

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)

Tel: +91 361-2332125; Fax: +91 361-2332564; website: www.arias.in; email spd@arias.in

Proposed Assam Agribusiness and Rural Transformation Project (APART): Draft Terms of Reference (ToR) for Environment Management Specialist

Project Background:

1. The Government of Assam (GoA) through Government of India (GoI) has received a credit from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Service Society (ARIASS) now intends to apply a portion of this credit for engagement of **Environmental Management Specialist** on contractual basis.
2. The development objective of APART is “increasing value-added and improve resilience in the production and processing of selected agriculture 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 and Assam Venture Capital fund and (iii) setting up of sector management companies. **The second component is Farm Market Infrastructure Development** with subcomponents being- (i) facilitating cluster development, (ii) supply chain support (iii) market support. **The third component is Market Led Production and Resilience Enhancement** with sub components being (i) market led climate resilient extension support (ii) 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 supply chain; improved information communication technologies (ICT) based farm information and intelligence services, and alternative marketing channels; and (iii) improving producer’s access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability.

Scope of Position

5. In the above context the APART intends recruit an Environment Management Specialist for coordinating, monitoring, facilitating and reviewing the implementation of the Environmental Management Plans (EMPs). The Environment Management Specialist will be supported, as required, by a cadre of task-based consultants. The broad mandate of Environment Management Specialist will include, but not limited to, ensuring the implementation of the provisions of the project’s environmental management plan/framework, preparation of Environment Management Plans for sub-projects on agro based industry clusters, preparation of timely reports on environment management, training of relevant agro-industry managers on environmental safeguards provisions and mitigation action etc. He/she would also support the external environmental auditing firm for conducting the environmental and social assessment and preparation of Environmental and Social Assessment Framework for the project. The task will include frequent traveling to project areas within Assam, and occasionally outside as well.

Essential Qualifications & Experience

6. **Educational Qualification:** A Post Graduate/Master’s degree (or equivalent) in Ecology & Environment / Environmental Science or a closely related field. A combination of several specializations and/or additional trainings would be an asset.
7. **Working Experience:** The Environment Specialist must have at least 11 to 15 years of professional experience in the field of Environment Management and related activities.

In case sufficient candidates meeting the experience criteria cited above are not available, Postgraduates/Masters degree holders in the relevant fields as mentioned above, with over **07** years of related professional experience may also be considered for interview/tests but they will be offered mid level consultant position at a lesser remuneration.

8. **Computer Skills:** The Environment Management Specialist must have proven 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.
9. High level of fluency in English and Hindi
10. **Desirable Qualifications and Experience**
 - a. Experience of working in project(s) assisted/funded by any international/national organization like UN, the World Bank, DFID, etc and/or any international/national NGO institution.
 - b. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.
 - c. Ability to work effectively in teams as well as independently.
 - d. Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;
 - e. Ability to work independently with large volumes of data with initiatives and problem – solving ability. Familiarity in preparing regular progress and monitoring reports, working in agriculture and allied sectors would be favourable.
 - f. Knowledge of local language would be an added advantage.
11. **Age:** Age of the candidate should not be more than 50 years as on 1st August, 2016

Key job responsibilities include the following major activities under the project

12. The Environment Management of the project shall be the responsibility of an Environment Management Specialist who shall be instrumental for undertaking an Environment Assessment (EA) of the APART, with the objective of identifying, assessing and mainstreaming the environmental aspects of APART in project planning, detailed design and implementation.
13. The Environment Management Specialist would help in designing of decision-making tool to ensure that the project design and implementation are environmentally sound.
14. The Environment Management Specialist will help the project identify weak areas with respect to environment management and suggest strategies to strengthen the same
15. The Environment Management Specialist will cover following major activities under the project
 - a. Identify and assess the potential environmental impacts and risks of the interventions proposed under the APART, and recommend mitigation measures;
 - b. Identify opportunities for enhancing environment benefits of the project interventions, for ensuring environmental sustainability of climate resilient agricultural practices and so also for farm level/ cluster based processing;
 - c. Assess the applicability of World Bank's Operational Policies (OPs) and Government of India (GoI) and Government of Assam (GoA) legislations and policies on environment issues which would apply to APART; and
 - d. Develop a simple and practical Environment Management Framework (EMF) that would be used by the APART to screen and mitigate potentially adverse environmental impacts at cluster levels;

