

**ARIAS SOCIETY**  
**Assam Rural Infrastructure and Agricultural Services Society (ARIAS Society)**  
(An Autonomous Body under Govt. of Assam)

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**Draft Terms of Reference (ToR) for hiring a Human Resource Agency for facilitating recruitment of Senior Specialists for the World Bank aided Assam Agribusiness and Rural Transformation Project (APART)**

Project background:

1. Government of Assam has applied for a loan from the World Bank to implement the Assam Agribusiness & Rural Transformation Project (APART), which is likely to start from early 2017. The Project Development Objective (PDO) is - “increasing value-added and improve resilience in the production and processing of selected agricultural commodities, focusing on small holder farmers and agro-entrepreneurs in targeted districts”.
2. There are four components to the APART. **The first component 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 (iv) establishing stewardship councils. **The second component is Facilitate Agro Cluster Development** with sub-components being- (i) support establishment of Industry Associations (IAs), (ii) supply chain infrastructure support to establish a modern supply chain. **The third component is Fostering Market Led Production and Resilience Enhancement** with sub components being (i) developing climate resilient production clusters (ii) setting up Farmer Common Service Centres (CSCs) and market intelligence cell (iii) Facilitating access to and responsible use of financial services. **The fourth component is project Management, Monitoring and Learning.**
3. The Project APART will be coordinated & managed by a Project Coordination Unit (PCU) under the ARIAS Society, headed by a State Project Director (SPD) and implemented by the Project Implementing Units (PIUs). The ARIAS Society intends to hire the following 23 Senior Subject Matter Specialists initially through a HR agency for supporting the Project management/implementation, in addition to the specialists already hired:

**(A) For the Project Coordination Unit (PCU) of ARIAS Society:**

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| 1) Post Harvest Management Specialist    | 7) Project MIS Specialist                                   |
| 2) Financial Services Specialist         | 8) Communications Specialist cum Public Information Officer |
| 3) Private Sector Development Specialist | 9) Human Resource Specialist                                |
| 4) Procurement Specialist                | 10) Value Chain Development Specialist                      |
| 5) Chief Finance Officer                 |   |
| 6) Enterprise Clusters Specialist        |   |

**(B) For the Project Implementing Units:**

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|--|--|
| 1) Sector Specialists for Assam Bureau of Investment Promotion (ABIP) (5 nos.) | 5) Cluster Development Specialist      |
| 2) Investment Promotion Specialist   | 6) Agri Marketing Specialists (2 nos.) |
| 3) IT Specialist   | 7) Marketing Specialist (Fisheries)    |
| 4) Agribusiness Specialists (2 nos.)   |  |

*The above positions in the above list may increase or decrease.*

4. The ARIAS Society now intends to hire an HR Agency and hence the Terms of Reference are framed as below.

Scope of Work

5. The HR Agency will carry out preliminary screening of the resumes (*received against an advertisement, search in job portals, in-house database or other innovative ways*); conduct first round of interviews; and provide a list of at least four (4) shortlisted candidates (in order of merit) for each position to the SPD for final round of assessment and interviews by the ARIAS Society. Towards this, the following points are to be noted:
  - a. These positions are of senior level wherein quality shall be the main focus. The HR agency is therefore expected to shortlist the best candidate available in the respective sector with the given remuneration range.
  - b. Selected Agency is expected to work closely with the ARIAS Society for better understanding of the TOR for the individual positions.

- c. The role of the selected agency *inter alia* include- (i) identification of suitable candidates and placing them at the disposal of ARIAS Society for final interview; (ii) provide support to ARIAS Society in coordinating interviews, negotiating salary with candidates (if required) and (iii) validating the information and documents provided by the selected candidates.
- d. The agency hired should have demonstrable knowledge and experience of carrying out recruitment and placement of professionals in strategic and senior level positions.

