



**ARIAS SOCIETY**

**Assam Rural Infrastructure and Agricultural Services (ARIAS) Society**

*(An Autonomous Body under Govt. of Assam)*

Project Coordination Unit of the World Bank financed

**Assam Agribusiness & Rural Transformation Project (APART)**

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***Draft Indicative Terms of Reference (ToR) for District Social Sector Coordinator (DSSC) at 16 Project districts under APART***

**A. BACKGROUND AND 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 at State level for the project. ARIAS Society now intends to apply a portion of this loan for engagement of **16 nos. of District Social Sector Coordinators (DSSCs)** on contractual basis to be positioned at Agriculture Technology Management Agency (ATMA) at respective 16 nos. of project districts under Department of Agriculture.
2. The development objective of APART is to “add value and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
3. There are four components to the project: **The first component is Enabling Agri Enterprise Development**, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up Enterprise Development and Promotion Facility (EDPF) (iii) Agribusiness Investment Fund (AIF) support (iv) establishing Stewardship Councils. **The second component is Facilitating Agro Cluster Development** with sub-components being- (i) support establishment of cluster level Industry Association (IA), (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) enabling investments in agri-enterprises, improving the investment environment and investment promotion, and facilitating access to finance for agribusiness enterprise; (ii) facilitating the growth of agri-enterprise clusters to increase competitiveness, revenue and employment growth, and supporting development of a modern supply chain; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies, markets, and infrastructure so that they are able to respond to market opportunities and climate variability.
5. The project interventions will be carried out in the following 16 undivided districts (as of 1st April, 2016): Nagaon, Sonitpur, Barpeta, KarbiAnglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon and Nalbari.

**B. OBJECTIVES OF THE ASSIGNMENT AND SCOPE**

6. The **District Social Sector Coordinator (DSSC)** will report to the Project Director - ATMA and will support the Social Management Unit (SMU) of ARIAS Society for social aspects strictly adhering to the World Bank guidelines and social safeguard documents of the project. The **DSSC** will be placed at the office of district level ATMA and will support the ATMA in planning, managing and handling social issues related to the implementation of project activities in the project districts. The concerned person will be an important link between districts team members of Operational Project Implementing Units (OPIUs) and Project

Coordination Unit (PCU) at ARIAS Society in effectively managing and handling social issues related to project activities. In particular, the responsibility of the **DSSC** *inter alia* will include the following:

- a. Monitor incorporation of social development principles as laid down in the Social Management Framework (SMF) and Indigenous Peoples' development Framework (IPF) in the project implementation.
- b. Assist district team members under the Operational Project Implementing Units (OPIUs) in the review of various reports of sub projects, Detailed Project Reports (DPRs) and Business plans for identifying social issues in accordance with SMF.
- c. To co-ordinate with Service Providers in the allotted districts and ensure adherence to the Social Safeguard Procedures as laid down in SMF and IPF.
- d. To ensure compliance with respect to social management rules and procedures in preparation of Block Action Plan and District Action Plan by ATMAs. Regular coordination with Service Providers and ATMA to identify the social issues at the project implementation sites.
- e. Develop detailed district level plan for Social Management to be included in the ATMA work plan.
- f. Participate in the district level activities of Service Providers involving mobilization of farmers/entrepreneurs.
- g. To review the outputs related to social development in the activities of Service Providers/ Farmer Producer Organizations/ other Service Organizations, etc.
- h. To undertake field visits to review the progress in project districts with prior approval of the competent authority, identify and document success/failure stories and lessons learnt. Review and prepare periodical progress reports (monthly/quarterly/six monthly/annually) on social management activities.
- i. Monitoring the Information, Education and Communication (IEC) activities conducted by the Service Providers, line departments and IEC agency. Conceptualize the IEC design for respective districts.
- j. Facilitate Social Audit at the Farmer Producer Organizations (FPOs) and Industry Association level as per Social Audit Manual of APART.
- k. Facilitate wide dissemination of information on Grievance Redressal Mechanism (GRM) and Citizen's Feedback System (CFS). Organize monthly meeting of Grievance Redressal Committee for reviewing the progress.
- l. Co-ordinate with field functionaries under OPIUs for interaction with the targeted project beneficiaries and the community as a whole.
- m. Facilitate identification/selection/inclusion of women beneficiaries in the sub project activities. Ensure transparency in selection procedures of beneficiaries, demonstration sites and services by district implementing agencies
- n. Co-ordinate with the M&E agency and the line departments in collecting disaggregated data related to project beneficiaries, land requirement and cost contribution in the project area.
- o. Collection and compilation of reports on social indicators in co-ordination with M&E agency, district team members under OPIUs and Service Providers.
- p. To co-ordinate and liaise with all district team members of OPIUs under APART on social aspects.
- q. To prepare the database of the project activities, project beneficiaries, etc. related to social inclusion in the project area.
- r. Conduct trainings on legal literacy and Community Operations Manual (COM) in the district.
- s. Work closely with the Nodal Officer of Social Safeguard at OPIU.
- t. Sharing of timely information on Social Development as required by ARIAS Society.
- u. To manage any other activities related to social development as required and entrusted by ARIAS Society.
- v. Develop need based capacity building strategies such as

