



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society (ARIASS)

(An Autonomous Body of the Govt. of Assam)

Project Coordination Unit (PCU) of the World Bank Financed

Assam Agribusiness and Rural Transformation Project (APART)

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Draft Terms of Reference (ToR) for Accountant to be placed in Agricultural Technology Management

Agency (ATMA) office of 16 districts (undivided as on 1st April, 2018) of Assam 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 APART.
2. The Project Development Objective (PDO) of APART is to “add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
3. 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 able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt a cluster (production and enterprise) and value chain approach.
4. The APART will be implemented in 16 districts¹ (undivided as on 1st April, 2016) of Assam. At the district level, implementation of the project activities would be coordinated by the respective Agricultural Technology Management Agency (ATMA), in collaboration with participating district offices of the implementing agencies. In each district, the ATMA team will be responsible for the preparation of a Value Chain Development Plan (VCDP) of the prioritized commodities. The ATMA, along with the district offices of the implementing agencies will be responsible for: (i) implementation of project activities at district level and below; (ii) achievement of physical and financial milestones; (iii) quality assurance; and (iv) working closely with producer communities and entrepreneurs to achieve the project development objectives. The ATMA and the district offices of the implementing agencies will be supported by additional manpower for smooth implementation of APART.
5. ARIAS Society, now intends to hire **16 Accountants** to be placed in the office of ATMAs at district level on contractual basis.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE OF POSITION

6. The **Accountant** will be responsible preparing, maintaining and timely submission all documents related to finance and accounts management w.r.t. the ATMA under APART. **Accountant** will provide finance and accounts related information to District Accounts Manager (DAM), Project Director of ATMA, District Level Coordination Committee (DLCC) Head of concerned OPIU at State level and other project authorities as needed.
7. *The key job responsibilities of the Accountant include:*
 - a. The **Accountant** will work under direct supervision of PD, ATMA at district level.
 - b. The **Accountant** will acquaint himself/herself thoroughly with APART’s Financial Management Manual (FMM) along with related policies and procedures.
 - c. Management and reconciliation of child account of the district ATMA in the parent-child banking arrangement under APART.
 - d. **Accountant** will work in close coordination with Finance and Accounts team of ARIAS Society.
 - e. **Accountant** will also work closely with District Implementation Units of the Commissionerate/Directorate/Agency as the case may be, as well with the District Level Coordination Committee (DLCC).

¹ Nagaon, Sonitpur, Barpeta, Karbi Anglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon and Nalbari

- f. **Accountant** will assist the PD, ATMA in maintenance of accounts.
- g. Maintenance of Cashbook/Ledger/Bank statements/Cheque Book etc. and update the accounting data in accounting software (Tally or other applicable software).
- h. Preparation of Statement of Expenditure (SOE), Utilization Certificate (UC), Financial Reports, Sanction Proposals, Fund Release Proposals & ensuring timely submission through PD, ATMA to OPIU- Agriculture, OPIU- Horticulture & Food Processing and ARIAS Society.
- i. Contribute to preparation of Annual Work Plans (AWPs), Annual Action Plans (AAPs), Procurement Plan of the District ATMA and gaining need based basic knowledge of World Bank procurement procedures.
- j. Any other related task assigned by PD, ATMA.

(C) QUALIFICATIONS, EXPERIENCE, AGE, ETC.

- 8. **Educational Qualification:** The **Accountant** must possess at least a Degree (of minimum three years duration) in Commerce/ Accountancy/ Finance /Accounts from a recognized University/Institute.
- 9. **Working Experience:** The **Accountant** must have at least (4) **four years** of professional experience in accounting management in any Public/ Private sector organization. Proficiency in working with **Tally Accounting System** is a must.
- 10. **Computer Skills:** The **Accountant** must have expertise in using Internet based applications, working with advanced word processing/spreadsheet including **MS Word, MS Excel, MS Power Point**, related applications and software & hardware of computer systems. Candidates may be put through separate computer test to assess their proficiency in Tally Accounting System.
- 11. **Language:** Fluency in English, Hindi and Assamese is essential.
- 12. **Age:** Age of the candidate should not be more than **40 years as on 1st January, 2019.**

