

***Draft Terms of Reference (ToR)***  
**For Seed Coordinators (3 nos) to be positioned in Assam Seeds Corporation Ltd (ASCL).  
Guwahati, under the World Bank financed Assam Agribusiness and Rural Transformation  
Project (APART)**

**(A) BACKGROUND AND OBJECTIVES**

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank (IBRD: International Bank for Re-construction and Development) for the Assam Agribusiness and Rural Transformation Project (APART). 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 and to advance Assam’s COVID-19 response”. The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society, an autonomous body of the Govt. of Assam, is the apex coordinating and monitoring agency for the Project. ARIAS Society now intends to hire **three Seed Coordinators** under APART as Individual Consultants out of the loan proceeds, to be positioned in Assam Seeds Corporation Ltd (ASCL). Khanapara, the Project Coordination Unit (PCU) of ARIAS Society, as per the terms given hereunder.
2. The APART 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 **(iv)** supporting the State Health Society (SHS) in addressing the COVID-19 challenge. To achieve the PDO, the project is adopting clusters (production and enterprise) and value chain approach. The project is currently being implemented in 25 districts<sup>1</sup> of Assam.
3. There are four components of APART: **The first component-A 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 stewardship councils. **The second component-B 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 & Learning.**
4. Component-C of APART aims at enabling producers of the priority value chains, in the targeted clusters, to take advantage of the rapidly changing market demand, and enhance resilience of agriculture production systems for increasing production and managing risks associated with climate change. This would be achieved by: **(i)** improvements in production technologies and management practices through climate resilient solutions; **(ii)** facilitation of collective-action by producers by supporting the establishment of Farmer Producer Companies (FPCs); **(iii)** improving value realization at the farm level through improved cleaning, grading and packing of produce through Common Service Centers (CSCs) managed by FPCs; **(iv)** facilitation of market linkages through market information and intelligence; and (v) facilitating access to a broad set of financial services and their responsible use by producers. The component adopts a cluster based value-chain approach for providing support to producers for sustainably increasing their production and productivity; linking the producers with emerging supply chains, modernized wholesale agriculture markets and warehouses, under component B; and facilitating partnership opportunities with strategic and potential anchor and leading firms, supported under Component A.

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<sup>1</sup> Nagaon, Sonitpur, Barpeta, Karbi Anglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon, Nalbari, Hojai, Biswanath, West Karbi Anglong, Kamrup Metro, Mankachar, Charaideo, Dhemaji, Bongaigaon and Majuli

5. Among the various agricultural inputs, seed is one of the very important and critical areas for APART as well as Government of Assam (GoA). With respect to crop value chains, the Project has also engaged three international agencies i.e. International Rice Research Institute (IRRI), International Potato Centre (CIP) and World Vegetable Centre which are working closely with the Directorate of Agriculture, Directorate of Horticulture and Food Processing, Assam Agricultural University, District Agricultural Technology Management Agencies (ATMAs), Krishi Vigyan Kendras (KVKs) and Research Stations, among others to address the seed value chain issues. In addition, the Indian Council of Agricultural Research (ICAR)-Directorate of Rapeseed & Mustard Research (DRMR) has been on-boarded as a knowledge partner in the mustard value chain and is closely working with Directorate of Agriculture at State level and District ATMA offices at District level.
6. As a first step, to make the State self sufficient in seed production, particularly for the key commodities like paddy, mustard, maize, potato etc the Project is setting up a **Seed Vertical under APART**. Among others, the activities under the seed vertical include support to Assam Seed Corporation Limited (ASCL). In view of the same, it has been decided recruit **three Seed Coordinators** under APART to support the ASCL. One of the key roles of the **Seed Coordinators** would be to work with the seed farms of the Assam Seeds Corporation Ltd towards increasing in house seed production through close liaison with related stakeholder agencies like Assam Seed and Organic Certification Agency (ASOCA), Assam Agricultural University (AAU), Directorate of Agriculture (DoA) and so also the international agencies/ knowledge partners engaged under APART.

#### **(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE OF WORK**

7. The key role of the **Seeds Coordinator** will be to support Assam Seeds Corporation Ltd (ASCL) in achieving the objective of maximum production in the farms of the corporation and also in the farmer's field including FPCs. Towards this, the **Seed Coordinator** will work with the seed farms of the Assam Seeds Corporation Ltd (ASCL) in increasing the in-house seed production through close liaison with related stakeholder agencies like Assam Seed and Organic Certification Agency (ASOCA), Assam Agricultural University (AAU), Directorate of Agriculture (DoA) and so also the international agencies/ knowledge partners engaged under APART. In particular the responsibilities of the **Coordinator (Seeds)** include the following:
  - a) To contribute significantly to the seed production program of ASCL
  - b) To facilitate seed grower registration i.e. FPCs/ individual growers, under the seed production program of Assam Seed Corporation Limited (ASCL)
  - c) Be instrumental in arranging for foundation seeds for certified seed production from various authentic and reliable sources, as applicable.
  - d) Support to timely distribution of foundation seeds to FPCs/ individual growers registered under the program by ASCL, for production of certified seeds.
  - e) To guide the field staff in regular monitoring, technical support to growers and data collection relating to seed production through FPCs, individual growers etc
  - f) Arranging for seed processing, testing, labeling, packing, storage etc.
  - g) Oversee the supply of certified seeds through the dealer/ distributor network, Govt schemes, farmer collectives etc.
  - h) Designing of schemes for seed sales through private network like Advance Booking Scheme (ABS), Cash Discount Scheme (CDS), trade incentives etc to increase the sale of seeds and revenue generated to Assam Seed Corporation Limited (ASCL).
  - i) Fostering tie ups with national/ international organizations related to seeds including other State Seed Corporations for knowledge exchange, sourcing of promising seed varieties etc.
  - j) To devise ways and means for strengthening Assam Seed Corporation Limited (ASCL) towards making the State self sufficient in seeds with respect to key dominant crops of Assam
  - k) To represent ASCL at various forums as authorized.
  - l) Documenting success stories, case studies, innovative models, emerging from APART's work in seed value chain, contributing to the APART Newsletters & disseminating at various forums as directed.
  - m) Perform any other related task assigned by the Reporting Officer.
  - n) **Travel Requirements:** The **Seeds Coordinators** may be required to undertake field-visits and tours to project sites, FPCs, concerned Central and State ministries, Departments, Agencies, Institutes with the approval of the Reporting Officer.

