

Draft Indicative **Terms of Reference (ToR)**
For Cluster Development Specialist
for the Operational Project Implementation Unit (OPIU) in the
Commissionerate of Industries & Commerce, Government of Assam

(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.
2. The Project Development Objective (PDO) of APART is to "increase value-added and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam". 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 a modern supply chains; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies, markets, and infrastructure so that they are able to respond to market opportunities and climate variability.
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 Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment 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 **Commissionerate of Industries and Commerce, Assam (CI&C)** is one of the major implementing agencies of APART. For this purpose, an Operational Project Implementation Unit (OPIU) has been set up at the Commissionerate of Industries and Commerce, Bamunimaidam, Guwahati.
5. The ARIAS Society in conjunction with CI&C intends to hire a **Cluster Development Specialist (CDS)** on contractual basis under APART to be positioned at the Commissionerate of Industries and Commerce, Bamunimaidam, Guwahati and hence the ToR has been framed. While the recruitment process will be undertaken by the State Project Director (SPD), the related contract agreement will be signed by the CI&C.

(B) Objectives of the Assignment and Scope

6. The **Cluster Development Specialist (CDS)** will *inter alia* assist the project in devising a suitable agri (processing) enterprise cluster development strategy and to reinforce the project's efforts in implementation of agri enterprise cluster focused interventions. The professional contracted will work on building cluster competitiveness to frame synergies and innovative, collaborative project interventions across agri and allied commodity sectors. CDS will be responsible for identifying ways in which project could add value to the agri enterprise cluster development strategy, and to lead the design of agri enterprise cluster development programs in the project.

7. **The key roles of the OPIU -Horticulture Specialist include the followings:**

- a) CDS will assist the Commissionerate of Industries and Commerce in developing a cluster-based strategy for agri-enterprise support services;
- b) CDS will determine critical gaps in technology, product quality, common facilities, skills, availability of raw material, and marketing support in the selected clusters;
- c) The CDS will assist in developing District Agro Industrial Cluster Development Plan for the project Districts;
- d) The CDS will develop interventions for addressing critical gaps, strengthening stakeholder outreach and promoting appropriate stakeholder institutions at the cluster level;
- e) CDS will conceptualize the activities of the agri enterprise clusters and planning for their implementation through road maps and action plans;
- f) CDS will work in close liaison with Cluster Development Technical Agency (CDTA)/ Industry Association Service Provider hired under the project and Enterprise Clusters Specialist in the PCU of ARIAS Society;
- g) Any other task assigned by the Commissioner of Industries and Commerce or Nodal Officer- APART (CI&C) or the State Project Director, ARIAS Society.
- h) **Travel Requirements:** The CDS will be required to undertake field-visits and tours as per the project requirements, with prior approval of Commissioner, Industries and Commerce. Occasional out of state visits may also be required as directed, by Commissioner of Industries and Commerce.

(C) Qualifications, Experience, Age etc.

8. **Educational Qualification:** Master degree/ Post Graduate Diploma (minimum two years duration) in Agribusiness/ Agribusiness Management/ Agricultural Economics/ Agricultural Extension/ Agribusiness Economics/ Rural Management/ Rural Development/Development Studies/Development Economics/ Business Entrepreneurship/ Entrepreneurship Management/ Food Processing/ Food Science & Technology/ Post Harvest Management/ Post Harvest Technology from any Govt. recognized University/Institutions.
9. **Working Experience:** CDS must have at least seven (7) years of professional experience related to Enterprise Development or Cluster-Based Interventions.
10. **Computer Skills:** CDS 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.
11. **Language:** Fluency in English and Hindi. Knowledge of local language will be an added advantage.
12. **Age:** Age of the candidate should not be more than 45 years as on 1st Nov.'2018. *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 CDS is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the CDS beyond one (1) year from the date of signing the agreement and 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 CDS 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 CDS shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent and approval by the State Project Director, ARIAS Society. The CDS will have to serve the project on full time basis. He/she will provide services from the Commissionerate of Industries & Commerce, Bamunimaidam, 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 monthly remuneration of the **CDS** will be determined and mutually agreed, which could be in the range of **Rs. 11.40 lakh to Rs. 25.80 lakh per year**. This annual rate shall *inter alia* inclusive of all taxes, health/service related allowance, 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 may be enhanced on an annual basis, as per the prevailing project rules.

If suitable candidates with 7 years of experience are not available, then candidates with minimum 05 years of experience in the fields indicated above, may be considered for interviews/ tests at a lower remuneration package to be decided through mutual agreement with the candidate.

16. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing HR rules.
17. 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 **CDS**. Taxes as applicable shall be dealt with as per applicable laws.
18. The provisions of leave would be as per Human Resource Policy of the ARIAS Society.

(F) Reporting and Performance Review

19. The **CDS** will report to the Commissioner, Industries & Commerce. The performance of the **CDS** will be quarterly reviewed by a committee headed by CI&C along with Nodal Officer & Alternate Nodal Officer (OPIU-CI&C) as members. The quarterly report shall be submitted by the CI&C to the SPD, ARIAS Society for its final review. The final authority on any issue(s) that may arise during the employment period of the **CDS** shall be resolved by the State Project Director, ARIAS Society, and the decision taken by the SPD shall prevail.

(G) Facilities to be Provided to the Cluster Development Specialist

20. The **Cluster Development Specialist** 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/workstation along with computer, printer, computer/office consumables, and internet access at the Commissionerate of Industries & Commerce, Bamunimaidam, Guwahati. *(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 or at the time of signing of the Contract Agreement.