

# ARIAS SOCIETY

**Assam Rural Infrastructure and Agricultural Services Society**

*(An Autonomous Body under Govt. of Assam)*

**Project Coordination Unit (PCU)**

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

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## **Proposed Assam Agribusiness and Rural Transformation Project (APART): Draft Terms of Reference (ToR) for Cluster Development Specialist**

### **Project background:**

1. The Government of Assam (GoA) through Government of India (GoI) has applied for a credit from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services Society (ARIASS) now intends to apply a portion of this credit for engagement of a **Cluster Development Specialist (CDS)** on contractual basis.
2. The development objective of APART is “increasing value-added and improve resilience in the production and processing of selected agricultural commodities, focusing on small farmers and agro-entrepreneurs in targeted districts”.
3. There are four components to the APART. **The first component is Support to Agri enterprise Development**, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an enterprise challenge fund (iii) sector development through stewardship councils. **The second component is Farm Market Infrastructure Development** with subcomponents being- (i) facilitating cluster development, (ii) investment support for cluster development (iii) market support. **The third component is Market Led Production and Resilience Enhancement** with sub components being (i) facilitating production cluster development (ii) facilitating access and responsible use of financial services (iii) Information and risk management support. **The fourth component is project Management, Monitoring and Learning.**
4. The project will achieve the proposed 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.

### **Scope of Position**

5. The **Cluster Development Specialist (CDS)** will *inter alia* assist the project in devising a suitable agri (processing) enterprise cluster development strategy and to reinforce the project’s efforts in implementation of agri enterprise cluster focused interventions. The professional contracted will work on building cluster competitiveness to frame synergies and innovative, collaborative project interventions across agri and allied commodity sectors. CDS will be responsible for identifying ways in which project could add value to the agri enterprise cluster development strategy, and to lead the design of agri enterprise cluster development programs in the project.

### **Essential Qualifications**

6. **Educational Qualification:** The CDS must possess a full time Post-Graduate/Master’s degree/diploma of minimum two years duration in Agribusiness/ Agribusiness Management/ Agricultural Economics/ Agricultural Extension/ Agribusiness Economics/ Rural Management/ Rural Development/Development Studies/Development Economics/ Business Entrepreneurship/ Entrepreneurship Management/ Food Processing/ Food Science & Technology/ Post Harvest Management/ Post Harvest Technology or a closely related field.
8. **Working Experience:** The CDS must have at least 11-15 years of work experience related to enterprise development or cluster-based interventions.

9. **Computer Skills:** The CDS must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
10. **Language:** High level of fluency in English and Hindi
11. **Desirable Qualifications, Experience, Skills etc:**
- Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respect strict deadlines and multi tasking
  - Experience in promoting agri-enterprise clusters.
  - An understanding and experience in the use of innovative technologies in promoting enterprise clusters
  - Knowledge of Assamese
  - 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.
12. **Age:** Age of the candidate should not be more than 50 years as on 1<sup>st</sup> August, 2016.

**Key Job Responsibilities** include the following major activities under the project:

13. CDS will assist the State Department of Industries and Commerce in developing a cluster-based strategy for agri enterprise support services.
14. CDS will determine critical gaps in technology, product quality, common facilities, skills, availability of raw material, and marketing support in the selected clusters.
15. The CDS will assist in developing District Agro Industrial Cluster Development Plan for the project Districts.
16. The CDS will develop interventions for addressing critical gaps, strengthening stakeholder outreach and promoting appropriate stakeholder institutions at the cluster level.
17. CDS will conceptualize the activities of the agri enterprise clusters and planning for their implementation through road maps and action plans.
18. Any other related task assigned by the State Project Director (SPD), APART or Commissioner of Industries and Commerce.
19. **Travel Requirements:** The CDS will be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD and Commissioner of Industries and Commerce.

**Duration of assignment:**

20. The contract period of the CDS is intended for entire duration of the project. However, continuity of the CDS beyond one (1) year will depend upon his/her performance. The CDS will be on the roles of APART, ARIAS Society and will work with the Department of Industries and Commerce. The Resignation/Termination shall be as per the HR Policy of the ARIAS Society.