Tasks and Responsibilities:

- 6. The Agency will carry out preliminary screening of resumes (that are already in their in-house database or sourced through other means) vis-à-vis the requirements and the remuneration package stipulated in the TOR for the different positions Annexed herewith and conduct first round of interviews at their level. The agency will come up with the plan for conducting these recruitments.
- 7. The HR agency will provide a list of at least four (4) shortlisted candidates (in order of merit) per position to the SPD for final assessment & interview/test by the ARIAS Society and for final decision by the SPD. The HR agency shall provide the detailed CV of shortlisted candidates to the SPD.
- 8. The HR agency while conducting preliminary screening/interview shall -
  - a. Highlight to the candidates the remuneration package offered by the ARIAS Society for individual positions and also indicate that the negotiated remuneration package will be linked to the last pay-package of the candidate, with a possibility of maximum **50%** enhancement. The HR agency shall not include names of candidates in the recommended short list (for 2<sup>nd</sup> round of interview by the ARIAS Society) **who expect remuneration beyond the range indicated in the respective TORs for the positions.** (However, in case of an exceptionally meritorious and talented candidate, the HR Agency may refer the matter to the SPD prior to sending the shortlist to the SPD).
  - b. Highlight to the shortlisted candidates that in case they are finally selected, they shall be required to join the ARIAS Society within maximum 45 days from the date of issuing the letter of agreement by the ARIAS Society. The HR agency shall not include names of candidates in the recommended short list (for 2<sup>nd</sup> round of interview by the ARIAS Society) who do not agree to this requirement.
  - c. A modest relocation allowance may also be considered by the ARIAS Society for the outstanding candidates.
- 9. The HR agency will support the SPD in negotiating salary, if required, and in carrying out a reference check of the candidates selected.
- 10. The HR agency shall have to provide a suitable replacement for the candidates (*who are recruited through the selected HR agency*) resigning from ARIAS Society within three months from the date of joining. The replacement shall be provided within 60 (sixty) days from the date of resignation by the selected candidate.

Duration of the assignment:

- 11. The selected agency will be hired initially for a period for one (01) year. However, the process of recommending the short-list of candidates for the positions indicated in this TOR to the ARIAS Society shall have to be completed by the selected HR Agency within first four (4) months of the contract signing. Depending on the need, the SPD may extend the contract for recruitments against more positions (in addition to those indicated above) as and when required by the ARIAS Society. However, the extension shall be based on the satisfactory performance by the selected agency, ARIAS Society's requirement, and mutual agreement.

Deliverables:

- 12. The deliverable and the payment schedule shall be as follows: (Payment shall be made by ARIAS Society within 15 days of receipted invoice by electronic means, provided documents are in order):

S#	Deliverables	Timeline	Payment to be made and conditions
1	<b>By the selected HR agency:</b> Inception Report	Within 7 (seven) days from the date of signing the contract with HR agency	-

S#	Deliverables	Timeline	Payment to be made and conditions
2	<b>By the selected HR agency:</b> Advertisement, screening, assessment, interviews, and recommendation of at least four (4) shortlisted selected candidates for each position to ARIAS Society (along with detailed CVs) and reference check report	Within 60(sixty) days from the date of signing the contract with HR agency	<b>30%</b> of the contract amount upon receipt of CVs of the shortlisted candidates for each position.
3	<b>(i) Deliverable by ARIAS Society:</b> <i>Successful Final Selection of the Candidates recommended by the HR Agency for the positions by the ARIAS Society after conducting final interview through a panel of experts and announcement of results</i>	Within 60 days after receipt of the short list of recommended candidates by the SPD	-
	<b>(ii) Deliverable by HR Agency: Ensure that the selected candidate joins the ARIAS Society within the time given by the ARIAS Society</b>	Within 45 days of date of issue of letter of agreement to the selected candidate by ARIAS Society	<b>50%</b> of the contract amount to be paid after joining by the finally selected candidate (per candidate basis)**
4	<b>By the selected HR agency:</b> Final report on all recruitments.	After three months of candidates' joining and continuing in ARIAS Society	<b>20%</b> of the contract amount for candidates continuing in the ARIAS Society after three months of joining (per candidate basis)**

