

# 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 Post Harvest Management (PHM) Specialist**

### Project background:

1. The Government of Assam (GoA) through Government of India (GoI) has applied 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 **Post Harvest Management (PHM) 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.
5. The Post Harvest Interventions of the project will aim to help the farmers, transporters, traders, processors and other stake holders in agribusiness to bring about efficiencies in value chains by reducing post harvest losses at farm level, during transport, storage and handling during the course of marketing. Thrust would be on basic on farm interventions covering proper harvesting techniques, basic grading, and packaging etc., accompanied with processing. In addition protocols will be developed for transport and storage of identified products.
6. In the above context, it is being considered to hire a Post Harvest Management (PHM) Specialist by the ARIASS for supporting the activities related to PHM of the APART.

### Scope of Position

7. The **Post Harvest Management Specialist** will *inter alia* assist the project - (i) in assessing the current status/ challenges / strength and applied technologies of post-harvest management (harvesting/milling/drying/storage/processing etc.) of the key commodities to be taken up under the project, (ii) to determine the interventions on post-harvest management required and to develop and implement a commodity wise detailed strategy for post-harvest management for improving the quality and reduce loss during harvesting, packaging, storage and milling, etc.

### Essential Qualifications

6. **Educational Qualification:** Any graduation in Science followed by a Post Graduate degree/diploma of minimum two years duration in post harvest science / post harvest technology / food sciences/food processing/food

technology or a closely related field.

- 7. Working Experience:** The PHM specialist must have **11 to 15** years of professional experience with minimum **05** years of experience in Post Harvest Management of Agriculture/Horticulture commodities.

In case sufficient candidates meeting the experience criteria cited above are not available, Postgraduates/Masters degree holders (Agriculture and allied preferred) with over **05** years of professional experience, including minimum **02** years of experience in Post Harvest Management of Agriculture/Horticulture commodities may also be considered for interview/tests but they will be offered mid-level consultant position at a lesser remuneration.

- 8. Computer Skills:** The PHM specialist 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.
- 9.** High level of fluency in English and Hindi

#### Desirable Qualifications and Experience

- 10.** The desirable Qualifications and Experience are:
- Experience of working in medium/large size project(s) assisted/funded by any international/national organization and/or any international/national NGO institution and/or experience in working in reputed private sector agribusiness companies;
  - Experience of providing technical support using modern technology and capacity building in the area of post harvest management; ability to synthesize complex concepts and to communicate them effectively;
  - Hands on experience in conducting trials and developing protocols
  - Capability to work independently and develop teams
  - Ability to work with a cross section of people at different levels both within and outside the organization effectively in teams as well as independently;
  - Knowledge of Assamese and other Indian languages though not essential, will be desirable.
  - Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism and self-motivated, as well as capacity to work with teams and prepare adequate planning and activity reports;
- 11. 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:

- 12.** The principal task will be to assist the project authorities for preparation of this proposed project with specific reference to post-harvest technology available for the key commodities to be taken up under the project for value addition at farm level, in respect of aggregation, primary processing, and post harvest management.
- 13.** To assist the Project in identifying the weak areas with reference to post harvest management of identified products and work out possible interventions to mitigate the problems at different steps of the value chain.
- 14.** Develop protocols for handling the produce through known sources of information and experience and conduct trials when deemed necessary and assist in development of testing facilities.
- 15.** The PHM specialist will work closely with the project preparation team and other related service providers, and work with the progressive farmers, traders, processors etc. to meet their specific requirements in preparing for the post-harvest management and value chain development activities effectively. Specifically this would involve –
- Providing strategic guidance to the project in the area of post-harvest management and farm level and cluster based value addition; Identifying and developing the needs that are emerging from high value horticulture and livestock sector of the state. Design, develop, and roll out appropriate procedures and processes for postharvest handling of agriculture (including horticulture) and allied commodities (covering dairy, piggery, fishery etc.), ensuring food safety;