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

- 13. The tenure of **Accountant** is intended for the entire duration of the project, and co-terminus with the project period of APART. However, initially, **Accountant** will be engaged for a period of **11 months** from the date of signing of agreement and continuity of the **Accountant** beyond **11 months** from the date of signing the agreement will depend upon his/her performance.
- 14. The contract with **Accountant** 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 ATMA, Agriculture Department, Govt. of Assam or ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The ATMA, Agriculture Department, Govt. of Assam or ARIAS Society shall not undertake any responsibility for subsequent deployment of **Accountant**.
- 15. The **Accountant** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **Accountant** will have to serve the project on full time basis. He/she will provide services from the Office of the district ATMA.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

- 16. The fixed consolidated remuneration of **Accountant** shall be ₹ **30,000 per month** This shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at place of posting, conveyance to attend the office etc. Taxes will be dealt with as per applicable laws. *87% of the remuneration would be paid as fixed salary while 13% would be linked to performance.* The remuneration may be enhanced on annual basis as per the prevailing project rules.
- 17. Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per prevailing rules applicable to Grade-III officer of Govt of Assam.
- 18. The provisions of leave would be as per prevailing Govt of Assam rules.

(F) REPORTING & PERFORMANCE REVIEW

19. The **Accountant** will have to attend ATMA Office on all working days from 9.30 AM to 5 PM unless he/she is on official tour/leave as approved by PD, ATMA. He may also be required to attend office on holidays as and when so desired by PD, ATMA for disposal of urgent matters, however, no separate remuneration will be paid for attending office on holidays.
20. The performance of **Accountant** will be evaluated by the PD, ATMA.

(G) FACILITIES TO BE PROVIDED TO ACCOUNTANT

21. Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **Accountant** will be provided with shared office space along with computer, printer, computer/office consumables, and internet access.

Note: This is a draft ToR and Competent Authority reserves the right to alter/modify the ToR at any stage till the recruitment process is completed.

Annexure
Proforma for Quarterly Performance Appraisal (QPA) for grant of Project Allowance/Project Linked Incentive
to the employees of APART and also for allowing enhanced CTP to the contractual consultants / staff

PART-A: (Information from SI. 1 to SI.5 is to be filled up by employee concerned)		
1.	Name of the Employee	:
2.	Position/ Designation in the ARIAS Society	:
3.	Period of reporting (For the quarter)	:
4.	Supervising Officer of the employee	:
5.	Works assignments/deliverables and achievement during the period (50% of Project Allowance/Performance Linked Incentive will be linked to 'a' and 'b' below:	
	(a) Target/entrusted works assignments/deliverables during the reporting period (to be intimated to the supervising officer ahead of every quarter through email):	
	(b) Achievements against 'a' above:	
	<u>Date:</u>	<u>Signature of employee</u>
PART-B: (Assessment to be recorded by Supervising Officer for SI. 6 to SI.8)		
6.	Name of the Supervising Officer	:
7.	Assessment of Conduct (50% of the Project Allowance/Performance Linked Incentive shall be based on this assessment):	
	i) Discipline	(points out of 5) :
	ii) Punctuality in attendance	(points out of 5) :
	iii) Behavior	(points out of 5) :
	iv) Integrity	(points out of 8) :
	v) Proactiveness	(points out of 9) :
	vi) Competency	(points out of 9) :
	vii) Efficiency	(points out of 9) :
	Total score	50 points :

8.	Performance grading based on SI. 5 above	:
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	out of total 50 points	
9.	Total Score out of 100 points (SI.5 + SI.8)	: <u>In case the total awarded score is less than 85%, the Supervising Officer is to provide explanation below:</u>
10.	Protocol for payment of Performance Project Allowance / Performance Linked Incentive:	
	'Outstanding' i.e. consultant/staff who get 95% or above score in the Quarterly Performance Appraisal will get 100% of the Project Allowance/Project Linked Incentive.	
	'Very good' i.e. consultant/staff who get 90% to 94.99% score in the Quarterly Performance Appraisal will get 95% of the Project Allowance/Project Linked Incentive.	
	'Good' i.e. consultant/staff who get 85% to 89.99% score in the Quarterly Performance Appraisal will get 90% of the Project Allowance/Project Linked Incentive.	
	'Average' i.e. consultant/staff who get 70% to 84.99% score in the Quarterly Performance Appraisal will get 85% of the Project Allowance/Project Linked Incentive.	
	'Poor' i.e. consultant/staff who get less than 70% score in the Quarterly Performance Appraisal will not be eligible for Project Allowance/Project Linked Incentive.	
	<u>Date:</u>	Signature of the Supervising Officer
11.	Decision of the accepting authority (Head of Office): <i>(Head of Office reserves the right to overrule/modify the score given by the Supervising Officer)</i>	
	<u>Date:</u>	Signature of Head of Office