**(C) QUALIFICATIONS, EXPERIENCE, SKILLSET, AND AGE ETC.**

6. **Educational Qualifications:** The **Seeds Coordinator** should hold a **Masters degree in Agriculture preferably in Seed Science & Technology/Genetics & Plant Breeding/ Agronomy or a closely related field** from any recognized University/ Institution.
7. **Working Experience:** The **Seeds Coordinator** must possess at least **3 (three) years of professional experience working in seed production, certification, processing, testing, sales, distribution & related aspects** in any public/ private sector organization.
8. **Computer Skills & Language:** The **Seeds Coordinator** must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
9. **Language:** Fluency in English, Assamese & Hindi.
10. **Age:** Age of the candidate should not be more than **40 years as on 1<sup>st</sup> March, 2022.**

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

11. The tenure of **Seeds Coordinators** is intended for the entire duration of APART and co-terminus with the project period of APART. However, continuity of the **Seeds Coordinator** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the SPD shall be final and binding in this regard. The contract management shall be as per the Project rules. Depending upon the sustainability of the initiative, Assam Seed Corporation may engage the services of **Seeds Coordinator(s)** beyond the Project period through its own funding and resources.
12. The contract with **Seeds Coordinators** 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/ Assam Seeds Corporation Ltd. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Govt. of Assam/ PCU/ ARIAS Society/ Assam Seeds Corporation Ltd. shall not undertake any responsibility for subsequent deployment of the incumbent.
13. The **Seeds Coordinator** shall not assign or sub-contract, *in whole or in part*, his/her obligations to perform under this ToR, except with the Reporting Officer's prior written consent. The **Seeds Coordinator** will have to serve the assigned office on full time basis **under overall command of Managing Director, ASCL** and provide services normally from the Office of the Assam Seed Corporation.

**(E) REMUNERATION, PAYMENT TERMS AND LEAVE ETC.**

14. Depending on the qualifications, experience, competencies, last remuneration, etc. of the candidate, the consolidated annual remuneration for the **Seed Coordinator** will be in the range between **Rs. 6.60 lakh to 10.80 lakh** per year. A higher start may be considered in case of exceptionally talented candidates, as decided by SPD. However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs. 6.60 lakh/year, the lower remuneration will be offered. The annual remuneration will be inclusive of performance-linked-incentive, communication allowance, health/service related allowance, all taxes, cost of accommodation and food at HQ, conveyance to attend the office etc. The remuneration may be enhanced by the MD, Assam Seed Corporation Limited, on an Annual Basis, as per provisions in the HR policy of ARIAS Society.
15. The remuneration will be given in equal monthly instalments and the Performance-Linked-Incentive (PLI) will be given quarterly by the MD, Assam Seed Corporation Limited based on the performance and achievement against the mutually agreed deliverables by the **Seeds Coordinator**. Taxes shall be dealt with as per applicable laws.
16. Travelling, Boarding, Lodging and Food expenses for approved official tours outside HQ will be reimbursed as per HR Policy of ARIAS Society.
17. The provisions of leave would be as per provisions of HR Policy of ARIAS Society.
18. No house rent allowance or any other allowance shall be paid by the Project. No other payment whatsoever (except reimbursement of official travelling expenses) shall be made, except as agreed with the **Seeds Coordinator** by the Project.

**(E) REPORTING AND PERFORMANCE REVIEW**

19. The **Seeds Coordinator** will report to the Managing Director (MD), Assam Seeds Corporation Ltd (ASCL). However, on a day to days basis on technical matters, the **Seeds Coordinator** will report to the Senior Seed Expert. Quarterly/Half yearly/Annual performance review will be done by the MD, ASCL.

**(F) FACILITIES TO BE PROVIDED TO the COORDINATOR (SEEDS)**

20. The **Seeds Coordinator** will be given access to all documents, reports, correspondence, contacts available with Assam Seeds Corporation Ltd (ASCL), ARIAS Society, Operational Project Implementation Unit (OPIU)- Agriculture/ Horticulture and any other information available, as deemed necessary for smooth accomplishments of tasks assigned. The **Seeds Coordinator** will be provided with one office cubicle/workstation in the Office of Assam Seeds Corporation Limited (ASCL) along with computer, printer, computer/office consumables, and internet access. *The **Seeds Coordinator** however will not be provided with any clerical assistance.*

**Notes:**

1. *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.*
2. *ARIAS Society is an equal opportunity employer and women candidates are strongly encouraged to apply.*

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