

**TERMS OF REFERENCE**

**For hiring of MIS Executive to work out and implement MIS rollout programme keeping in view the immediate and long term technology requirement under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART) to be positioned at WAMUL ,Guwahati.**

**Project background:**

1. The Government of Assam (GoA) through Government of India (GoI) has received/obtained 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 while West Assam Milk producers Cooperative Union Limited (WAMUL) is the implementing agency for the activities under “Formal Dairy Sector” in the project. WAMUL now intends to engage **MIS -Executive** on Contractual basis towards implementation of the APART project.
2. The development objective of APART is “add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs in targeted districts of the State of Assam”
3. There are four components to the project: **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** 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 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 cluster approach both in terms of production (production clusters) and processing (enterprise clusters)

**WAMUL’s Role**

5. WAMUL will be the implementing agency for the **Third Component C - and sub-component - C.1.3.1 - Milk value chain :Formal sector** .The focus of this value chain is productivity enhancement by organising farmers into Milk Producers Institutions (MPIs) that eventually will get registered as Dairy Cooperative Societies (DCS) and genetic upgradation of Non-descript cows using Artificial insemination , improved feeding through Fodder production demonstration, etc. The project will also install Bulk Milk Coolers (BMCs) for handling increased volume of raw milk procurement and maintaining the quality till it is transported to the Processing plant. Solar powered data processor based milk collection units (DPMCU) will be installed at each DCS to ensure transparency in milk reception, weight measurement and quality testing for making producers payments. The project will be leveraging the liquid milk processing and product manufacturing capacity of WAMUL.

### **Scope of Position of MIS Executive:**

6. MIS Executive- Management information System executive - will be responsible for planning, Coordinating, directing all the Computer related activities within WAMUL. Ability to Develop, implementation and overall Management Information System including database management for the Organisation and implement new software system and its maintenance.

The **MIS Executive** will be placed in at WAMUL HO, Guwahati and will report to Managing Director ,WAMUL

### **7. Qualifications, Experience, Skills, Age:**

#### **Essential:**

- a) **Educational Qualification:** MCA/3yrs diploma in Computer Application(CA) /Information technology (IT) from a recognized institute/University.or Candidates with higher qualification in relevant field .
- b) **Experience:** MCA or higher qualification candidates in relevant field must have minimum 2 years experience and Candidates with 3 years diploma in CA /IT must have minimum 5 years experience post qualification in Information Management.
- c) **Computer Skills:** Knowledge of ORACLE and NET database management is desired.
- d) Advance knowledge in Back Office, pivot table, MS office. Latest Operating Systems, Databases, knowledge of LAN & WAN will be preferred.
- e) **Age:** Age of the candidate should not be more than 35 years as on 1<sup>st</sup> January, 2018. However, age relaxation upto 5 years may be given in case of outstanding/extraordinary candidates.

### **8. Desirable:**

- a) Experience in managing all the MIS related work independently.
- b) Ability to Develop, implementation and overall Management Information System including database management for the Organisation.
- c) Ability to implement new software systems and its maintenance.

### **9. Key Job Responsibilities (Indicative):**

**MIS Executive** will be responsible for

- a) Development and implementation of database management for the Organisation.
- b) Development and implementation of ERPs such as Information Network on Animal Productivity and Health (INAPH), Online Milk Billing System, Attendance and Payroll system, synchronization of financial accounting software (TALLY) with the milk billing and HR related database & attendance system etc.
- c) Design, Develop and implement plans for Sales management database, Stores & Inventory management database, Process / Production MIS, Purchase module and other systems.
- d) Commissioning and installing new applications and customizing existing applications in order to make them fit for purpose. Installing and testing new versions of the Databases and migrate the data/applications to new versions.
- e) Developing, managing and testing back-up and recovery plans and procedures. Ensuring that storage, archiving, back-up and recovery procedures are functioning correctly.
- f) Monitoring performance and managing parameters to provide fast query responses to front-end users.
- g) Planning and monitoring back-end organization of data and front-end accessibility for end-users.
- h) Maintaining data standards, including adherence to the Data Protection Standards.
- i) Communicating regularly with technical, applications, system and network managers to ensure database integrity and security.
- j) Regular assessment of database performance and identification of problem areas.

### **10. Remuneration, payment terms and leave:**

- a) The consolidated remuneration of the MIS Executive will be around Rs.3.5 lakhs per year, depending upon experience , qualification and pay package of last assignment.
- b) The MIS Executive will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.

- c) Conveyance arrangements/allowance, TA/DA for any official movement outside Guwahati as per the eligibility.

10. **Reporting and Performance Review:**

- a) The MIS Executive will report to the Managing Director of West Assam Milk Producers' Cooperative Union Ltd.
- b) Performance will be reviewed as per Key result areas (KRA) . The remuneration may be enhanced on an annual basis as per prevailing rules , which will be performance based

11. **Duration of assignment:**

- a) The contract period of the MIS-Executive is intended for the entire project period i.e. 7 years . However, continuity of the MIS - Executive beyond 1 (One) year from the date of joining will depend upon his/her performance.