to FSSA, 2006 ii) Capacity building of Government officers on laboratory technology, iii) Handholding support for health risk assessment and risk communication in milk value chain under FSSA-2006 supported by ILRI. In addition, **LM** will support the District Dairy Coordinators, Head of OPIU, Nodal Officer and OPIU members for timely and efficient delivery of milestones as per the contract agreement signed with ILRI.

7. *The key job responsibilities of the **Lab Managers** include:*

- a. Management of the day to day activities of the milk testing laboratories available in the APART districts and the HQ laboratory.
- b. Undertake regular testing of milk and milk products marketed by the market actors (producers, traders, cottage processor & sweet makers) of the Informal milk markets of the 16 APART districts as well as in the HQ laboratory at Khanapara, Guwahati as specified under the Food Safety & Standard Act,2006 and Food Safety & Standard Regulations,2011and as directed by District Dairy Coordinators and the OPIU, DDD officials
- c. Coordinate with ILRI on behalf of OPIU-DDD, as directed, and to ensure timely and proper planning of joint activities.
- d. Understand ILRI's requirements for smooth conduct of the activities and plan for the activities and communicate the same to concerned District Dairy Coordinators and the OPIU, DDD officials for successful completion of the planned activities.
- e. Follow up with ILRI, District Dairy Coordinators, OPIU and other concerned officials for timely planning, execution and completion of the activities ensuring

- quality in accomplishment of assigned tasks.
- f. Support in organizing, meetings, workshops, training and other such events at the headquarter as well as at the district offices as per the project requirements in regards to the laboratory protocols, capacity building etc & for timely actions to be taken by concerned stakeholders in consultation with District Dairy Coordinators, OPIU, Members and concerned scientists/staff of ILRI.
 - g. Support in implementing Training, Monitoring and Certification (TMC) programme in the field for informal market actors.
 - h. Support in undertaking the activity viz developing lab protocol and quality assurance system under DDD for adherence to FSSA, 2006 to be undertaken by ILRI.
 - i. Support in undertaking the activity viz Capacity building of Government officers on laboratory technology to be facilitated by ILRI
 - j. Support in undertaking the activity viz Handholding support for health risk assessment and risk communication in milk value chain under FSSA-2006 to be undertaken by ILRI
 - k. Support in organizing laboratory work at the laboratory of head quarter as well as district laboratories.
 - l. Support OPIU in organizing Joint Coordination and Monitoring Committee (JCMC) meeting at the headquarter as well as district offices.
 - m. Support OPIU in preparing procurement documents related to the Laboratory equipments, chemical & reagents & other ILRI supported activities etc.
 - n. Support in preparation of World Bank Missions, technical missions, particularly with regards to ILRI supported activities pertaining to milk testing laboratories.
 - o. Support in documentation of all the project activities and outcomes.
 - p. Develop and maintain good working relationship with ARIAS, ILRI, AHVD and ALPCo for smooth functioning of collaborative work.
 - q. Need based tour to the sites of the milk market actors of the Informal milk markets with the approval of the Reporting Officer.
 - r. Any other task assigned by concerned District Dairy Coordinators, Nodal Officer- APART, Dairy Dev, Assam / Head of OPIU, Dairy Dev, Assam / SPD-ARIAS Society.

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC.

- 8 Educational Qualification:** The **LMs** must possess at least a full time Masters degree in Dairy Technology/ Food Technology/ Veterinary Science or M.Sc in Biotechnology or Microbiology or Food Science from a recognized University
- 9 Desirable Working Experience - LMs** should have at least 2(two) years hands on experience on microbial techniques and chemical analysis of food & beverages. He/She should be well versed with the methods of analysis of milk & milk products as per the manuals developed by the Food Safety & Standard Authority of India(FSSAI) and the other relevant provisions of FSS Act,2006 & FSS Rules, 2011 in respect of sampling, laboratory protocols etc.
- 10 Computer Skills:** The **LMs** must have expertise in using Internet based applications, working with advanced word processing/spreadsheet including MS Word, MS Excel, MS Power Point, related applications and software & hardware computer systems.
- 11 Language:** Fluency in Assamese, English and Hindi is essential.
- 12 Skills etc:**

- a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multi tasking
- b. 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.

13.Age: Age of the candidate should not be more than **35 years** as on **1st July, 2018**.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

14. The tenure of the **LMs** is approximately 3 years. However, continuity of the **LMs** beyond one (1) year from the date of signing the agreement will depend upon his/her performance.

15. The contract with **LMs** 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 Directorate, Dairy Dev, Assam /A.H & Veterinary Department/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the duration of 3 years. The Directorate Dairy Dev, Assam / A.H & Veterinary Department / Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of **LMs**.

16. The **LMs** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **LMs** will have to serve the project on full time basis.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

17. The fixed consolidated remuneration of **LMs** shall be in the range of **INR 3.24- INR 3.60 lakhs per year** depending on the qualifications, experience, competency, performance in the interview and also the remuneration/pay package of the last assignment. The remuneration would be paid in equal monthly instalments. This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at the project districts /Guwahati, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. 87% of the remuneration would be paid as fixed salary while 13% would be linked to performance. The remuneration may be enhanced on an annual basis as per the prevailing project rules.

18. Travelling, Boarding & Lodging expenses for approved official tours outside concerned HQ will be reimbursed as per prevailing project rules.

19. The provisions of leave would be as per prevailing project rules.

(F) REPORTING & PERFORMANCE REVIEW

20. **LMs** will report to the concerned District Dairy Coordinators/ Head of OPIU (as the case may be). The performance of the **LMs** will be evaluated by the concerned District Dairy Coordinators/Head of OPIU, and a consolidated quarterly report shall be submitted to the ARIAS Society for further processing.

(G) FACILITIES TO BE PROVIDED TO LAB MANAGERS IN MILK TESTING LABORATORIES(DISTRICT & HQ)

21. Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **LMS** will be provided with one office cubicle/workstation/shared office space along with computer, printer, computer stationery/office consumables, and internet access.
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