

Draft Terms of Reference (ToR)
For Junior Engineers (2 Nos.) to be positioned in Assam Seeds Corporation Ltd. Khanapara, (a Govt. of Assam Undertaking) under the World Bank financed Assam Agribusiness & Rural Transformation Project (APART)

(A) BACKGROUND AND OBJECTIVES

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank (IBRD: International Bank for Re-construction and Development) for the Assam Agribusiness and Rural Transformation Project (APART). The Project Development Objective (PDO) of APART is to “add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs and to advance Assam’s COVID-19 response”. The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society, an autonomous body of the Govt. of Assam, is the apex coordinating and monitoring agency for the Project. ARIAS Society now intends to **hire two Junior Engineers (JEs)** under APART (hereinafter referred as **JEs**) as Individual Consultant out of the loan proceeds, to be positioned in Assam Seeds Corporation Ltd. Khanapara, under the World Bank financed APART, as per the terms given hereunder.
2. The APART 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 **(iv)** supporting the State Health Society (SHS) in addressing the COVID-19 challenge. To achieve the PDO, the project is adopting clusters (production and enterprise) and value chain approach. The project is being implemented in 25 districts¹ 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 an Agribusiness Enterprise Development and Promotion Facility (EDPF) **(iii)** Agribusiness Investment Fund (AIF) support. **The second component is Facilitating Agro Cluster Development** with subcomponents 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 & Learning.**
4. Component-C of APART aims at enabling producers of the priority value chains, in the targeted clusters, to take advantage of the rapidly changing market demand, and enhance resilience of agriculture production systems for increasing production and managing risks associated with climate change. This would be achieved by: **(i)** improvements in production technologies and management practices through climate resilient solutions; **(ii)** facilitation of collective-action by producers by supporting the establishment of farmer producer organizations (FPOs); **(iii)** improving value realization at the farm level through improved cleaning, grading and packing of produce through Common Service Centers (CSCs) managed by FPOs; **(iv)** facilitation of market linkages through market information and intelligence; and **(v)** facilitating access to a broad set of financial services and their responsible use by producers. This component adopts a cluster based value-chain approach for providing support to producers for sustainably increasing their production and productivity; linking the producers with emerging supply chains, modernized wholesale agriculture markets and warehouses, under component B; and facilitating partnership opportunities with strategic and potential anchor and leading firms, supported under Component A.

¹ Nagaon, Sonitpur, Barpeta, Karbi Anglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon, Nalbari, Hojai, Biswanath, West Karbi Anglong, Kamrup Metro, Mankachar, Charaideo, Dhemaji, Bongaigaon and Majuli

5. Among the various agricultural inputs, seed is one of the very important and critical areas under APART. The Project has also engaged three international agencies i.e. International Rice Research Institute (IRRI), International Potato Centre (CIP) and World Vegetable Centre which are working closely with the Directorate of Agriculture, Directorate of Horticulture and Food Processing, Assam Seeds Corporation Ltd., Assam Agricultural University, District Agricultural Technology Management Agencies (ATMAs), Krishi Vigyan Kendras (KVKs) and Research Stations, among others to strengthen the seed value chain of the state.
6. As a first step to make Assam self-sufficient in quality seed production, a Seed Vertical has been set up under the APART. The activities in the Seed Vertical are led by the Assam Seeds Corporation Limited (ASCL). One of the key activities under the Seed Vertical is foundation seed production on ASCL farms and certified seed production with the Farmer Producer Companies (FPCs). Other activities include strengthening/ upgrading the seed infrastructure for making best and efficient utilization of the farm resources as well renovation of the existing building of the ASCL through various funding sources including APART. The key roles of the **JE**s to be positioned preferably in those districts wherein construction work is being taken under ASC Ltd., thus would be to supervise these civil works jointly with the PWRD for maintaining quality & specification of works and also for smooth accomplishment of the task on time.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE OF WORK

7. The **JE**s will report to the **Managing Director, Assam Seeds Corporation Ltd.** and will support Assam Seeds Corporation Ltd. in achieving the objective of making Assam self-sufficient in quality seed production thereby strengthening the infrastructure of the Govt. Seed Farms located all over the state for maximum utilization of the farm resources in the best possible way leading to a hike in in-house seed production. In particular the responsibilities of the **JE**s include the following:
 - a) Studying the design, drawings, DPRs etc prepared by the architecture/consultancy firm hired by the project for the up-gradation, modernization, renovation & new civil constructions activities of the Assam Seeds Corporation Ltd. infrastructure (HQ building, seed farms & nurseries etc) before execution.
 - b) Carrying out regular supervision of works at site jointly with PWRD Engineers for reviewing the progress of works, verification of the construction/renovation works for compliance with specified technical standards, approved drawings & designs etc. and submit monthly progress reports with chronological photographs of executed works to the MD & other senior officers of Assam Seeds Corporation Ltd. on periodic basis while on day to day basis and for operational matters **JE** will report to the General Manager (Technical), Assam Seeds Corporation Ltd.
 - c) To ensure that the civil work activities of the Seed Farms' up-gradation & modernization programme are progressing as per the Procurement Plan/Annual Work Plans/relevant Contract Agreements and take all possible measures to keep the progress of the work on time and as per plan.
 - d) To inform the reporting officer, immediately regarding happening of any unforeseen/untoward incidents and to suggest remedial measures of such incidents.
 - e) To verify the construction bills/vouchers submitted by the contractors and endorsing the same jointly with PWRD Engineers for release of payments.
 - f) Documenting and submitting report on the progress of the civil works at the project site at monthly interval to the Managing Director, Assam Seeds Corporation Ltd or any other officer authorized by him.
 - g) Perform any other related task assigned by the Managing Director, Assam Seeds Corporation Ltd.
 - h) **Travel Requirements:** The **JE** will be required to undertake regular field-visits and tours as per the project requirements with prior approval of the reporting officer. However, the **JE** will have to arrange his/her own conveyance facility for attending the work site in their respective place of posting in the Assam Seeds Corporation Ltd. HQ or any other Govt. Seed Farms based on requirement.