- b. Work closely with the field staff to develop and implement a strategy for post-harvest management. This will include, technical training in appropriate processes, logistics and food safety and technical assistance for the establishment and management of post-harvest facilities.
  - c. Increase the overall quality of agricultural and allied commodities arriving to the markets/processors/agribusiness entrepreneurs to meet the consumer demand by strengthening post-harvest management;
  - c. Provide packaging solutions for identified commodities, bringing latest cost effective technical know-how and expertise to clusters/producers, distributors and retailers, adding value to their operations;
  - d. Introduce latest economic pack house techniques for post-harvest improvements and recommend the required machinery to the agribusiness entrepreneurs for packaging lines, post-harvest automation, wherever needed;
  - e. Pay regular visits to Common Service Centres (CSCs), particularly during post-harvest period and provide them technical guidance and coaching; Ensure that post-harvest activities are carried out in a manner that is respectful and sensitive to community needs, gender issues and ensures disaster risk reduction;
  - f. Facilitate the development of new food products from farm produce for household consumption and marketing;
  - g. Lead the design and construction of post-harvest handling facilities including solar dryers and improved storage structures;
  - h. Liaise and coordinate with all stakeholders/relevant private sectors participant (e.g. agribusiness entrepreneurs, processors, exporters, banks and other service providers etc.,) who would be potentially interested in the development of value chains in the project area, and also with other projects in the state / country.
  - i. Develop methodologies to increase the quantity and quality of agriculture products available to specific buyers, by improving post-harvest techniques and creating facilities for grading, sorting, and packing; support the establishment and management of appropriately scaled collection centers and pack houses in order to facilitate sales and efficiencies, such as, decreasing post-harvest losses between the farm and the wholesale market/processor.
- 16.** The PHM specialist will assist the State Project Director (SPD), ARIAS Society, and others involved in project preparation in the planning, scheduling and coordination of activities for the project pertaining to Farm level value addition through post harvest management, this would include, among others -
- a. Preparing detailed terms of reference, costing, selection criteria for hiring various service providers who would be involved in the implementation of the activities under this component;
  - b. Prepare details regarding the operations of the grant funding pertaining to post harvest management proposed under the **Farm level value addition** component;
  - c. Examine the proposals for post harvest management infrastructure from farmer groups.
- 17.** Assist in setting up of MIS and M&E system for the value chain development activities;
- 18.** Any other related task as assigned by the State Project Director, ARIAS Society.
- 19. Knowledge Dissemination:**
- a. Develop training programmes for different stake holders
  - b. Preparation of knowledge dissemination materials and plan, organize and coordinate all post-harvest related training activities; Train smallholder farmers and Agricultural Extension Agents on appropriate post-harvest handling and loss prevention techniques including handling of farm produce, sorting, drying, storage, processing for value addition, packaging to prolong shelf life, and branding of product;
  - c. Dissemination of best practices and cross learning across states;
  - d. Participate in workshops and learning/exchange forums as needed.

**20. Travel Requirements:** The PHM Specialist will be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD.

Duration of assignment:

**21.** The contract period of the PHM Specialist is intended for entire duration of the project. However, continuity of the PHM specialist beyond one (1) year will depend upon his/her performance. The PHM Specialist will have to serve the ARIAS Society on 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 the ARIAS Society.

Remuneration and payment terms:

**22.** Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the PHM Specialist will be determined and mutually agreed, which could be in the range between **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 post harvest management of Agriculture/Horticulture commodities may be considered for the 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.

**23.** Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.

**24.** The PHM Specialist 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, in exceptional circumstances, SPD may relax this condition.

Facilities to be provided by the client: PCU will -

**25.** Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.

**26.** Provide 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.

**27.** Provide conveyance arrangements for official travel within the Guwahati city on pool basis, whenever available and also for field visits approved by the SPD. The PHM Specialist will have to arrange his/her own conveyance facility for attending the PCU.

Reporting and Performance Review:

**28.** The Post Harvest Management Specialist will report to the State Project Director, ARIAS Society. The quality of service and performance of the PHM Specialist will be reviewed by the SPD on a quarterly basis and the 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 Post Harvest Management of Agri/Horti commodities:** ....
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)

<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.**