**\*\*Note:** Assuming the contract price to be 'A' and total number candidates to be hired is 'B' -

- 10% of A will be paid upon receipt of CVs of the shortlisted candidates for each position;
- 20% of A will be paid upon the shortlisted candidates for each position appearing before the interview Panel at the ARIAS Society and found to be qualified by the Interview Panel;
- 50% of A will be paid on the basis of  $(0.5A/B) \times$  number of candidates joining the ARIAS Society
- 20% of A will be paid on the basis of  $(0.2A/B) \times$  number of candidates continuing in the ARIAS Society after three months of joining. Payments for the replacement of candidates (if required), *due to resigning of the selected candidates from ARIAS Society within three months from the date of joining*, will be given after joining by the replaced candidate and continuing for three months.

Desired profile of the HR Agency assignment team

- The selected HR Agency will be required to deploy specialized and expert resources for the successful and timely completion of the assignment. An indicative profile of experts whose CV will be evaluated is given below:

S#	Key Expert Positions	Desired Qualifications and Working Experience
1	<b>Team Leader</b>	Post Graduate Degree in HR Management or equivalent. The Team leader should have a minimum of 10 years' experience in planning, designing along with developing, directing and managing similar assignments.
2	<b>HR Expert (2)</b>	The HR expert should have a minimum of 7 years of experience in recruitment and selection of candidates with demonstrative experience in innovative ways of recruitment. The HR expert should have a post graduate degree in Psychology/Management/HR/Social Work or in other relevant field(s).

**Note:** The agency may deploy additional non-key resources, (if required) to complete the assignment on time

Review and monitoring of the assignment

- SPD will constitute a committee to monitor and review the performance of the HR Agency against the deliverables.

**Annex-1**  
**Extract of the Terms of Reference (ToR)**  
**for the positions to be filled in through the HR Agency**

Applicable for all Positions	
Experience	11+ years overall experience
Age	Not more than 55 years as on 1 <sup>st</sup> January 2107
Reports to	State Project Director (SPD), ARIAS Society.
Contract Type	Full Time; For a period of 5+ years with on annual renewal basis
Head Quarter	Guwahati, Assam
Remuneration	Rs.18.00 lakh to Rs.25.80 lakh per year, including performance linked incentive

Name of Position and essential Educational Qualifications & Experience	Key Job Responsibilities
<b>1. Post Harvest Management Specialist</b>	
<p><b>Qualifications:</b> Post Graduate/Master degree in Agriculture/Horticulture/ Post Harvest Technology/ Marketing/ Agribusiness Management/ PGD in Post Harvest Management or a closely related field from any recognized university/ Govt. approved Institutions.</p> <p><b>Experience:</b> The PHM specialist must have 11+ years of professional experience with minimum 05 years of experience in Post Harvest Management of Agriculture/Horticulture commodities, including development of innovative Post Harvest Management practices for different commodities. This 05 years of experience should be in reputed organization(s) with work covering development of protocols and SOPs (Standard Operating Procedures) for different products, carrying out actual trials and experiments and handling commercial quantities of produce.</p>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> <li>3. 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.</li> <li>4. 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 – <ol style="list-style-type: none"> <li>a. 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, goat and poultry farming, etc.), ensuring food safety;</li> <li>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 and logistics and food safety and technical assistance for the establishment and management of post-harvest facilities.</li> <li>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;</li> <li>d. 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;</li> <li>e. 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,</li> </ol> </li> </ol>

