

***Draft Terms of Reference (ToR)***  
**For Information Technology (IT) and Data Management Executive (DME) (Individual Consultant) for the Pilot Mission on Medicinal and Aromatic Plants (MAPs) to be positioned in the Operational Project Implementation Unit (OPIU) Horticulture and Food Processing under 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 & 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. The Directorate of Horticulture and Food Processing in association with ARIAS Society now intends to hire an **Information Technology and Data Management Executive (IT-DME) for pilot Mission on Medicinal and Aromatic Plants (MAPs)** under APART (hereinafter referred as **IT-DME**) as Individual Consultant out of the loan proceeds, to be positioned in the Operational Project Implementation Unit (OPIU) Horticulture and Food Processing 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. To achieve the PDO, the project will adopt clusters (production and enterprise) and value chain approach.
3. There are four components of APART: **The first component-A 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 (iv) establishing stewardship councils. **The second component-B is Facilitating Agro Cluster Development** with subcomponents being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain support. **The third component-C 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-D 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. The component will adopt 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.
5. With the approval of the World Bank, under this component, it has been decided that a **pilot on Medicinal and Aromatic Plants (MAPs)** would be taken up initially in about **seven districts i.e. Biswanath, Dhemaji, Dhubri, Goalpara, Majuli, K. Anglong and Kokrajhar** and on about **four crops (patchouli, lemongrass, tulsi and vetiver)**. Engagement of IT-DME is being done as a part of this initiative.

**(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE**

6. The key role of **IT-DME will be to support the PMU to be set for pilot Mission on Medicinal and Aromatic Plants (MAPs) in the Directorate of Horticulture and Food Processing in IT** In particular the responsibilities of the **IT-DME** include the following:
- a) Coordinate all matters relating to MIS of OPIU Hort and FP and to ensure timely and proper uploading of data/ information into the project MIS as authorized relating to pilot mission on Medicinal and Aromatic Plants (MAPs). Be in close liaison with District MAP Coordinators to ensure that the data of MAP demonstrations, trainings other such activities at district level is uploaded in the Project MIS in a timely and effective manner.
  - b) Timely submission of data/ information and other materials like REOI, ToRs, photographs, videos, beneficiary data etc to be uploaded on ARIAS Society website relating to pilot mission on Medicinal and Aromatic Plants (MAPs).
  - c) Support the OPIU in procuring necessary software, applications, installing, configuring and their need based maintenance relating to pilot mission on Medicinal and Aromatic Plants (MAPs).
  - d) Coordination of data entry activities under APART relating to pilot mission on Medicinal and Aromatic Plants (MAPs).
  - e) Day to day management of OPIU MIS including data bases, web operations and ensuring its hassle free availability to users relating to pilot mission on Medicinal and Aromatic Plants (MAPs).
  - f) Establishment and administration of an efficient e-mail system, maintaining user accounts and profiles, including LAN and controlling privileges and permissions for sharing, accessing data information among users and from common/central/ shared folders/drives for the staff of pilot mission on Medicinal and Aromatic Plants (MAPs).
  - g) Monitor access of users to restricted/prohibited sites and virus management through administration of efficient and update anti-virus systems with respect to staff of pilot mission on Medicinal and Aromatic Plants (MAPs).
  - h) Monitoring database server performance, error log, event log, transaction log etc. Performing preventive maintenance tasks to ensure minimum system downtime for the systems used by the staff of pilot mission on Medicinal and Aromatic Plants (MAPs).
  - i) Database back up and schedules recovery pertaining to pilot mission on Medicinal and Aromatic Plants (MAPs).
  - j) Providing server administration, technical and helpdesk support related functions, reporting and identifying system's security, repairing software and hardware malfunctions, install and uninstall applications and hardware to keep the system current and working efficiently, monitoring, assisting users with information technology resources and ensure that MIS protocol is adhered to by all users in the OPIU.
  - k) Troubleshooting of computer hardware and software, network functionality and technical issues, maintenance of routing system in particular WAN/LAN connectivity on a daily basis for the staff of pilot mission on Medicinal and Aromatic Plants (MAPs).
  - l) Maintaining the technical aspects of the Social media pages, blogs, online discussion forums, if any in respect of pilot mission on Medicinal and Aromatic Plants (MAPs)
  - m) Undertake field-visits and tours to the project locations, with prior approval of the Head of OPIU. Occasional out of the state visits may also be required as directed by the Head of OPIU.
  - n) Any other related task assigned by Reporting Officer
  - o) **Travel Requirements:** The **IT-DME** shall be required to undertake field-visits and tours to project sites, with the approval of the reporting officer.

