



## ARIAS SOCIETY

**Assam Rural Infrastructure and Agricultural Services Society**

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

**Project Coordination Unit (PCU) of the World Bank financed Assam Agribusiness & Rural Transformation Project (APART)**

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

Tel: +91 361-2332125; Fax: +91 361-2332564; website: [www.arias.in](http://www.arias.in); email - [spd@arias.in](mailto:spd@arias.in)

### Draft Indicative Terms of Reference (ToR) for Monitoring & Evaluation Specialist (M&ES)

#### **(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). The 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 **2(Two) Nos. Monitoring & Evaluation Specialist (M&E)** on contractual basis to be positioned at Project Coordination Unit (PCU) of ARIAS Society.
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 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 subcomponents 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.

#### Job Summary, Key Tasks and Responsibilities

The PCU of the ARIAS Society is seeking an interested and qualified professional for the position of Monitoring & Evaluation Specialist hereinafter referred as ‘M&ES’ to facilitate the implementation of M&E Management Framework of the Project with the objective of identifying, assessing and mainstreaming the M&E aspects of APART in project implementation.

- Implement the project M&E Strategy and recommend changes based on lessons learnt.
- Actively assist the PCU in monitoring the achievements against the results framework and performance indicators for the project and compare the same with the project baseline data.
- Review the performance indicators and reports produced by M&E consultants and suggest necessary changes, specially the M&ES’ will –
- Analyze reports of M&E consultants vis-a-vis project objectives, level of stakeholder participation, major shortcomings, problem areas so as to facilitate the PCU in steering the project successfully meet its development objectives
- Monitor the deliverables of M&E Consultants as per contract agreement and propose ways in which M&E findings will assist in the decision making process
- Ensure that data collection from field and analysis have been standardized for performance monitoring;
- Organize training programs to ensure efficient data collection, data entry, data validation, including updating and transmission of data from district level in coordination with M&E Consultant
- Provide necessary support in designing and implementation of MIS system and advice the MIS team under M&E program for processing of the data at the MIS system
- Work with M&E Consultant to ensure consistency and compatibility of information formats, to assist collection and dissemination of data within and outside the project

- Develop protocol for reporting on social profile of beneficiaries and disaggregated information on social inclusion (gender, Tribal & other vulnerable groups), and land requirement, grievance management and citizen feedback.
- Prepare compiled physical and financial performance of the project and report to the State Project Director (SPD) on monthly basis or as directed by the SPD.
- Liaison with district staff and other stakeholders engaged under the project and undertake field visits (with prior approval of SPD) to monitor projects activities.
- In consultation with other PCU colleague the M&ES will provide specific inputs on planning, management, capacity building, and institutional mechanisms for the smooth implementation of the project.
- **Other responsibilities:**
  - i. Work closely with members of the PCU team, with concerned GoA departments, other partners, and service providers for smooth implementation of the project
  - ii. Provide necessary inputs to senior management
  - iii. Promote citizen-centric approaches to service delivery
  - iv. Support PCU in Business process re-engineering based on the feedback by the M&E consultants
  - v. Design of systems and network implementation to achieve optimal performance and scalability
  - vi. Represents the project at internal and external forums on M&E aspects
  - vii. Document regularly all M&E related work accomplished
  - viii. Lead communication with the government and other partners in M&E aspects
  - ix. Provide clarifications to the beneficiaries/PCU/Implementing Deptts/agencies on M&E related project issues as and when needed
  - x. Any other responsibilities as and when assigned by the SPD, ARIAS society.

The **M&ES** will have to attend PCU, ARIAS Society on all working days from 10 AM to 5 PM unless he is on official tour as approved by SPD or allowed to work from home by SPD. He/She may also be required to attend office on holidays as and when so desired by SPD for disposal of urgent matters. However, no separate remuneration will be paid for attending office on holidays.

## **1. Duration of Assignment**

- a) The contract period with **M&ES** is intended for entire duration of the project and coterminous with the project period of APART. However, continuity of the **M&ES** beyond eleven (11) months from the date of signing the agreement will depend upon his performance. The decision of the SPD shall be final and binding in this regard.
- b) The contract with **M&ES** 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 will not, under any circumstance, be extended beyond the APART's closing date. The ARIAS Society or the Government of Assam will not undertake any responsibility for subsequent deployment of the consultant.
- c) The **M&ES** shall not assign or sub-contract, in whole or in part, his obligations to perform under this Contract, except with the SPD's prior written consent. The **M&ES** will have to serve the ARIAS Society on full time basis under overall command of State Project Director, ARIAS Society and provide services from the PCU at Khanapara, Guwahati. The resignation/termination shall be as per HR Policy of the ARIAS Society.
- d) The **M&ES** will be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD.

## **2. Qualifications**

### **A. Essential Qualifications & Experience:**

- a) Post-Graduate in Economics/ Statistics/Engineering or any other subject from any Govt. recognized university; Atleast **11** years of experience in monitoring and evaluation, quantitative and qualitative analysis including 03 years of relevant experience in any externally funded project/ public sector projects at leadership position.

*However, Graduates in Economics/ Statistics/Engineering or any other subject with over **10** years of experience in monitoring and evaluation at managerial/ leadership position including minimum 03 years of experience in externally funded project/public sector projects may also be considered, but at a reduced CTP.*

- b) Proficiency in Computer including in the use of Internet based applications, MS Word, MS Excel and MSPower Point etc. Candidates having knowledge of SPSS/STATA or similar software may be preferred
  - c) Must possess initiative and the ability to work independently as well as team;
  - d) Good communication and report writing skills in English
  - e) Good command over English language, written and spoken
3. **Age:** The candidate shall not be of more than **50** years of age as on **1<sup>st</sup> September 2021**. However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed.
4. **Remuneration and payment terms:**
- a) Depending on the qualifications, experience, competency, and also the remuneration/ CTC of the last assignment, the consolidated fixed annual Cost to project (CTP) of the **M&ES** will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.11.40 lakh** to **Rs.19.20 lakh** per year. The agreed annual CTP shall be inclusive of remuneration, performance-linked- incentive, communication allowance, health/service related allowance, all taxes, cost of accommodation and food at Guwahati, conveyance to attend the PCU, etc.
  - b) 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 **M&ES**. Taxes as applicable shall be dealt with as per applicable laws. The remuneration may be enhanced on an Annual Basis, based on the HR Policy of the ARIAS Society.
  - c) Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement. For travel outside the State, the Travelling and Boarding & Lodging expenses will be reimbursed as per the HR Policy of the ARIAS Society and as provided in the contract agreement.
5. **Travel Requirements:** The **M&ES** may be required to undertake 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
6. **Reporting and Performance Review**
- The **M&ES** will report to the State Project Director, ARIAS Society. The quality of service and performance of the **M&ES** will be reviewed by the SPD on a quarterly basis and the annual performance review will be done as per the HR Policy of the ARIAS Society
7. **Facilities to be provided by the PCU:** The PCU, ARIAS Society
- a. Will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.
  - b. Will be provided with one office cubicle in the PCU along with computer, printer, computer/office consumables, and internet access.
  - c. Will pay the fixed monthly remuneration as per the contract agreement. No house rent allowance or any other allowance shall be paid by the PCU. No other payment whatsoever (except reimbursement of travelling expenses and project allowance) shall be paid, except as agreed with the **M&ES** and by the SPD, ARIAS Society.
  - d. 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 ToR at any stage till recruitment process is completed.**

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