Name of Position and essential Educational Qualifications & Experience	Key Job Responsibilities
	<p>gender issues and ensures disaster risk reduction;</p> <p>f. Facilitate the development of new food products from farm produce for household consumption and marketing;</p> <p>g. Lead the design and construction of post-harvest handling facilities;</p> <p>h. Liaise and coordinate with all stakeholders/relevant private sector value chain participants (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.</p> <p>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.</p>
<b>2. Financial Services Specialist (FSS)</b>	
<p><b>Qualifications:</b> Post-Graduate/ Master's degree in Finance, Micro-finance, Banking, Rural Economics, Development Economics, Rural Management, Development Studies or a closely related field.</p> <p><b>Experience:</b> 11+years of professional experience in developing / emerging markets on financial inclusion/ micro-finance/ rural finance/SME finance development including five years in a program management function or as technical expert.</p>	<ol style="list-style-type: none"> <li>1. The FSS will support the implementation of project activities which aim to increase access to financial services for farmers and Small and Medium Enterprises (SMEs) underserved with financial services. These project activities related to financial services are primarily under two project sub-components: a) Support to Agribusiness Fund; and b) Access to and responsible use of financial services. The FSS would have primary responsibility of supporting and monitoring the activities under these sub-components, and a secondary responsibility of supporting and monitoring activities related to facilitating access to financial services for SMEs to be undertaken under the Enterprise Development and Promotion Facility (EDPF) sub-component.</li> <li>2. The sub-components 'a' will be implemented by the Department of Industries and Commerce in partnership with a private Fund Manager. The FSS would be responsible for supporting the Government of Assam's representative in the Agribusiness Fund's advisory board in carrying out his/her responsibilities.</li> <li>3. The sub-component 'b' will be directly implemented by ARIAS in partnership with two resource agencies/implementation partners contracted as Technical Service Providers (TSPs). The FSS will be responsible for enabling and monitoring the work of these TSPs.</li> <li>4. The FSS will be responsible for supervising the work of consultants to be engaged by the project to undertake diagnostics, surveys and other studies to assess access and use of financial services by farmers and agribusiness SMEs. These studies are expected to assess the gaps in the existing financial offerings and devise suitable strategies to plug in those gaps.</li> <li>5. The FSS will be responsible for representing the project or supporting others representing the project in key financial services stakeholder forums such as State Level and District Level Bankers Committees, and working with Lead Banks and other key financial service providers such as insurance companies and non-bank finance companies to facilitate increased access to financial services to project beneficiaries.</li> <li>6. Monitoring and reporting progress all activities related to financial services to the SPD and other relevant stakeholders.</li> <li>7. Any other related task assigned by the SPD</li> </ol>
<b>3. Private Sector Development Specialist</b>	
<p><b>Qualifications:</b> Masters degree in Business Administration/ Economics/</p>	<ol style="list-style-type: none"> <li>1. Identify, assess, and recommend potential private sector partners and partnership</li> </ol>

