

Draft Indicative Terms of Reference(ToR)
Farm Machinery Specialist (FMS) for the Project Coordination Unit(PCU)
Under Assam Agri-business and Rural Transformation Project
(APART)

(A) BACKGROUND

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)'. The ARIAS Society is the apex coordinating and monitoring agency for APART. The ARIAS Society now intends to apply a portion of this loan for engagement of a **Farm Machinery Specialist (FMS)** as Individual Consultant on contractual basis.
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 & to advance Assam's COVID-19 response".
3. The project has four components: *The 1st component is **Enabling Agri Enterprise Development***, with sub-components being (i) enhancing state capacity to attract private investments, (ii) setting up of an Agri Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Invest Fund (AIF) (iv) establishing Stewardship Councils. *The 2nd component is **Facilitating Agro Cluster Development*** with sub-components being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain support. *The 3rd 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 4th component is **Project Management, Monitoring & Learning***.
4. The project will achieve the proposed PDO by: (i) enabling investments in agri- enterprises, improving the investment environment and investment promotion, facilitating access to finance for agribusiness enterprises, and, where appropriate, pushing for process, regulatory changes; (ii) facilitating the growth of agri enterprise clusters to increase competitiveness, revenue and employment growth; and supporting development of modern supply chains; and (iii) fostering the development of climate resilient production clusters, and improving producers' access to knowledge, technologies, markets, and infrastructure so that they are able to respond to market opportunities and climate variability.

(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE

5. The **Farm Machinery Specialist (FMS)** under the direct supervision of the State Project Director (SPD), ARIAS Society and in collaboration with the relevant officers/staff of PCU, will provide guidance and support to the Directorate of Agriculture, Directorate of Horticulture and Food Processing, Assam Agricultural University (AAU) in implementation of activities relating to setting up of Custom Hiring Centres (CHCs) with the Farmers Producer Companies promoted/ supported by APART. It is planned that APART will promote/ support 125 FPCs. Further each FPC will be provided with a CHC with beneficiary (FPC) contribution under component C of the Project. The **(FMS)** will maintain close coordination with project partners/service providers engaged in component C on agri horticultural commodities as well as international agencies involved in the project.

6. **Key roles of the Farm Machinery Specialist (FMS) include the followings:**

- a. Extend Specialisty service to Directorate of Agriculture, Directorate of Horticulture and Food Processing, Assam Agricultural University(AAU) in Implementation of the farm machinery related interventions in the agri-horticulture value chains under Component C of the project in consultation with SPD, and other officials of ARIAS Society, PIUs, World Bank, International agencies and other Consultants involved in the Project;
- b. Support the FPC in procurement of farm machines for their CHCs as per community procurement guidelines issued by the Project as well as FPC operational guidelines as amended from time to time.
- c. Be instrumental in addressing the issues related to procurement of farm machines by FPCs for CHCs as well as implementation of the CHC Program under APART.
- d. To support the FPCs in running the CHC program in a sustainable and profitable manner ensuring that the machines provided in the CHCs are optimally utilized, maintained and managed properly including availing the AMC as per procurement documents.
- e. To regularly visit the CHCs with the APART FPCs and discuss the CHC program implementation issues and resolve the same expeditiously. In case the issues are not resolved at own level, escalating the same to higher authorities.
- f. Exploring opportunities for leveraging the CHC program with other State and Central Govt schemes related to farm machinery.
- g. Ensuring that AMC services are provided by the manufacturers to the FPCs for machines in the CHCs timely and as per requirement.
- h. Collection/ *record* maintenance of income earned by the FPCs through CHCs and encouraging them towards an accelerating income growth trend from CHCs.
- i. Providing technical Support to APART FPCs for development of Seed processing infrastructure in the state of Assam through the convergence of Departmental/GOI schemes.
- j. Support the District ATMA on innovative pilot activities as per the provisions of Project Implementation Plan (PIP), particularly those in the farm machinery segment.
- k. Need based monitoring of the common Service Centre (CSC) activities of the crop related FPCs supported by APART and so also the overall FPC vertical under OPIU Directorate of Agriculture.
- l. To build capacities of the FPCs on farm mechanization in consultation with international agencies under APART and resource organizations at State and National level.
- m. To contribute to various newsletters of APART/ARIAS Society like APART Newsletter, ATMA Newsletter, Rice Weekly etc with articles/content on farm mechanization. Representing APART at various forums particularly w.r.t farm mechanization, as authorized.
- n. To contribute towards Assam Agricultural Express survey
- o. To coordinate the activities related to Agri Infrastructure Fund(AIF)
- p. Be instrumental in contributing to optimal utilization of agricultural input testing infrastructure Under the Department of Agriculture.
- q. To coordinate the operations of the PMU being set up Assam Small Farmers Agribusiness Consortium (ASFAC) while being based at the PMU ASFAC.
- r. To undertake necessary field visits with prior written approval of the SPD
- s. Any other related task assigned by the SPD.

