

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body under Govt. of Assam)

Project Coordination Unit (PCU)

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

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Proposed Assam Agribusiness and Rural Transformation Project (APART): Draft Terms of Reference (ToR) for hiring an Executive Engineer (EE)

Project background:

1. The Government of Assam (GoA) through Government of India (GoI) has applied for a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society, the coordinating & monitoring agency for the project, now intends to apply a portion of this loan for hiring of an **Executive Engineer (Civil)** *hereinafter called 'EE'* purely on contractual basis to be placed in ARIAS Society, Agriculture Campus, Khanapara, Guwahati, Assam. Depending on the requirement the number of positions may be increased.
2. The development objective of APART is “increasing value-added and improve resilience of selected agricultural value chains, focusing on small holder farmers and agro-entrepreneurs in targeted districts 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 of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment fund (iv) establishing stewardship councils. **The second component is Facilitate Agro Cluster Development** with sub-components being- (i) support establishment of 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 proposed PDO by: (i) enabling investments in agri-enterprises, improving the investment environment and investment promotion, facilitating access to finance for agribusiness entrepreneurs, 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 producer access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability.
5. The construction activities in project districts of APART will include - construction of agricultural markets, renovation of warehouses of Assam State Warehousing Corporation (ASWC); renovation of District Industries & Commerce Centres (DICCs); need-based renovation/refurbishment of the office buildings of Project Coordination Unit (PCU) of ARIAS Society, Operational Project Implementation Units (O-PIUs) of implementing agencies, District Agricultural Technology Management Agency (ATMA), Block Resource Centres (BRCs); rehabilitation of access roads; construction of Common Services Centres (CSCs) for aggregation, primary processing, group sales of agricultural output, distribution sale of agricultural inputs to Farmer Producer Organization (FPO) farmer members; construction of Common Facility Centres (CFCs) in enterprise clusters. These works will be executed by the PWRD/concerned line departments.
6. In view of the envisaged civil works, it is intended to hire the services of an Executive Engineer (Civil) to support the PCU for review, monitoring, coordination etc. of the civil works to be taken up. The EE will be supported by two Assistant Civil Engineers.
7. **Scope of Position**
 - (i) EE is required to review the design and drawings for the construction/renovation works to be done. EE will review the detailed project reports prepared by project consultants, Environment Management Plans (EMPs) including implementation of EMP measures and advice necessary corrective measures.

- (ii) EE shall support the PCU and implementing agencies in documentation, monitoring, verification, compliances related to civil works planned in the project as mentioned above.
- (iii) EE shall be responsible for overseeing implementation of works by the concerned implementing agency/contractor according to the specifications, drawings, design and BOQ of the contract agreement.
- (iv) EE shall coordinate, monitor and assist in utility shifting/relocation and removal of obstructions.
- (v) Assisting the State Project Director (SPD) with technical inputs during disputes, arbitration proceedings and any other hearings held by statutory and legal bodies.

8. **Essential Qualifications, Experience and Skill Set**

- a. **Educational Qualification:** Atleast a Bachelors Degree in Civil Engineering from a recognized institute/University (Degrees obtained through distance education shall not be accepted)
- b. **Working Experience:** At least **10** years of professional experience in Civil Engineering including in engineering design and field execution of civil works of varied nature. The candidate shall have a proven record of performance in civil engineering works, including roads and buildings. The candidate should have experience in using the testing equipment used in such civil engineering construction works. *(However, in case of insufficient applications from candidates having 10 years experience, the ARIAS Society reserves the right to relax the experience requirement criteria upto 7 years but with a reduced remuneration package)*
- c. **Computer Skills:** The EE must have adequate knowledge and experience of working with AutoCad and other similar engineering applications, MS Word/Excel/Power Point/Project and Internet based applications.
- d. **Language:** Working knowledge of Hindi and high level of fluency in English.

9. **Desirable Qualifications, Experience, Skills etc:**

- a. Candidates having Post Graduate Degree in Civil Engineering or MBA, in addition to the essential qualification cited above, will be given preference
- b. Candidates having experience of working in externally aided projects or public sector agencies or in any Government Department will be given preference;
- c. Knowledge of Assamese/Bengali is desirable, but not essential;
- d. Good social, analytical and planning skills is desirable; the candidate must demonstrate initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.

10. Age: Age of the candidate should not be more than **50** years as on 1st January, 2017.

11. **Key Job Responsibilities** *Executive Engineer will-*

- (i) Review the drawings, designs, DPRs prepared by the project consultants/line departments and suggest corrective measures, if any.
- (ii) Train and guide the Assistant Civil Engineers of the PCU in preparing & reviewing the BOQ (Bill of Quantities) and Bidding Documents relating to civil works to be taken up in the project, Evaluation of the bids as per the Bidding Documents, in supporting the evaluation/approval committee formed for the purpose, taking the minutes etc.
- (iii) To ensure that the civil work activities of the APART are progressing as per the Procurement Plan/Annual Work Plans/relevant Contract Agreements and take all possible measures to keep the progress of the work on time and as per plan.
- (iv) Verification of the bills/vouchers submitted by the contractors/line department to the PCU and endorsing the same to the SPD for release of payments.
- (v) Closely monitor the commencement of work based on the notice to proceed with the work and report commencement to the State Project Director.