Name of Position and essential Educational Qualifications & Experience	Key Job Responsibilities
<p>Finance/ or a closely related field from a recognized university/premier institute</p> <p><b>Experience:</b> 11+ years of relevant professional experience in the field of private sector development and facilitation of public-private partnerships, preferably in the developing country context. Professional experience focusing on following areas is added advantage a) Private sector development, planning, and/or policy, b) Strategy development and implementation at the regional, country or sub-national level, c) Advising or working directly with the private sector in agribusiness/other sector development and/or investments; and d) Support for agribusiness-linked public sector investments at the national or sub-national level</p>	<p>opportunities for the project;</p> <ol style="list-style-type: none"> <li>2. Leverage existing networks to collaborate and foster partnerships for the design, formalization, and management of innovative public-private partnerships;</li> <li>3. Provide technical assistance to project stakeholders regarding investment promotion and facilitation efforts in identified sectors and geographies by aligning with government priorities ;</li> <li>4. Support the project in conducting the pre-requisite research and analytics such as sector scan and prioritization exercise, investment attractiveness study, investment climate assessment, among others;</li> <li>5. Carrying out a SWOT analysis of priority sectors of the state and suggesting strategies to build on the strengths and eliminate weaknesses while converting potential investment opportunities into actual investments in the state;</li> <li>6. Facilitate designing systems &amp; tools in order to maintain a robust database of enterprises &amp; investors in priority sectors;</li> <li>7. Lead the policy discussions between public and private entities. Understand investors' objectives in each target sector or sub-sector and hurdles being faced by them in making new investments in the state and bringing to the notice of concerned department of Government of Assam for required actions in a priority basis;</li> <li>8. Maintain close coordination with leading IPAs in the country and adopting best practices in the field;</li> <li>9. Proactively seek out and tap opportunities of attracting foreign investments in Assam through marketing Assam's potential to investors and then working with interested investors to convert that interest into actual investment decisions in collaboration with various government departments, particularly Department of Industry and Commerce;</li> <li>10. Direct, coordinate and/or participate in identifying, appraising and negotiating opportunities for creation of an enabling environment for private sector development;</li> <li>11. Design and implement outreach activities in priority sectors to attract investors from outside to Assam through events like investment summits, road-shows, one to one contacts, visiting the potential leads and making presentations etc;</li> <li>12. Direct, coordinate and/or facilitate the preparation of policies, guidelines and reports on issues concerning the business environment in the state.</li> <li>13. Represent APART and Government of Assam in coordination meetings, colloquia, regional or international seminars and conferences in areas relevant to the APART/IPA;</li> <li>14. Ensure timely submission of deliverables pertaining to PSD Initiatives to the World Bank and other internal stakeholders on a regular basis;</li> <li>15. Any other related task as assigned by the State Project Director, ARIAS Society.</li> </ol>
<b>4. Procurement Specialist</b>	
<p><b>Qualifications:</b> Masters degree with a major in a relevant discipline (e.g. Engineering, Law, Procurement, Finance, Business or Commerce) and relevant training in procurement work. Candidates having Professional Diploma in Public Procurement (PDPP)</p>	<ol style="list-style-type: none"> <li>1. In association with the Senior Procurement Specialist, the Procurement Specialist will spearhead the design, planning and implementation of all project procurement;</li> <li>2. Provide procurement support during project preparation/ implementation (including prior and post reviews of all procurement documents and decisions);</li> <li>3. Manage procurements through the e-procurement system of the World Bank;</li> <li>4. Assists all implementing entities and staff in procurement capacity building activities</li> </ol>

Name of Position and essential Educational Qualifications & Experience	Key Job Responsibilities
<p>or Certificate Program in Public Procurement (CPPP) from through World Bank will be preferred.</p> <p><b>Experience:</b> 11+ years at a senior level Procurement position in State/ Central/ Corporate Sector/ Government/ Bank of which minimum 5 years should be working on World Bank/externally aided projects and minimum 2 years of hand-on experience in handling procurements through the e-procurement system of the State/Central Government.</p>	<p>including support during procurement assessment and the procurement system development process including preparation of various manuals, bid and other documents, etc.;</p> <ol style="list-style-type: none"> <li>5. Work on procurement matters across sectors in the performance of the project's fiduciary functions, seeking guidance on complex projects/issues from senior staff;</li> <li>6. Review and handles the technical, commercial and legal aspects of procurement (in consultation with Legal and Policy teams as necessary) at all stages of the project cycle;</li> <li>7. Provide operational advice to all staff on concepts, policies and procedures for procurement;</li> <li>8. Assess procurement implications of project design, evaluate institutional capacity of implementing entities at district and sub district level and develop suitable procurement plans; conduct prior and post reviews of contracts;</li> <li>9. Negotiate and resolves difficult procurement issues with agencies and handle questions/ complaints from senior officials and contractors on bidding and award issues;</li> <li>10. Design &amp; conduct workshops to educate procurement professionals of the implementing agencies at state, district and block levels on approach to procurement, as well as on specialized procurement topics;</li> <li>11. Prepare a range of procurement-related documents and reports; and providing guidance and training to junior procurement staff;</li> <li>12. Documents regularly all procurement accomplished; Ensuring systematic maintenance of the procurement related records and documentations for procurement audit/ review by the World Bank;</li> <li>13. Provide procurement related reports/updates, contract details to the World Bank as and when required</li> <li>14. <b>Procurement Planning and Management:</b> Prepare/Update the procurement plan (through latest procurement tool of the World Bank viz 'STEP': Systematic Tracking of Exchanges in Procurement) and schedule for the project, in consultation with the Senior Procurement Specialist, by taking care to ensure optimum competition, economy and efficiency and priority of items.</li> <li>15. <b>Procurement of Goods &amp; Works, non-consulting and Consulting Services:</b> Supervise and Provide guidance to project staff members regarding finalization of the technical specifications/BOQ/drawings for goods &amp; works and the Terms of Reference (TOR) for services; inviting Expressions of interest (EOI) for services through advertisements, their evaluation and finalization of the Shortlist of eligible consultants; preparation of the Invitation for Bid (IFB) document/Request for Proposals (RFP) for various packages based on the standard bidding /proposal documents of the World Bank, issue the advertisement in newspapers or send RFQ to identified eligible suppliers/contractors. Issue the RFP document to the shortlisted consultants, coordinate the pre-bid/proposal conference, prepare the Minutes of conference along with addendum/clarifications and circulate the same to all the bidders/consultants; receive, open and undertake the technical and commercial evaluation of the bids/technical &amp; financial proposal as per the WB procedure; in case of consultancy services, conduct limited negotiations as per WB procedures, prepare draft negotiated contract and minutes of negotiations; Prepare and sign the contract document to the winning bidder/consultant and provide the feedback to unsuccessful suppliers/consultants. Publish the contract award notice; Monitor the contract management, issuing contract amendments, etc</li> </ol>

