

**Draft Terms of Reference (ToR)**  
**For Manager- Crop Insurance (MCI) to be positioned at OPIU-Agriculture under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART)**

**(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 Reconstruction 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 and 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. ARIAS Society now intends to hire an **Manager- Crop Insurance (MCI)** under APART (hereinafter referred as **OPE**) to support the flagship scheme Pradhan Mantri Fasal Bima Yojana (PMFBY) being implemented by the Directorate of Agriculture, as Individual Consultant out of the loan proceeds, to be positioned at Operational Project Implementation Units (OPIU) at Directorate of Agriculture, Khanapara, Guwahati 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 has adopted clusters (production and enterprise) and value chain approach. The project is being implemented in 26 districts<sup>1</sup> of Assam.
3. There are four components of APART: **The first component 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. **The second component is Facilitating Agro Cluster Development** with subcomponents being- **(i)** support establishment of cluster level Industry Associations (IAs), **(ii)** supply chain support. **The third component 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 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/companies (FPOs/FPCs); **(iii)** improving value realization at the farm level through improved cleaning, grading and packing of produce through Common Service Centers (CSCs)<sup>2</sup> managed by FPOs/FPCs; **(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 adopts 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,

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<sup>1</sup>Nagaon, Sonitpur, Barpeta, Karbi Anglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon, Nalbari, Hojai, Biswanath, West Karbi Anglong, Kamrup Metro, Mankachar, Charaideo, Majuli, Dhemaji, Bongaigaon and Hailakandi

<sup>2</sup>Common Service Centres (CSCs) are conceptually small scale commercially viable physical infrastructure owned by Producers’ Organization. The Common Service Centre is the right place for aggregating the produce, for post harvest handling like drying, cleaning, sorting, grading and packaging etc. of agricultural produce in more hygienic conditions which add value to the produce. Moreover the farmer members of the particular FPC and other farmers of that area can undertake the marketing of Agricultural inputs/outputs through the CSC

under component B; and facilitating partnership opportunities with strategic and potential anchor and leading firms, supported under Component A.

**(B) OBJECTIVES OF THE ASSIGNMENT , SCOPE AND RESPONSIBILITIES**

5. The **MCI** will report to the **Head-OPIU** and will support the Project in achieving the Project Development Objective as per Project Appraisal Document (PAD), Project Implementation Plan (PIP) and Annual Work Plans (AWPs). **The key responsibility will be to support the PMFBY scheme or any upcoming scheme related to Crop Insurance.** In particular the objectives, scopes and responsibilities of the **MCI** include the following:
  - a) The broad objective would be to support the PMU of PMFBY of Operational Project Implementation Units (OPIU) Agriculture and related activities as assigned at PCU in executing Crop Insurance Project.
  - b) Work closely with the **Directorate of Agriculture (OPIU-Agriculture, Directorate of Horticulture & Food Processing (OPIU-DoH&FP), PCU and district offices of Agriculture Department** with regards to Crop Insurance Programs (PMFBY/ WBCIS).
  - c) Coordinate and monitor the activities of Insurance Companies (ICs), Directorate of Economics and Statistics (DES), Crop Cutting Agency, District Agriculture Offices and any other stake holder who is involved in execution of said schemes.
  - d) Coordinate with the PMFBY team of Ministry of Agriculture & Farmers Welfare and other Govt. of India agencies like Mahalanobis National Crop Forecast Centre (MNCFC) for any matter related to National Crop Insurance Portal (NCIP) Modules, Mobile Apps such as creating or modifying Master Data (Village Master, Crop Master, etc), Digitization of notifications, creation of challan, etc.
  - e) Help the PMU team in calculation and verification of claims and release of state share in timely manner.
  - f) Perform any other related task assigned by the Head, OPIU or other senior officers.
- g) **Travel Requirements:** The **MCI** is required to undertake field-visits and tours to project sites, departments and agencies with the approval of the reporting officer.

**(C) QUALIFICATIONS, EXPERIENCE, SKILLSET, AND AGE ETC.**

6. **Educational Qualifications:** The **MCI** should hold a **Master of Business Administration (MBA)** from any recognized University/ Institution.
7. **Working Experience:** **MCI** must possess at least **5 years** of professional experience of working in the crop insurance sector.
8. **Computer Skills & Language:** The **MCI** must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
9. **Language:** Fluency in English & Hindi. Knowledge of local language would be an added advantage.
10. **Age:** Age of the candidate should not be more than **40 years as on 1<sup>st</sup> January 2023.**

**(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.**

11. The tenure of **MCI** is intended for the entire duration of APART and co-terminus with the project period of APART. However, continuity of the **MCI** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the SPD shall be final and binding in this regard. The contract management shall be done as per the prevailing Project rules.
12. The contract with **MCI** 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.
13. The **MCI** 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 **MCI** will have to serve the assigned office on full time basis under overall command head of OPIU, and provide services from allotted OPIU office. However, during the assignment period **MCI** 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.**

14. Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated annual remuneration for the **MCI** will be in the range between **Rs. 6.60 lakh to Rs.10.80 lakh** per year. However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs.6.60 lakh/year, the lower remuneration will be offered. 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.
15. The remuneration will be paid 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 **MCI**. Taxes shall be dealt with as per applicable laws.
16. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per latest HR Policy of ARIAS Society.
17. The provisions of leave would be as per HR Policy of ARIAS Society.
18. 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 **MCI** by the Project.

**(E) REPORTING AND PERFORMANCE REVIEW**

19. The **MCI** will report to the Head-OPIU 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 MCI**

20. The **MCI** will be given access to all documents, reports, correspondence, contacts available with ARIAS Society, OPIU-Agriculture and any other information available, as deemed necessary for smooth accomplishments of tasks assigned. The **MCI** will be provided with one office cubicle/workstation at OPIU-Agriculture along with computer, printer, computer/office consumables, and internet access. *The **MCI** 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.*

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