(C) QUALIFICATIONS, EXPERIENCE, SKILLSET, AND AGE ETC.

8. **Educational Qualifications:** The **JE** should hold at least a Diploma in Civil Engineering from a recognized institute/University (Degrees obtained through distance education shall not be accepted). Candidates having Bachelor Degree in Civil Engineering will be given preference
9. **Working Experience:** At least 2 years of professional experience in field execution of civil engineering construction works of varied nature in any public/private sector organizations.
10. **Computer Skills & Language:** The **JE** must have proficiency in the use of Internet based applications, Graphics,

MS Word, MS Excel and MS Power Point and other related applications.

11. **Language:** Fluency in English, Assamese & Hindi.

12. **Age:** Age of the **candidate** should not be more than **35 years as on 1st October, 2023.**

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

13. The tenure of **JE** is intended for the entire duration of APART and co-terminus with the project period of APART i.e. upto September 2024. However, continuity of the **JE** beyond **eleven (11) months** from the date of signing the agreement will depend upon his/her performance.

14. The contract with **JE** 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 Govt. of Assam/ PCU/ ARIAS Society/ Assam Seeds Corporation Ltd. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Govt. of Assam/ PCU/ ARIAS Society/ Assam Seeds Corporation Ltd. shall not undertake any responsibility for subsequent deployment of the incumbent.

15. The **JE** shall not assign or sub-contract, *in whole or in part*, his/her obligations to perform under this ToR, **except with the reporting officer's prior written consent**. The **JE** will have to serve the assigned office on full time basis under overall command of Managing Director, ASCL and provide services normally from the Office of the Assam Seeds Corporation Ltd.

(E) REMUNERATION, PAYMENT TERMS AND LEAVE ETC.

16. Depending on *the qualifications*, experience, competencies, recent remuneration, etc. of the candidate, the consolidated annual remuneration for the **JE** will be in the range between **Rs. 3.60 lakh- Rs 4.80 lakh** per year. *A higher start may be considered in case of exceptionally talented candidates, as decided by the SPD. However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs. 3.60 lakh/year, the lower remuneration will be offered.*

17. The annual remuneration will be inclusive of performance-linked-incentive, communication allowance, health/service related allowance, all taxes, cost of accommodation and food, conveyance to attend the work site at the place of posting etc. The remuneration may be enhanced by the MD, Assam Seeds Corporation Ltd., on an Annual Basis, as per provisions in the HR policy of ARIAS Society.

18. The remuneration will be given in equal monthly installments and the Performance-Linked-Incentive (PLI) will be given quarterly by the MD, Assam Seeds Corporation Ltd. based on the performance and achievement against the mutually agreed deliverables by the **JE**. Taxes shall be dealt with as per applicable laws.

19. Travelling, Boarding, Lodging and Food expenses for approved official tours outside the place of posting will be reimbursed as per HR Policy of ARIAS Society.

20. The provisions of leave would be as per provisions of HR Policy of ARIAS Society.

21. No house rent allowance or any other allowance shall be paid by the Project. No other payment whatsoever (except reimbursement of official travelling expenses) shall be made, except as agreed with the **JE** by the Project.

(E) REPORTING AND PERFORMANCE REVIEW

22. The **JE** will report to the General Manager (Technical), Assam Seeds Corporation Ltd. on a day-to-day basis. Quarterly/Half yearly/Annual performance review will be done by the MD, Assam Seeds Corporation Ltd.

(F) FACILITIES TO BE PROVIDED TO the JE

23. The **JE** will be given access to all documents, reports, correspondence, contacts available with Assam Seeds Corporation Ltd, OPIU & ARIAS Society and any other information available, as deemed necessary for smooth accomplishments of tasks assigned. The **JE** will be provided with one office cubicle/workstation in the place of posting, along with computer, printer, computer/office consumables, and internet access. *The JE however will not be provided with any clerical assistance.*

Notes:

1. *This is a draft ToR and SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.*
2. *ARIAS Society is an equal opportunity employer and women candidates are strongly encouraged to apply.*
