



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body of Govt. of Assam)

Project Coordination Unit (PCU) & Project Management Unit (PMU) of the World Bank Financed Assam Agribusiness and Rural Transformation Project (APART) Assam Citizen-Centric Service Delivery Project (ACCSDP)

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Draft Terms of Reference (ToR) Chief Finance Manager (CFM) for Assam Seeds Corporation Ltd. Under APART

(A) PROJECT BACKGROUND:

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”. 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 **Chief Finance Manager (CFM)** under APART as Individual Consultant out of the loan proceeds, to be positioned in the Assam Seed Corporation Limited (ASCL), as per the terms given hereunder.
2. The APART 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 (iv) supporting the State Health Society (SHS) in addressing the COVID-19 challenge. To achieve the PDO, the project is adopting clusters (production and enterprise) and value chain approach.
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 an Agribusiness 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 subcomponents 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 & Learning.**
4. Component-C of APART aims at enabling producers of the priority value chains, in the targeted clusters, to take advantage of the rapidly changing market demand, and enhance resilience of agriculture production systems for increasing production and managing risks associated with climate change. This would be achieved by: **(i)** improvements in production technologies (including seeds) and management practices through climate resilient solutions; **(ii)** facilitation of collective-action by producers by supporting the establishment of farmer producer organizations (FPOs); **(iii)** improving value realization at the farm level through improved cleaning, grading and packing of produce through Common Service Centers (CSCs) managed by FPCs; **(iv)** facilitation of market linkages through market information and intelligence; and **(v)** facilitating access to a broad set of financial services and their responsible use by producers.
5. Among the various agricultural inputs, seed is one of the very important and critical areas under APART. The Project has also engaged three international agencies i.e. International Rice Research Institute (IRRI), International Potato Centre (CIP) and World Vegetable Centre which are working closely with the Directorate of Agriculture, Directorate of Horticulture and Food Processing, Assam Agricultural University, District Agricultural Technology Management Agencies (ATMAs), Krishi Vigyan Kendras (KVKs) and Research Stations, among others to address the seed value chain issues. To address the issues in the seed value chain, the Project is setting up a “**Seed Vertical under APART**”. Among others one of the activities

under Seed Vertical is supporting Assam Seed Corporation Limited (ASCL) including manpower. It is under this backdrop that a Chief Finance Manager (CFM) is being hired under APART to support ASCL.

6. Assam Seeds Corporation Ltd. is a Govt. of Assam undertaking registered under Companies Act 1956. The Corporation is dealing with production of seeds & planting material along with buying and selling of seeds & planting material utilizing its farms, nurseries, sale point etc. the Corporation is also supplying seeds under various schemes of Department of Agriculture, Govt. of Assam. The Financial Management policies & procedures of Assam Seeds Corporation Limited are guided by General Financial Rules of Govt. of Assam and the Companies Act.

(B) SCOPE OF POSITION & KEY JOB RESPONSIBILITIES:

7. The **Chief Financial Manager (CFM)** supported by Assistant Accounts Officer (AAO) will *inter alia* assist the Assam Seed Corporation Limited (ASCL) to maintain financial discipline, control, to ensure proper maintenance of accounts and also to ensure that Financial Management of the ASCL is closely inter-connected with its aims and objectives. The key job responsibilities include:
 - a. The professional contracted will be responsible for ensuring that funds are used for the purposes intended, that the annual financial statements are free from material misstatement etc.
 - b. Ensuring the up-dation of pending accounts of the ASCL.
 - c. Responsible for timely collection the financial statements from the districts and their compilation at State level.
 - d. Finalizing the annual accounts of ASCL and presenting to internal auditor firm.
 - e. Preparing the budget of the ASCL.
 - f. Any other related task assigned by the Reporting Officer.
 - g. Taking up field visits to Project sites/ seed farms/ district offices of ASCL with the approval of Reporting Officer. Occasional out of State visits may also be required as per directions/ approval of the Reporting Officer.
 - h. The Chief Financial Manager (CFM) will have to attend O/O Assam Seeds Corporation Ltd. on all working days from 9:30 AM to 5 PM unless he is on official tour as approved by the Reporting Officer. He may also be required to attend office on holidays as & when so desired by the Reporting Officer for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.

(C) MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE, AGE ETC.:

8. **Educational Qualification and Work Experience:** The following would be the preferred order of educational qualification and experience. *That is, in case sufficient candidates from category 'a' below are not found suitable for the position, candidates from category 'b' will be considered and so on:*
 - a. A **Chartered Accountant (CA)**/with **at least 5 (Five)** years of post-qualification experience in the field of finance and accounts. OR
 - b. **MBA Finance** from regular course (not correspondence course) from a reputed institution and with **at least 10 (Ten)** years of post-qualification experience in the field of finance and accounts.
 - c. **Computer Skills:** The CFM must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
 - d. **Age:** Age of the candidates should not be more than **50** years as on **1st September, 2023**.

However, at the discretion of SPD, for candidates having exceptional relevant experience and qualification, the age limit may be relaxed.

9. **Language:** Fluency in English is a must. Preference will be given to candidates having knowledge of with local language(s) of Assam and Hindi.

(D) DESIRABLE QUALIFICATIONS, EXPERIENCE, SKILLS ETC.:

10. The following would be the desirable qualifications, experience, skills etc. and candidates having these qualities would be given preference:
 - a. Experience as a head of or independent charge of finance and accounts wing of any organization;
 - b. Experience of working with public sector agencies;
 - c. Experience of having worked Externally Aided Projects (EAPs)/Government projects/ Government Institutes or undertakings;
 - d. Knowledge of Government Financial Rules and Regulations;
 - e. Experience of working in multi stakeholder environment and multitasking;
 - f. Good analytical and planning skill; the candidates must be self-motivated and should possess ability to work independently as well as in teams.

(E) DURATION OF CONTRACT, NOTICE PERIOD ETC:

6. The tenure of **CFM** is intended for the entire duration of APART and co-terminus with the project period of APART. However, continuity of the **CFM** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the SPD shall be final and binding in this regard. The contract management shall be done as per the Project rules.
7. The contract with **CFM** 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/ ASCL. 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/ PCU/ ARIAS Society/ ASCL shall not undertake any responsibility for subsequent deployment of the incumbent.
8. The **CFM** 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 **CFM** will have to serve the assigned office on full time basis under overall command of SPD and normally provide services from office of ASCL at Guwahati.

(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 **CFM** 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 talented candidates, as decided by SPD.* 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 **CFM**. 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 **CFM** by the Project.

(F) REPORTING AND PERFORMANCE REVIEW:

14. The **CFM** will report to the Managing Director (MD), ASCL on a day-to-day basis. Quarterly/Half yearly/Annual performance review will be done by the Reporting officer and a report will be submitted to SPD, ARIAS Society.

(G) FACILITIES TO BE PROVIDED TO CFM

15. The **CFM** will be given access to all documents, reports, correspondence, contacts available with ARIAS Society, OPIU-Agriculture and any other information available, as deemed necessary for smooth accomplishments of tasks assigned. The **CFM** will be provided with one office cubicle/workstation in the PCU or OPIU Agriculture, along with computer, printer, computer/office consumables, and internet access.

Notes:

1. *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.*
2. *ARIAS Society is an equal opportunity employer and women candidates are strongly encouraged to apply.*