7. **Travel Requirements:** FMS will take up field visits as per the project requirements, with prior approval of the SPD and the travel costs will be reimbursed as per the HR Policy of the ARIAS Society.

© **QUALIFICATIONS, EXPERIENCE, AGE ETC.**

8. **Educational Qualification:** Masters in Agriculture Engineering with specialization in Farm Mechanization
9. **Working Experience:** Minimum 11 to 15 years of experience in Farm Mechanisation and hands on experience in Farm Machinery.
10. **Computer Skills:** Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel andMS Power Point and other related applications.
11. **Language:** Fluency in written and spoken English is a must. Candidates with knowledge of Hindi and local languages will be given preference.
12. **Age:** Age of the candidate should not be more than **50** years as on **1st Novemeber, 2022**. *However, at the discretion of SPD, for candidates having exceptional relevant experience and qualification, the age limit may be relaxed.*

(D) DURATION OF THE CONTRACT, NOTICE PERIOD ETC.

13. The tenure of **FMS** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the **FMS** beyond six (6) months from the date of joining the position, will depend upon his/her performance. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date, without thereby incurring any liability to the GoA/ PCU/ARIAS Society/World Bank/GoI, etc. The contract with **FMS** 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 GoA/ PCU/ ARIAS Society/World Bank/GoI etc. The ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant.
14. The **FMS** shall not assign or sub-contract, *in whole or in part*, his/her obligations to perform under the Contract, except with the SPD's prior written consent. The **FMS** will have to serve the project on fulltime basis under overall command of the State Project Director, ARIAS Society and provide services from the PCU at Khanapara, Guwahati.

(E) REMUNERATION, PAYMENT TERMS AND LEAVE

15. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed remuneration of the **FMS** will be determined and mutually agreed, which could be in the range of **Rs. 11.40 Lakh to Rs. 19.20 Lakh** per year. This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration may be enhanced on an annual basis as per the prevailing project rules. The maximum Cost to Project (CTP) for the positions, within the above indicative range, will be fixed based on (i) upto maximum of 20% hike on the last drawn remuneration of the selected applicants and (ii) performance in the interview.
16. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing HR rules.
17. The remuneration will be paid in equal monthly installments and the **Project Allowance(PA)** will be given Quarterly based on the performance and achievement against the mutually agreed deliverables by the **FMS**. Taxes as applicable shall be dealt with as per applicable laws.

18. The provisions of leave would be as per Human Resource(HR)Policy of the ARIAS Society.

(F) REPORTING AND PERFORMANCE REVIEW

19. The **FMS** will report to the **State Project Director, ARIAS Society**. The performance of the **FMS** will be reviewed on quarterly basis by the **State Project Director, ARIAS Society**. The annual performance review will be done as per the HR Policy of the ARIAS Society.

(G) FACILITIES TO BE PROVIDED TO THE FMS

20. The **FMS** will be provided with access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. He/She will be provided with one office cubicle/work station along with computer, printer, computer/office consumables, and internet access.*(No clerical assistance will be provided).*

Note: This is a draft indicative ToR; The SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage during the recruitment process.