

**Draft Indicative Terms of Reference (ToR) for District Environment Coordinator (DEC)  
under APART**

**(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 apply a portion of this loan for engagement of 1 (one) **District Environment Coordinator (DEC)** on contractual basis to be **positioned at District Agricultural Technology Management Agency (ATMA) office, Hailakandi & Sivsagar**.
2. The development objective of APART is “add value and improve resilience in selected agricultural value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of the State of Assam”.
3. 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 an Agribusiness Enterprise Development and Promotion Facility (EDPF) (iii) Agribusiness Investment Fund (AIF) support (iv) establishing sector 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 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 better able to respond to market opportunities and climate variability.
5. In order to accomplish the above, the project intends to engage **2 (two) District Environment Coordinator (DEC) for District Agricultural Office cum PD ATMA, Hailakandi & Sivsagar** purely on contractual basis.

**(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE OF POSITION**

6. The DEC will be responsible for overall smooth implementation of the Environmental Management Framework (EMF) and EMPs. The DEC will provide required technical inputs on environmental aspects and will assist the PCU/OPIU to carry out necessary screening activity at field level; Preparation/modification of EMPs; Arrange training programme at district level; Carry out supervision and monitoring of the implementation of EMF/EMP. DEC will actively contribute in preparation of all monthly/quarterly/annual environmental reports including environmental audit work.
7. *The key Job Responsibilities include the following:*
  - a. Provide technical inputs on environmental aspects of interventions being undertaken in the project.

- b. Assist the Environmental Management Specialist (EMS) of the PCU in screening of subprojects, assessing Environmental Management Plans and Environmental Assessment carried out for the different sub- project interventions.
- c. Undertake site visits as directed by the EMS (with approval of SPD) to supervise the implementation of Environmental Management Framework and various Environmental Codes of Practices.
- d. Assist the EMS in conducting State Level Training workshop, coordinating district level training programme, in formulating training modules and preparing dissemination material.
- e. After receiving sector specific training the DEC will be responsible for mainstreaming the environmental safeguard requirements in the regular programs and schemes of the sectors (fisheries/livestock/agriculture etc.) Conduct yearly environmental audit of the interventions at district level
- f. Be responsible for compiling the quarterly monitoring report, annual audit report, mid-term evaluation report and project completion report, as per provisions of Environmental Management Framework.
- g. Be involved in documentation and dissemination of research/studies funded by the project and to be undertaken by different institutions, consultants etc.
- h. Be responsible for any other duty assigned by the SPD, EMS & District Agriculture Officer cum **PD ATMA, Hailakandi & Sivsagar.**

**(C) QUALIFICATIONS, EXPERIENCE, AGE, ETC**

- 8. **Educational Qualification:** Master degree/ Post Graduate Diploma (minimum two years duration) in Ecology & Environment / Environmental Science/Life Science/Zoology/Botany. A combination of several specializations and/or additional trainings would be an asset.
- 9. **Working Experience:** Minimum **3 years** of professional experience in the field of Environment Management and related activities.
- 10. **Computer Skills:** The DEC must have proven 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.
- 11. **Language:** Fluency in English. Candidates with knowledge of local language will be preferred.
- 12. **Desirable Qualifications, Experience, Skills etc.**
  - a. Experience of working in project(s) assisted/funded by any international/national organization like UN, the World Bank, DFID, etc and/or any international/national NGO institution.
  - b. Ability to work effectively in teams as well as independently.
  - c. Good communication skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams.
  - d. Ability to work independently with large volumes of data with initiative and problem – solving ability. Familiarity in preparing regular progress and monitoring reports, working in agriculture and allied sectors would be favorable.
- 13. **Age:** Age of the candidate should not be more than **45 years as on 1<sup>st</sup> June 2023.**

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

- 14. The tenure of **DEC** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the **DEC** beyond **eleven (11) months** from the date of signing the agreement will depend upon his/her performance. The decision of the SPD will be final and binding in this regard. The contract management shall be as per the prevailing project rules.
- 15. The contract with **DEC** 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/ 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.

**(E) REMUNERATION, PAYMENT TERMS & LEAVE**

16. The consolidated fixed remuneration of the DEC 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.
17. Travelling, Boarding & Lodging expenses for approved official tours outside district will be reimbursed as per the prevailing project rules.
18. The remuneration will be paid 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 DEC. Taxes as applicable shall be dealt with as per applicable laws.
19. The provisions of leave would be as per the prevailing project rules.
20. No house rent allowance or any other allowance shall be paid by the PCU. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid, except as agreed with the DEC by the SPD, ARIAS Society

**(F) REPORTING & PERFORMANCE REVIEW**

23. The quality of service and performance of the will DEC 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 the prevailing project rules.
24. The contract with DEC 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.
25. The DEC shall not assign or sub-contract, in whole or in part, the concerned obligations except with the Reporting Officer's prior written consent. The DEC will have to serve the project on full time basis. The DEC provides services from the office of ATMA in respective districts.

**(G) FACILITIES TO BE PROVIDED BY THE PCU**

26. Access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. The DEC will be provided with one office cubicle/workstation in the district ATMA office along with computer, printer, computer/office consumables, and internet access. Shared conveyance arrangements for official travel. Travel by public transport shall be reimbursed as per prevailing project rules. *The DEC however will not be provided with any clerical assistance.*

***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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