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	<p>16. <b>Clearances of World Bank:</b> 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</p> <p>17. <b>Others:</b> Handling of e-procurement, collating with M&amp;E agency and providing necessary inputs and complying with any other tasks assigned by SPD.</p>
<b>5. Chief Finance Officer</b>	
<p><b>Qualifications:</b> a member of the Institute of Chartered Accountants, India</p> <p><b>Experience:</b> 11+ years post qualification experience in the field of finance and accounts with at least 5 years of work experience as a head of or independent charge of finance and accounts wing of an organization with a turnover/disbursement of not less than Rs.150.00 crore</p>	<ol style="list-style-type: none"> <li>1. All works relating to Financial Management of ARIAS Projects.</li> <li>2. Compilation of Accounts of ARIAS Projects and place before the Governing Body of ARIAS Society.</li> <li>3. Inspect Accounts of the Accounting Centers of ARIAS Projects, with approval of SPD, to ensure accounts are being maintained as per the norms applicable for the ARIAS Projects.</li> <li>4. Monitor and report (to SPD) regarding any violation of the Financial Management Manual (FMM) by the Accounting Centers of ARIAS Projects.</li> <li>5. Prepare Financial Statements of PCU and ARIAS Projects as required.</li> <li>6. Assess Training needs of the financial Staff of PCU/Accounting Centers and organize Training/capacity building workshops.</li> <li>7. Liaise with the Finance Department, Government of Assam on the matters concerned.</li> <li>8. Monitor the works of the CA firm.</li> <li>9. Preparation, Consolidation and updating the cost-tables of ARIAS projects</li> <li>10. Supervise processing of reimbursement claims for ARIAS Projects, as applicable and Liaise with the office of CAAA, GOI.</li> <li>11. Scrutinize the Sanction and Fund Release Proposals (FRPs), as &amp; when related files are marked so by SPD.</li> <li>12. Issue of cheques/ limit advices as per sanction and FRP approved by SPD.</li> <li>13. Periodic checking of bank balance through online banking and</li> <li>14. Any other work assigned by the SPD</li> </ol>
<b>6. Enterprise Cluster Specialist</b>	
<p><b>Qualifications:</b> Post-Graduate/ Master's degree/ diploma of minimum two years duration in Agribusiness/ Agribusiness Management/ Agricultural Economics/ Agricultural Extension/ Agribusiness Economics/ Rural Management/ Rural Development/ Development Studies/ Development Economics/ Business Entrepreneurship/ Entrepreneurship Management/ Food Processing/ Food Science &amp; Technology/ Post Harvest Management/ Post Harvest Technology or a closely related field.</p> <p><b>Experience:</b> 11+ years of work experience related to enterprise development or enterprise cluster-based interventions.</p>	<ol style="list-style-type: none"> <li>1. Enterprise Cluster Specialist(ECS) will support the District Cluster teams facilitate the development of District Agro Industrial Cluster Development Plans (DAICDPs)</li> <li>2. Supporting the cluster teams defining the cluster vision, mission, strategy and identifying key uncertainties for their clusters</li> <li>3. Support the development of periodical action plans as per DAICDP and a communication platform in consultation with cluster participants</li> <li>4. ECS will set up a system of data and feedback collection from the cluster participants through the project MIS in consultation with the MIS team</li> <li>5. ECS will ensure that individual business plans prepared by cluster participants for the development of their clusters are routed to the concerned sub-office of the Enterprise Development and Promotion Facility (EDPF) for necessary support</li> <li>6. ECS will facilitate networking among the similar clusters in the state as well as with those outside the state</li> <li>7. Documenting of success stories in the project enterprise clusters and disseminating at various forums</li> </ol>

