

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body under Govt. of Assam)

Project Coordination Unit (PCU) of the World Bank Financed

Assam Agribusiness and Rural Transformation Project (APART)

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Draft Terms of Reference (ToR) for Procurement Expert (PE) in State Project Management Unit (SPMU) for Assam Millets Mission (AMM) at Guwahati under APART

(A) BACKGROUND & OBJECTIVES OF THE PROJECT

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART. For smooth implementation of APART, eight Core Project Implementation Units (CPIUs) have been set up in the participating Administrative Departments and 15 Operational Project Implementation Units (OPIUs) have been established in the participating Commissionerate/Directorates/Agencies. ARIAS Society, now intends to hire a **Procurement Expert (PE)** under the recently set up Assam Millets Mission (AMM) to be supported by the APART and to *be positioned in the State Project Management Unit (SPMU) for AMM at Guwahati*, Assam, as per the terms given hereunder.
2. The Project Development Objective of APART is to “add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
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 of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment Fund (AIF) (iv) establishing stewardship councils. The second **component-B** is Facilitating Agro Cluster Development with sub-components 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 and Learning.
4. The project 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 a clusters (production and enterprise) and value chain approach.
5. The activities under the AMM will be led by the Directorate of Agriculture and also supported by the Department of Elementary Education (for supply of millets based products to school children under the PM-POSHAN Scheme) and Department of Social Welfare for supply of millets based products under the POSHAN Abhiyan including in *anganwadis*, expecting and lactating women and children in the age group of six months to six years.
6. The setting up and implementation of AMM has been approved by the State Cabinet on 23rd May 2022. The key activities planned under the AMM are categorized into five components as shown below:
 - A. Market and nutrition supportive production**
 - a. Technology demonstrations
 - b. Minikits distribution
 - c. Seed production & distribution
 - d. Farm machinery
 - e. Cropping system demos with pulses
 - B. Post-harvest & value addition side aspects**
 - a. Post-harvest demonstrations on drying & quality preservation
 - b. Post-harvest machinery
 - i. Dryers
 - ii. Thresher
 - iii. Pulveriser

- iv. Value added products making machinery
 - c. Static storage facilities
 - d. Storage bins
 - e. Nutritious millet products development fund
- C. Market linkages**
- a. Millet based FPCs
 - b. CSCs under FPCs (for aggregation, cleaning, grading, drying, processing etc)
 - c. Buyer Seller Meets
 - d. Value Chain Schools (VCSs)
 - e. Product exhibitions
- D. Ensuring better nutrition, healthy & disease free Assam through millets**
- a. Distribution of millets based products in rural areas
 - i. Mobile outlets
 - ii. Awareness creation
 - iii. Supply of millet based products in rural areas
 - b. Millets in mid day meal scheme (through education Deptt- SSA)
 - i. Awareness creation
 - ii. Supply and distribution in schools
 - c. Millets nutrition in expecting & lactating women and children (in collaboration with POSHAN Abhiyan, Deptt of Social Welfare)
 - i. Nutrition camps for women & children (urban and rural areas)
 - ii. Supply to POSHAN Abhiyan (Social Welfare Department)
- E. Administration, operations, training & capacity building,**
- a. Governing Body of the Mission at State level
 - b. PMU at State level
 - c. Millets Mission Cell at Directorate level
 - d. Setting up of District level Millets Cell
 - e. Exposure visits & Trainings
 - f. Millets (& pulses) business conclaves
 - g. Millets Knowledge Bank (MKB)