- e. It will be duty of Environment Specialist to convert each of the above (but not limited to the above) mentioned into action plan and design an implementation system (covering but not limited to the following aspects).
- f. Assess each activity planned against its possible environmental impact; study the mitigating measures including the aspects of social, ecological and physical environment components. Carry out qualifying and rating of impacts and prioritize the actions to be initiated for each activity / sub-component of the project.
- g. Examine the legal aspects of Environment Management and Pollution Prevention / control. Carry out budgeting and costing for each alternative studied / proposed as EMF and support selection of best available option with the project management team.
- h. Draft and submit applications / forms and documents necessary for obtaining permissions / consents / approvals / authorizations necessary for smooth implementation of the plans under EMF of APART.
- i. Evolve the Environment Management Framework (EMF) for the project activities with each sub-component. Draft details of the EMF and propose (make its presentations) for approval by the competent agencies of the State and Union Government, including funding institution.
- j. Guide and support implementation of each EMF so approved
- k. Ensure that the implementation of the Environment Management component of APART is in line with World Bank and Government priorities.
- l. Liaise with other relevant programs to ensure mutual exchange of knowledge for approaches, activities and coordination of professional efforts.
- m. Work with the other members of the technical coordination team to coordinate the professional direction of the program and to monitoring the effectiveness of interventions.
- n. Oversee the implementation of technical assistance against the rolling quarterly work plans and specialist area.
- o. Present work plans and review progress and issues at monthly technical team meetings.
- p. Provide direct specialist inputs as per agreed work plans.
- q. Convene regular specialist team meetings for the Environment Management component and provide regular support to the project team.
- r. Any other related task assigned by the State Project Director

Travel Requirements

16. The Environment Management Specialist may be required to undertake field-visits and tours as per the project requirement with prior approval of SPD.

Duration of the Assignment:

17. The contract period of Environment Management Specialist is intended for the entire duration of the APART (likely to be 7 years). However, continuity of the Environment Management Specialist beyond one (1) year will depend upon his/her performance. He will have to serve the ARIAS Society on a full time basis under the overall command of the State Project Director, ARIAS Society and provide services from the PCU at Khanapara, Guwahati. The resignation/termination shall be as per the HR policy of ARIAS Society.
18. **Remuneration and Payment Terms:** Between **Rs. 11.40 lakh to Rs. 25.80 lakh per year**, depending on the qualifications, experience, competency, etc and also pay package of the last assignment of the candidate. If suitable candidates with above mentioned experience are not available then candidates with minimum **07** years of relevant experience may be considered for interview/tests but they will be offered mid level consultant position at a remuneration ranging from **11.40 lakh to 19.20 lakh per year**. 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 PCU, 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.

19. Travelling, boarding and lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
20. The Environment Management Specialist will be eligible for annual paid leave of 12 (twelve) working days, excluding 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 five working days at a stretch will not be granted to consultants/ staff. However, in exceptional circumstances, SPD may relax this condition.

Facilities to be provided by the Client : Environment Management Specialist-

21. Will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned to him/her.
22. Will be provided with one office cubicle in the PCU 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.
23. Will not be provided with any clerical assistance.
24. Will have to attend APART office/PCU at ARIAS Society with his/ her own conveyance on all working days from 10 AM to 5 PM, unless on field-visit programs as approved by State Project Director (SPD), APART. Depending upon the workload, occasionally, (s)he may be required to work beyond the stipulated hours.
25. Will get reimbursement for traveling expenses for all approved field visits as per HR policy of ARIAS Society. The Environment Management Specialist shall however, take prior written approval of the SPD, APART for specific field visit programs.
26. Will be paid fixed monthly remuneration as per the contract agreement. No house rent allowance or any other allowance shall be paid by the PCU. No other payment whatsoever (*except reimbursement of travelling expenses*) shall be paid, except as agreed with the Environment Management Specialist by the SPD, APART.
27. Will not assign or sub-contract, in whole or in part, its obligations under this TOR.

Performance Review

28. The Environment Management Specialist will report to State Project Director, ARIAS Society. The quality of service and performance of the Environment Management Specialist will be reviewed by the SPD on a bi-monthly basis and 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

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 Environment Management and related activities:**
17. **Experience (in years): in any World Bank funded projects/Externally aided projects or similar Govt. of India funded projects/National level reputed projects:**
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):**

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

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)

Name of assignment or project:	
Year:	
Employer:	
Main Features of the project:	
Positions held:	
Activities performed:	

Add boxes as required

Declaration: 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.

Signature of the Candidate

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.**