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	<ol style="list-style-type: none"> <li>8. Commissioning various studies to identify the policy issues concerning the growth of enterprise clusters and raising such issues at various forums and bringing to the attention of GoA to sort out these issues</li> <li>9. Reviewing the progress of project enterprise clusters and suggesting mid course corrections to the Cluster Facilitation Team and ensuring that these corrections are incorporated in the cluster program</li> <li>10. Developing an enterprise cluster rating scale</li> <li>11. Evaluating enterprise cluster performance and rating of these clusters</li> <li>12. Providing relevant inputs to the M&amp;E agency regarding cluster activities, performance etc.</li> <li>13. Any other task assigned by SPD</li> </ol>
<b>7. Project MIS Specialist</b>	
<p><b>Qualifications:</b> Post Graduate in Computer Applications/ Information Technology/Information and Communication Technology or a closely related field</p> <p><b>Experience:</b> 11+ years of experience in managing the MIS/ IT systems of a large organization/ project in a leadership/ managerial capacity. Experience in donor funded project would be an advantage.</p>	<ol style="list-style-type: none"> <li>1. Developing a robust MIS System for the project integrating the activities at the PCU , PIU, DLCC and District &amp; Block Departmental level teams;</li> <li>2. Developing programs/applications as per the requirement of the project;</li> <li>3. Training the project staff in the use of MIS system so developed;</li> <li>4. Trouble shooting to ensure smooth implementation of the MIS program. Visiting districts and sorting out the IT related issues of the District teams;</li> <li>5. Ensuring that the reporting, communication, financial and procurement systems of the project are embedded into the MIS system of the project;</li> <li>6. Participate and contribute the reviews and missions World Bank;</li> <li>7. Participate in knowledge sharing meetings with team members at PCU;</li> <li>8. Lead IT related communication with government and other partners of APART;</li> <li>9. Provide clarifications to partners on project related issues as needed;</li> <li>10. Ensuring seamless communication within the project team and project partners through the project IT infrastructure;</li> <li>11. Any other related task assigned by the SPD.</li> </ol>
<b>8. Communications Specialist cum Public Information Officer</b>	
<p><b>Qualifications:</b> Mass Communication/ Corporate Communication/Media Studies/ Journalism or a closely related field</p> <p><b>Experience:</b> 11+ years of professional experience in social development/ management activities, designing IEC campaigns, marketing collaterals, press notes, arranging press conference etc in the context of developmental projects, including 05 years of related experience in an externally funded project/Government funded projects</p>	<ol style="list-style-type: none"> <li>1. Preparing newsletters and informational material for project including news releases, advertorials, feature articles, marketing collateral, web pages, social media, internal communication, and video/multimedia scripts, etc.</li> <li>2. Identify the primary, secondary, and tertiary audiences to be targeted by APART communication efforts, which support the implementation of the project; b. identify and craft priority communication messages and delivery channels to reach priority audiences;</li> <li>3. Create communication tools and products and oversee the dissemination of these messages;</li> <li>4. Ensure the quality standards are maintained in content, editing and presentation;</li> <li>5. Monitor the effectiveness of messages and recommend changes to the communications strategy based on lessons learned;</li> <li>6. Work with APART management and staff to identify where communications can contribute to meeting project goals (e.g., clarifying eligibility rules to target communities; developing case studies based on lessons to use in training staff and NGOs, etc.). to test messages, channels, and tools proposed by the revised</li> </ol>