- (vi) Carrying out field visits for reviewing the progress of works, verification of the construction/renovation works for compliance with specified technical standards, approved drawings & designs etc. and submit inspection reports to the SPD.
- (vii) Provide advisory services to the implementing agency on quality assurance and contract management and also place emphasis on identifying the factors contributing to performance short falls and help to ensure that the construction/renovation is carried out to the expected standards and prescribed specifications
- (viii) Ensure that contractual clauses are fully complied with including quality and quantity of work. EE will also ensure that the technical policies are correctly and consistently implemented on the civil works.
- (ix) Ensure that the Technical Examiners hired under the project perform the prescribed quality control tests and certify about quality and adherence to bid specifications and report non-compliance to the SPD.
- (x) Advise on contract administration and on problems arising during construction.
- (xi) Prepare inspection report for each construction/renovation work and provide the same to the SPD
- (xii) **Travel Requirements:** The EE will be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD, ARIAS Society.
- (xiii) Any other task as & when assigned by the State Project Director (SPD), ARIAS Society.

Duration of assignment & tenure etc:

12. The contract period of the EE is intended for entire duration of the project. However, continuity of EE beyond one (1) year will depend upon his/her performance. The EE will be positioned in the PCU of ARIAS Society. The Resignation/Termination shall be as per the HR Policy of the ARIAS Society.

Remuneration and payment terms:

13. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of EE will be determined and mutually agreed, which could be in the range of **Rs. 11.40 lakh to Rs. 19.20 lakh per year**. *However for outstanding candidates the range may be extended to some extent.* This remuneration shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at Guwahati, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis, based on the HR Policy of the ARIAS Society.
14. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
15. The EE will be eligible for a paid Leave of 12 working days per year, excluding two restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances, SPD may relax this condition.

Facilities to be provided by the client: PCU-ARIAS Society will -

16. Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
17. Provide one office cubicle, along with computer, printer, office consumables, and internet access. In addition, one laptop computer, along with Internet Data Card (maximum 4 GB per month) may also be provided depending on the intensity of the service, as determined by SPD
18. Provide conveyance arrangements for official travel within Guwahati city on pool basis, whenever available and also for field visits approved by the SPD. The EE will have to arrange his/her own conveyance facility for attending the office.

Reporting & Review:

19. The EE will report to the State Project Director (SPD), ARIAS Society. Annual review will be done by the State Project Director. Interim review may be done as per need.

FORMAT FOR SUBMISSION OF CV

1. **Full Name** (In Block Letters):
2. **Gender:**
3. **Nationality** (attach a copy of evidence):
4. **Permanent Postal Address** (attach a copy of evidence):
5. **Police Station:**
6. **Current Address:**
7. **Telephone/ Cell No.:**
8. **Email address:**
9. **Passport No.** (If available) (attach a copy of evidence):
10. **Date of Birth** (attach a copy of evidence):
11. **Current Designation:**
12. **Current Employer's Full Address with contact email and phone number:**
13. **Educational qualification** (attach a copies of evidences):

Paste self attested Recent Passport Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

14. **Training details relevant to the position applied** (attach a copy of evidence):

Sl.	Training Field	Period of Training
1.		
2.		
3.		

15. **Total Professional Experience (in years):**
16. **Experience (in years) of Civil Engineering**
17. **Languages known:**
18. **Computer proficiency:**
19. **Do you have any criminal or corruption charges pending against you?** (If yes furnish details)
20. **Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law?** (If yes furnish details)
21. **Have you ever been discharged or forced to resign from any position?** (If yes furnish details)
22. **Employment Record** (Starting from the latest):

From: To: Employer: Position Held: Monthly Remuneration (attach copy of the latest salary/remuneration certificate): Summary of services provided:
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Add boxes as required

23. **Works/Activities undertaken that best illustrates the experiences in similar position(s) applied for** (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

Name of assignment or project: Year: Employer: Main Features of the project: Positions held: Activities performed:	
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Add boxes as required

Declaration: I certify that the statements made by me in this CV are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ARIAS Society to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ARIAS Society would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law. <div style="text-align: right; margin-top: 10px;">Signature of the Candidate</div>

Attach self attested certificates/testimonials.

IMPORTANT Note: Candidates shall provide CV (not more than 8 pages) strictly as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. **The complete CV along with certificates/testimonials shall not be more than 20 (twenty) pages or else CV may not be considered.**