**Remuneration and payment terms:**

21. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the CDS will be determined and mutually agreed, which could be in the range of **Rs. 11.40 lakh to Rs. 25.80 lakh per year**. *However for outstanding candidates the range may be extended to some extent.* If suitable candidates with above mentioned experience are not available, then candidates with minimum 05 years of experience including 02 years of experience in promoting agri enterprise clusters may be considered for interviews/ tests at a lower salary package to be decided through mutual agreement between the ARIAS Society and the candidate. This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, 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 will be enhanced on an annual basis, based on the HR Policy of the ARIAS Society.
22. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per

HR Policy of ARIAS Society.

23. The CDS will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted to consultants/staff. However, under exceptional circumstances, SPD may relax this condition.

**Facilities to be provided by the client:** PCU/Project Implementation Unit (PIU)-Industries will -

24. Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
25. Provide one office cubicle in the Department of Industries and Commerce along with computer, printer, computer/office consumables, and internet access. In addition, one laptop computer, along with Internet Data Card (maximum 4 GB per month) may also be provided depending on the intensity of the service, as determined by SPD/ Commissioner of Industries and Commerce.
26. Provide conveyance arrangements for official travel within Guwahati city on pool basis, whenever available and also for field visits approved by the SPD/ Commissioner of Industries and Commerce. The CDS will have to arrange his/her own conveyance facility for attending the office.

**Reporting and Performance Review:**

27. The CDS will report to the Commissioner –Department of Commerce and Industry on a day to day basis. The progress of work will also be reported to State Project Director (SPD), ARIAS Society on a periodic basis as per appointment contract agreement. Annual performance review will be done as per the HR Policy of the ARIAS Society.

**FORMAT FOR SUBMISSION OF CV**

1. **Full Name** (In Block Letters):
2. **Gender:**
3. **Nationality** (attach a copy of evidence):
4. **Permanent Postal Address** (attach a copy of evidence):
5. **Police Station:**
6. **Current Address:**
7. **Telephone/ Cell No.:**
8. **Email address:**
9. **Passport No. (If available)** (attach a copy of evidence): .....
10. **Date of Birth** (attach a copy of evidence):
11. **Current Designation:**
12. **Current Employer's Full Address with contact email and phone number:**
13. **Educational qualification** (attach a copies of evidences):

Paste self attested Recent Passport Photo
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Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

14. **Training details relevant to the position applied** (attach a copy of evidence):

Sl.	Training Field	Period of Training
1.		
2.		
3.		

15. **Total Experience (in years):** .....
16. **Experience (in years) in Financial Inclusion:** ....
17. **Experience (in years): in promoting agri enterprise clusters:** .....
18. **Languages known:**
19. **Computer proficiency:**
20. **Do you have any criminal or corruption charges pending against you?** (If yes furnish details)
21. **Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law?** (If yes furnish details)
22. **Have you ever been discharged or forced to resign from any position?** (If yes furnish details)
23. **Employment Record (Starting from the latest):**

<b>From:</b>	<b>To:</b>
<b>Employer:</b>	
<b>Position Held:</b>	
<b>Monthly Remuneration</b> (attach copy of the latest salary/remuneration certificate):	
<b>Summary of services provided:</b>	

*Add boxes as required*

24. **Works/Activities undertaken that best illustrates the experiences in similar position(s) applied for** (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

<b>Name of assignment or project:</b> <b>Year:</b> <b>Employer:</b> <b>Main Features of the project:</b> <b>Positions held:</b> <b>Activities performed:</b>	
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*Add boxes as required*

<p><b>Declaration:</b> I certify that the statements made by me in this CV are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ARIAS Society to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ARIAS Society would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p> <p align="right">Signature of the Candidate</p>
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**Attach self attested certificates/testimonials.**

**IMPORTANT Note:** Candidates shall provide CV (not more than 8 pages) strictly as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. **The complete CV along with certificates/testimonials shall not be more than 20 (twenty) pages or else CV may not be considered.**