Name of Position and essential Educational Qualifications & Experience	Key Job Responsibilities
	<p>communications strategy with different audiences to select the best approach for each;</p> <ol style="list-style-type: none"> <li>7. To recommend ongoing messages, channels, and tools that can be used to continue reaching critical audiences.</li> <li>8. Proof reading, editing project reports, handouts etc intended for external audience, World Bank, GoA, GoI</li> <li>9. Writing ToRs, REols, bid documents etc for hiring agency for Information, Education and Communication (IEC) Campaign</li> <li>10. Vetting the content for IEC campaigns in consultation with concerned line departments/project staff</li> <li>11. Acting as a single point of contact for grievances received in the project MIS and directing these to concerned project staff for preparing the replies and ensuring that queries are satisfactorily responded in a timely manner.</li> <li>12. Any other task assigned by the SPD</li> </ol>
<b>9. Human Resource Specialist</b>	
<p><b>Qualifications:</b> Post Graduate in Human Resource (HR) Management/ HR Development. A degree/diploma in agri related field is desirable</p> <p><b>Experience:</b> 11+ years of professional experience in human resource in the senior managerial/ officer level capacity in a large firm/project</p>	<ol style="list-style-type: none"> <li>1. To acquaint personally with ARIAS Society projects staff on APART and ACCSDP roles whether in PCU or PIUs and support sorting out the work related issues</li> <li>2. To have regular meetings with project field staff and facilitate sorting out work related issues</li> <li>3. Support the ARIAS Society in hiring training agencies for its project staff</li> <li>4. Administering human resource development programs for the Society staff</li> <li>5. Ensuring work life balance for society staff</li> <li>6. Carrying out training need assessments for ARIAS Society projects staff and engaging individuals/agencies to deliver specialized trainings if any</li> <li>7. Develop a system of performance audit for ARIAS Society staff and also an incentive structure</li> <li>8. To institute various awards/recognitions and annual events to review and administer to administer these</li> <li>9. To provide mentoring and counseling services for the Society staff in general (common sessions) and individual basis if needed</li> <li>10. Any other task assigned by SPD</li> </ol>
<b>10. Value Chain Development Specialist</b>	
<p><b>Qualifications:</b> Post Graduate in Agriculture of allied science/ Agribusiness or a closely related field</p> <p><b>Experience:</b> 11+ years of professional experience in development of agri value chains</p>	<ol style="list-style-type: none"> <li>1. Guide the project team of refining of value chain development plans (VCDPs)</li> <li>2. Ensuring smooth Implementation of VCDPs</li> <li>3. Visiting the common service centres and sorting out the issues, to ensure efficient and effective system of their working</li> <li>4. Liaise with international partners like Wageningen University, IRRI, World Veg etc to bring best practices in project interventions w.r.t. agri value chains</li> <li>5. Any other task assigned by SPD</li> </ol>

**Note:** TORs for the positions for the Project Implementing Units of APART cited at para 5(B) will be included in the Request for Proposal (RFP) Document to be issued to the shortlisted HR agencies.