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

7. The **Procurement Expert (PE)** will report to the Team Leader of SPMU, AMM (under the overall command of the Director, Agriculture) and will perform procurement related activities under the Assam Millets Mission (AMM).
8. The **PE** will work closely with the participating Government departments/agencies of AMM, and other team members of SPMU, AMM and he/she will support in ensuring that all procurements i.e. at State level and district level are carried out as per the World Bank's procurement regulations applicable to the APART.
9. The other responsibilities include the following:
 - a. **Procurement Expert (PE)** shall ensure that the Procurement Plan for the procurements to be done under Assam Millets Mission (AMM) is prepared in consultation with District teams as well as State team within one month from the approval of the Annual Work Plan (AWP)
 - b. To ensure that all procurements are done following applicable World Bank procedures for APART and further ensure that there are minimal cases of re-bidding;
 - c. Work in close liaison with the Procurement and Contract Management Specialist for APART in Project Coordination Unit (PCU) of ARIAS Society and regularly reporting the progress of procurements under the AMM.
 - d. Timely Uploading of the procurement information in the World Bank's online STEP with approval of competent authority
 - e. Obtain "Clearance" of World Bank through Systematic Exchanges in Procurement (STEP), where applicable for the Procurement Plan; TOR, etc. and for all prior review cases;
 - f. Manage procurements through the STEP system of the World Bank and the e-procurement system of the Govt. of Assam, as applicable for the procurement activities under AMM;
 - g. Identify risks in different procurement activities under the Mission and suggest appropriate mitigating measures;
 - h. Take lead in drafting the IFBs, REOIs, ToRs, RFPs, Bidding Documents, etc. as per the Standard Bidding Documents of the World Bank adhering to the guidelines, procedures and norms of the World Bank;
 - i. Prepare Short-list, Technical and Financial/Bid evaluation reports and related contract agreements;

- j. Draft replies to the queries from the bidders/consultants, minutes of pre-proposal/pre-bid conference and issue amendment/s to the procurement documents;
- k. Participate during contract negotiation meetings with consultancy firms with relevant data/information for informed decision by the SPD;
- l. Review and handle technical, commercial and legal aspects of procurement (in consultation with relevant technical experts);
- m. Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues;
- n. Participate in the meetings with the implementing departments/directorates/agencies and the PCU's project team and World Bank missions meetings with latest information on procurement and contract management;
- o. Liaison with the World Bank with approval of SPD for key procurement related issues;
- p. Procurement training to the staff of Assam Millets Mission (AMM) on World Bank's procurement Guidelines and procedure;
- q. Prepare a range of procurement-related documents and reports;
- r. Manage the contracts under AMM in consultation with other technical experts and/or take actions as directed;
- s. Maintain systematically all the procurement related records and documentations for audit by AG/CA and also for review by the World Bank;
- t. Prepare responses to the Post Procurement Audit by the World Bank/Consultants engaged for the task;
- u. Provide procurement related reports/updates, contract details under AMM to the World Bank as and when required;
- v. Any other tasks assigned by the Reporting Officer
- w. **Travel Requirements:** The **PE** will be required to undertake field-visits and tours to the project sites. Occasional out of state visits may also be required as directed by the Reporting Officer..

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC.

10. **Educational Qualification:** The **PE** must possess at least a **Masters degree/ Post Graduate Diploma (minimum two years duration)** in any discipline from any Govt. recognized university/institution. Candidates having Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) may be given preference.
11. **Working Experience:** The **PE** should have at least 5 (**five**) **years of professional experience** in Procurement Management function in any public/private sector agency. Candidates who have worked in World Bank/externally aided Projects and those with hands-on experience in e-procurement system of the Government may be preferred.
12. **Computer Skills:** The **PE** 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.
13. **Language:** Fluency in English & Hindi.
14. **Desirable Qualifications, Experience, Skills etc:**
 - a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multitasking
 - b. 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.
 - c. Knowledge of Assamese and other local languages
15. **Age:** Age of the candidate should not be more than **40 years** as on *1st July 2022*.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

16. The tenure of **PE** is intended for the entire duration of the project i.e. **upto Sep. 2024** and co- terminus with the project period of APART. However, continuity of the **PE** beyond **eleven (11) months** from the date of signing the agreement will depend upon his/her performance.
17. The contract with **PE** 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 Directorate/Department/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Directorate/ Department/ Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of **PE**.
18. The **PE** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the

Reporting Officer's prior written consent. The **PE** will have to serve the project on full time basis.He/she will provide services from the Office of the OPIU.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

19. The consolidated fixed remuneration of the **PE** shall be **in the range between Rs.6.60 lakh to Rs.10.80 lakh 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.
20. Travelling, Boarding & Lodging expenses for approved official tours outside official HQ will be reimbursed as per prevailing Project rules.
21. The provisions of leave would be as per prevailing Project rules.

(F) REPORTING & PERFORMANCEREVIEW

22. **PE** will report to the Team Lead of SPMU, AMM (under the overall command of Director, Agriculture). The performance of the **PE** will be evaluated by Team Lead of SPMU, AMM and a consolidated quarterly report shall be submitted to the ARIAS Society through Director, Agriculture for further processing.

(G) FACILITIES TO BE PROVIDED

23. Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **PE** will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer stationery/office consumables, and internet access.

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.*
