

Draft Terms of Reference (ToR)
For Office Management Executive (OME) (Individual Consultant) under the Pilot Mission on Medicinal and Aromatic Plants (MAPs) to be positioned in the Operational Project Implementation Unit (OPIU) Horticulture and Food Processing

(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 **Office Management Executive (OME) for pilot Mission on Medicinal and Aromatic Plants (MAPs)** under APART (hereinafter referred as **OME**) 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 **OME** is being done as a part of this initiative.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

6. The **OME** will report to the **Director of Horticulture and Food Processing**: In particular the

responsibilities of the **OME** include the following:

- a) Organizing day-to-day schedule for of the concerned office. To accurately pass all incoming information to relevant staff of pilot Mission on MAPs as well as coordination between Head, Nodal Officer/Alternate Nodal Officer and other members.
- b) Answering incoming telephone calls, typing letters and other correspondence by order of Head /Nodal Officer/ Alternate Nodal Officer and dealing with other office matters which are approved by his/her reporting officer or the Department's Coordinator in PCU, ARIAS Society;
- c) Ensuring clear and, depending on confidentiality, database management of all incoming and outgoing documentation with respect to pilot mission on MAPs;
- d) Efficiently organizing, maintaining and safekeeping of OPIU/district office files and providing files/file information to the members/Head as and when required with respect to pilot mission on MAPs;
- e) Operating petty cash/ small imprest amounts in consultation and as authorized by the Finance and Accounts Officer/Accounts Manager with respect to pilot mission on MAPs;
- f) Ensuring smooth and efficient logistical arrangements for all meetings, seminars, conferences and training sessions organized by the OPIU/districts and extending need based support to PCU, with respect to pilot mission on MAPs
- g) Typing the minutes of meeting/ record notes from handwritten notes etc with respect to pilot mission on Medicinal and Aromatic Plants (MAPs);
- h) Provide for short translations from Assamese to English and vice versa with respect to pilot mission on Medicinal and Aromatic Plants (MAPs);
- i) Using computer and word processing, drafting notes and other such documents from dictation or source material, as the case maybe with respect to pilot mission on MAPs;
- j) Ensuring effective mail management with respect to pilot mission on MAPs: receiving and sending (letters, faxes, e-mail), taking prints of mails and putting up in relevant files in consultation with and as authorized by Nodal Officer and other members/head of OPIU/district;
- k) Perform any other related tasks as determined by Head of OPIU/Nodal Officer/ Alternate Nodal Officer and other members of the OPIU Horticulture and Food Processing.
- l) **Travel Requirements:** The **OME** shall be required to undertake field-visits and tours to project sites, with the approval of the reporting officer.

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

7. **Educational Qualifications** The **OME** should hold a Bachelors degree (of minimum three years duration) in any subject from a recognized University/ Institution.
8. **Work Experience:** The **OME** must have at least (2) two years' experience in office management/secretarial work in any public or private sector organization.
9. **Computer Skills & Language:** The **OME** must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
10. **Language:** Fluency in English & Hindi. Knowledge of local language would be an added advantage.
11. **Age:** Age of the candidate should not be more than **35 years as on 1st July, 2022.**

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

6. The tenure of **OME** is intended for the entire duration of APART and co-terminus with the project period of APART. However, continuity of the **OME** 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.
7. The contract with **OME** 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.
8. The **OME** 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 **OME** will have to serve the assigned office on full time basis under overall command of Director, Horticulture and Food Processing, during the assignment period **OME** 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.

9. The consolidated fixed remuneration of the OME 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.
10. 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 OME. Taxes shall be dealt with as per applicable laws.
11. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
12. The provisions of leave would be as per provisions of HR Policy of ARIAS Society.
13. 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 OME by the Project.

(E) REPORTING AND PERFORMANCE REVIEW

14. The OME 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 FSHS

15. The OME will be given access to all documents, reports, correspondence, contacts available with ARIAS Society, OPIU-Agri, CPIU-Agri and any other information available, as deemed necessary for smooth accomplishments of tasks assigned. The OME 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 OME 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.*
