

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)

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

Tel: +91 361-2332125; Fax: +91 361-2332564; website: www.arias.in; email spd@arias.in

Draft Terms of Reference (ToR) for Accounts Managers to be placed in the Operational Project Implementation Units (OPIUs) of APART at Guwahati

(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 an **Accounts Managers (AMs)** to be placed in the office of OPIUs under APART at Guwahati on contractual basis.
2. 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 in targeted districts 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 of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment Fund (AIF) (iv) establishing stewardship councils. The second component 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 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 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.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE OF POSITION

5. The **AM** will be responsible preparing, maintaining and timely submission all documents related to finance and accounts management w.r.t. the OPIU under APART. AM will provide finance and accounts related information to Nodal Officer, Head of OPIU, ARIAS Society and other project authorities as needed.
6. *The key job responsibilities of the AM include:*
 - a. The **AM** will acquaint himself/herself thoroughly with APART’s Financial Management Manual (FMM) along with related policies and procedures.
 - b. Management and reconciliation of child account of the OPIU/Accounting Centre in the parent-child banking arrangement under APART
 - c. **AM** will work in close coordination with Finance and Accounts team of ARIAS Society. **AM** shall be the first touch point in the OPIU for Sr. Financial Management Specialist on day to matters related to finance and accounts. AM shall also maintain need based coordination with Financial Services

- Specialist in the ARIAS Society.
- d. **AM** will also work closely with District ATMs, District Implementation Units of the Commissionerate/Directorate/ Agency as the case may be, as well with the District Level Coordination Committee (as required).
 - e. **AM** will update the project accounts of the different accounting centers in the accounting software as per the schedule fixed by the PCU.
 - f. **AM** will assist the Drawing and Disbursing Officers (DDOs) of the Accounting Centers in maintenance of accounts.
 - g. Maintenance of cashbook/Ledger/Bank statements/Cheque Book etc. and update the accounting data in accounting software (Tally or other applicable software).
 - h. Preparation of Statement of Expenditure (SOE), Utilization Certificate (UC), Financial Reports, Sanction Proposals, Fund Release Proposals & ensuring timely submission to CPIU/ARIAS Society.
 - i. Contribute to preparation of Annual Work Plans (AWPs), Annual Action Plans (AAPs), Procurement Plan of the OPIU and gaining need based basic knowledge of World Bank procurement procedures.
 - j. Ensuring that the project funds sanctioned to the OPIU are utilized in judicious, fair & transparent manner and any anomalies are brought to the notice of Head of OPIU and ARIAS Society.
 - k. Need based training of OPIU staff in maintenance of accounts and related records.

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC.

7. **Educational Qualification:** The **AM** must possess at least a Degree (of minimum three years duration) in Commerce/ Accountancy/ Finance and Accounts or a closely related field from a recognized University/Institute.
8. **Working Experience:** The **AM** must have at least four years of professional experience in accounting management in any Public/ Private sector organization.
9. **Computer Skills:** The **AM** must have experience of using Internet based applications, using and working with **Tally Accounting System**/ MS Word, MS Excel and MS Power Point and other related applications. Note: Candidates may be put through practical tests on “Tally” during the interview.
10. **Language:** Good level of fluency in English and Assamese.
11. **Desirable Qualifications, Experience, Skills etc:**
 - a. Post Graduate Degree/Diploma in Accounting.
 - b. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multi tasking.
 - c. 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.
12. **Age:** Age of the candidate should not be more than 35 years as on 1st August, 2018.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

13. The tenure of **AM** is intended for the entire duration of the project i.e. **upto 2024** and co-terminus with the project period of APART. However, continuity of the **AM** beyond one (1) year from the date of signing the agreement will depend upon his/her performance.
14. The contract with **AM** 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 Commissionerate/ Directorate/Department/ Agency/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 Commissionerate/ Directorate/ Department/Agency/ Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of **AM**.
15. The **AM** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **AM** 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

16. The consolidated fixed remuneration of the **AM** shall be ₹4.20 lakhs 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. The fixed remuneration may be enhanced on an Annual Basis, based on the prevailing project rules. *87% of the remuneration would be paid as fixed salary while 13% would be linked to performance.* The remuneration may be enhanced on an annual basis as per the prevailing project rules..

17. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.
18. The provisions of leave would be as per prevailing project rules.

(F) REPORTING & PERFORMANCE REVIEW

19. **AM** will report to the Head of OPIU. The performance of the **AM** will be evaluated by Head of OPIU and a consolidated quarterly report shall be submitted to the ARIAS Society for further processing.

(G) FACILITIES TO BE PROVIDED

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

Note: 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.
