

CM Dashboard (LEAP) Cell
Government of Assam

Terms of Reference (ToR)
For Project Management Consultant (Individual Consultant) to be positioned in the Project Management Unit (PMU) of CM Dashboard (LEAP) Cell

(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 Re-construction 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”. A sub-component of the APART project under project Management, Monitoring & Learning would support provisioning of technical assistance to the Office of the Chief Minister for monitoring the progress and performance of development programs including Externally Aided Projects.
2. The Cell has been instrumental in mobilizing external aid for the State by advising, handholding and coordinating with all stake holders involved in the process of conceptualization of idea, preparation of paperwork, receipt of funds, monitoring and evaluation and identifying and troubleshooting for the smooth flow of activities related to sourcing of external fund.
3. The objective of the CM Dashboard (LEAP) Cell is to operate and manage the leveraging Externally Aided funds for optimum utilization towards the development of the State of Assam, and to introduce structure and standardization in managing the end-to-end processes for better management, utilization and monitoring of the funds. This would require the PMU to be staffed with consultants with niche skill sets.
4. 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 a **Project Management Consultant (PMC)** as an Individual Consultant out of the loan proceeds, to be positioned in the Project Management Unit (PMU) of the CM Dashboard (LEAP) Cell, as per the terms given hereunder.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE OF WORK

5. The **PMC** will report to **Secretary to the CM and Nodal Officer, CM Dashboard (LEAP) Cell** and contribute towards the objectives of the CM Dashboard Cell. In particular, the responsibilities of the **PMC** will include the following:
 - Handholding of the GoA’s Department/Agencies in Preparation of Concept Papers/Preliminary Project Reports (PPR).
 - Assessment of the ongoing EAPs in Assam with special emphasis in identification of the key issues that hinder progress and determining the possible mitigating measures, which are to be included in the PPRs for new EAPs.
 - Handhold identified Deptts/Agencies of the GoA in preparation and submission of PPRs (for different Deptts/Sectors/agencies).
 - Assist the Finance Deptt. in review and validate the PPRs ahead of submission by the concerned Deptts./Agencies of the GoA to the stakeholder Department/ Agencies of the GoI and assist the Deptts./Agencies in uploading the PPRs on the GoI’s portal for seeking external aid.
 - Assist the concerned Deptts./Agencies of the GoA in follow-up of the submitted PPRs with the stakeholder department(s) of the GoI for approval (like MoDONER, Line Ministries, NITI Aayog, MEA, MHA, DEA etc.)
 - Prepare a shelf of PPRs for new project, which can be posed to the GoI under EAP.
 - Ensure DEA’s approval of existing pipeline EAPs proposed by the GoA.
 - Ensure DEA’s approval for which PPRs have been proposed by the GoA.
 - Carry out detailed assessment of the persistently underperforming/ red-flag EAPs as & when directed and suggest probable solution(s) to bring it on track.
 - Detailed Assessment Report for persistently underperforming EAP.
 - Submit monthly Report on coordination activities.
 - Any other task assigned by the authorities

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

- a. **Education:** Postgraduate in Management from any recognized university or college, as a regularly enrolled student (excluding studies in distance education mode)
- b. **Age:** Not more than 40 years as on 1st November' 2023.
- c. **Experience:** At least seven years of experience, with more than 5 years of experience in government and public sector
- d. Should have good knowledge on of preparing PPRs, Concept Notes, Accounting and Financial Reports, Budget statements, Impactful PPT presentations, preparatory activities for Government projects posed for funding by multi-lateral donor agencies/ Commercial banks.
- e. Excellent knowledge of written and spoken English and working knowledge of Assamese are required and should be equipped in MS Office 365, Google Suite and other internet-based cloud applications and related tools.
- f. Excellent communication skills, drafting skills and good working knowledge of computers.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

6. The tenure of **PMC** is intended for a 1-year period and the continuity of the **PMC** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the Principal Secretary to CM shall be final and binding in this regard. The contract management shall be done as per the Project rules.
7. The contract with **PMC** 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/ 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/ ARIAS Society shall not undertake any responsibility for subsequent deployment of the incumbent.
8. The **PMC** 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 **PMC** will have to serve the assigned office on full time basis under overall command of Secretary to CM and provide services to ARIAS Society.

(E) REMUNERATION, PAYMENT TERMS AND LEAVE ETC.

9. Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated annual remuneration for the **PMC** will be in the range between **Rs. 11.40 lakh to Rs. 19.20 lakh** per year. *A higher start may be considered in case of exceptionally qualified candidates, possessing higher and qualitative experience as decided by Secretary to CM.* However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs.11.40 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.
10. The remuneration will be given 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 **PMC**. Taxes shall be dealt with as per applicable laws.
11. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
12. The provisions of leave would be as per provisions of HR Policy of ARIAS Society.
13. 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 **PMC** by the Project.

(F) REPORTING AND PERFORMANCE REVIEW

14. The **PMC** will report to the Secretary to the CM on a day-to-day basis. Quarterly/Half yearly/Annual performance review will be done by the Reporting officer.

(G) FACILITIES TO BE PROVIDED TO PMS

15. The **PMC** will be given access to all documents, reports, correspondence, contacts available with ARIAS Society and any other information available, as deemed necessary for smooth accomplishments of tasks assigned. The **PMC** will be provided with one office cubicle/workstation in the CM Secretariat, along with computer, printer, computer/office consumables, and internet access. *The **PMC** however will not be provided with any clerical assistance.*

Notes:

1. *This is a draft ToR and Secretary to CM 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.*