- i. Interaction with target beneficiaries to assess the capacity building requirements on social development principles and GRM.
  - ii. Carry out training needs assessment of the stakeholders in terms of social development principles and prepare capacity building plan for stakeholders in collaboration with ARIAS Society.
  - iii. Conduct trainings on social development for the stakeholders and beneficiaries at the block/district/zonal level.
- w. **Travel Requirements:** The **DSSC** will be required to undertake field-visits and tours to the project sites. Occasional out of state visits may also be required as directed by the SPD.

**C. EDUCATIONAL QUALIFICATIONS, EXPERIENCE & AGE**

- 7. **Educational Qualifications:** Master degree in Social Work/ Social Science/ Sociology/Political Science/ Anthropology.
- 8. **Working Experience:** The **DSSC** must have at least 3 years experience in Social Sector.
- 9. **Computer Skills:** The **DSSC** must have proficiency in the use of Internet, MS Word, MS Excel and MS Power Point.
- 10. **Language:** Must have fluency in English and local language.
- 11. **Desirable Qualifications, Experience, Skills etc:**
  - a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi tasking
  - b. An understanding of community dynamics.
  - c. Knowledge of Assamese and/or Bengali
  - d. Good social, analytical, inter-personal and planning skills
  - e. Self-motivated and possessing ability to work independently as well as in teams.
- 12. **Age:** Age of the candidate should not be more than **45 years** as on **1<sup>st</sup> August, 2018**.

**D. DURATION OF THE CONTRACT, NOTICE PERIOD ETC**

- 13. The contract period of the **DSSC** is initially for a period of 1 year. Further extension will be based on the performance of the concerned person. The contract management shall be as per the prevailing project rules.
- 14. The contract with **DSSC** 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 ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant.
- 15. The **DSSC** shall not assign or sub-contract, in whole or in part, the concerned obligations except with the Reporting Officer's prior written consent. The **DSSC** will have to serve the project on full time basis. The **DSSC** will provide services from the office of ATMA in respective project districts.

**E. REMUNERATION, PAYMENT TERMS & LEAVE**

- 16. The consolidated fixed remuneration of the **DSSC** 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. The remuneration will be given in equal monthly installments and the performance-linked-incentive will be given on quarterly basis based on the performance and achievement against the mutually agreed deliverables by the **DSSC**.

18. The provisions of leave would be as per prevailing project rules.

**F. REPORTING AND PERFORMANCE REVIEW**

19. The quality of service and performance of the DSSC will be reviewed by the PD-ATMA & he/she would forward the same to PCU, ARIAS Society on a monthly basis and the annual performance review will be done as per prevailing project rules.

**G. FACILITIES TO BE PROVIDED TO DSSC:**

20. Following facilities will be provided:

- a. Access to the entire required database, available software, documents, correspondence and any other information associated with the project and as deemed necessary for the assignment.
- b. Shared office space in ATMA office.
- c. Shared conveyance arrangements for official travel. Travel by public transport shall be reimbursed as per prevailing project rules.

***Note: This is a draft ToR and SPD, ARIAS Society reserves the right to change, update or modify this draft ToR at any stage till recruitment process is completed.***

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