**(C) MINIMIM ESSENTIAL QUALIFICATIONS, EXPERIENCE, SKILLSET, AND AGE ETC.**

7. **Educational Qualification:** The candidate must possess at least a B. Sc. (IT or Comp. Sc.)/B. Tech. (Computer Science)/Bachelor of Computer Application (BCA)/ three years Diploma in Computer Science or a closely related field.
8. **Working Experience:** The candidate should have at least 4 years professional experience (in case the Bachelors degree/diploma is of three years duration) or 3 years experience (in case the Bachelors degree/diploma is of 4 years duration) in the field of MIS in any public/ private sector organization. The experience will be counted as on last date of submission of application.
9. **Computer Skills:** The candidate 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.
10. **Language:** Fluency in English and Assamese is essential.
11. **Age:** The age of the candidate should not be more than 35 years as on 1<sup>st</sup> July 2022.

**(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.**

12. The tenure of **IT-DME** is intended for the entire duration of APART and co-terminus with the project period of APART i.e. September 2024. However, continuity of the **IT-DME** beyond eleven months from the date of signing the agreement will depend upon his/her performance. The decision of the SPD, ARIAS Society shall be final and binding in this regard. The contract management shall be done as per the project rules.
13. The contract with **IT-DME** 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. 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 shall not undertake any responsibility for subsequent deployment of the incumbent.
14. The **IT-DME** 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 **IT-DME** will have to serve the assigned office on full time basis under overall command of Director, Horticulture and Food Processing, during the assignment period **IT-DME** may be transferred to any other office of the Project either at HQ (Guwahati) or in the Districts.

**(E) REMUNERATION, PAYMENT TERMS AND LEAVE ETC.**

15. The consolidated fixed remuneration of the **IT-DME** shall be 3.00 lakhs per year. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc. The annual remuneration will be inclusive of performance-linked-incentive, communication allowance, health/service related allowance, all taxes, cost of accommodation and food at Guwahati, conveyance to attend the office etc. The remuneration may be enhanced on an Annual Basis, as per provisions in the HR policy of ARIAS Society.
16. 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 **IT-DME** Taxes shall be dealt with as per applicable laws.
17. Travelling, Boarding, Lodging and Food expenses for approved official tours outside office HQ will be reimbursed as per HR Policy of ARIAS Society.
18. The provisions of leave would be as per provisions of HR Policy of ARIAS Society.
19. 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 **IT-DME** by the Project.

**(F) REPORTING AND PERFORMANCE REVIEW**

20. The **IT-DME** will report to the Director, Horticulture and Food Processing on a day-to-day basis. Quarterly/Half yearly/Annual performance review will be done by the Reporting officer.

**(F) FACILITIES TO BE PROVIDED TO IT-DME**

21. The **IT-DME** will be given access to all documents, reports, correspondence, contacts available with ARIAS Society, OPIU-Horticulture & Food Processing and any other information available, as deemed necessary for smooth accomplishments of tasks assigned. The **IT-DME** will be provided with one office cubicle/workstation in the OPIU Horticulture and Food Processing, with computer, printer, computer/office consumables, and internet access. *The IT-DME 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.*

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