



GOVERNMENT OF ASSAM

E-mail: assam.samb@gmail.com; ceo.asamb@gmail.com

web: <http://asamb.assam.gov.in>

ASSAM STATE AGRICULTURAL MARKETING BOARD

RAMKRISHNA MISSION ROAD, ULUBARI, GUWAHATI – 781 007

Draft Indicative Terms of Reference (ToR)

Jr. Management Information System Specialist (Jr. MISS)

(A) BACKGROUND AND OBJECTIVES OF THE PROJECT

1. 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). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART. For smooth implementation of APART, eight Core Project Implementation Units (CPIUs) have been set up in the participating Administrative Departments and 15 Operational Project Implementation Units (OPIUs) have been established in the participating Commissionerate/ Directorates/Agencies. ASAMB is one of the OPIUs under APART. ASAMB, now intends to hire **Jr. Management Information System Specialist (Jr. MISS)** under the recently set up 'Fertilizer Cell' at ASAMB supported by the APART and to be positioned in the Fertilizer Cell at ASAMB at Ulubari, Guwahati, Assam, as per the terms given hereunder.
2. The development objective of APART is "add value and improve resilience in selected agricultural value chains, focusing on smallholder farmers and agro-entrepreneurs and to advance Assam's COVID-19 response".
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 sector 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 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.
5. Recently, a comprehensive Standard Operating Procedure (SOP) for Fertilizer (Urea) has been published by the Govt. of Assam.
6. The Assam State Agricultural Marketing Board (ASAMB) has been notified as sole wholesaler of urea in Assam, vide Govt. Notification No. Agri/Fert/C&F/627/2021-22/31, dated 01.06.2022.
7. Being sole wholesaler of urea in Assam, the ASAMB will perform activities related to logistics, supply chain and distribution of urea to retailers in Assam.
8. APART is supporting the ASAMB to set up 'Fertilizer Cell' with experienced manpower for efficient and smooth execution of wholesaling of urea in Assam.

(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE



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9. The **JR. MISS** would lead the digital programme and activities of Fertilizer Cell set up at ASAMB. The scope of the position includes contributing towards development of a robust Fertilizer Cell MIS system, with inputs from Establishment, Finance, Marketing, Distribution & Administrative branch of ASAMB and its regular maintenance. The **JR. MISS** will have to ensure seamless connectivity at all times through the System Administrator and any IT related issues of the system users will have to be resolved expeditiously. The **JR. MISS** would also manage security administration activities for IT systems. The position also encompasses creating and generating accurate and timely MIS reports and training & capacity building of the ASAMB staff on MIS.

10. Key job responsibilities include:

- a) **JR. MISS** would be instrumental in developing a robust Fertilizer Cell MIS System for the ASAMB (on an open source platform) integrating the activities at the State level as well as District & Block levels;
- b) **JR. MISS** has to manage MIS system development assignments end-to-end right from migration strategy, assessment, solution design, architecture, to planning and execution. **JR. MISS** shall be well aware of Supply Chain Automation norms.
- c) Effective planning, testing, implementation and administration of interactive technologies, websites, applications and social media platforms.
- d) Create, maintain and update internally and externally built websites, mobile and social media apps, as applicable in line with central MIS of Fertilizer considering the norms of newly adopted state specific SOP and Fertilizer Control Order of Govt. of India.
- e) Performing coding assignments and delegating tasks to team members, as required.
- f) To develop an organized ability to manage the application lifecycle, and people involved in the process, to ensure smooth deployment and post-deployment modifications.
- g) Produce high quality visual designs from concept to execution, including those for desktop, web, and mobile devices at a variety of resolutions (icons, graphics, and navigation)
- h) Drive teams and ensure the overall integrity of the software design and validate it against the system architecture specification.
- i) Keeping up-to-date with fertilizer industry trends and technology developments.
- j) Trouble shooting to ensure smooth implementation of the MIS application. Identify, resolve/rectify issues relating to flow blockades, user interface issues, networking problem and security concerns.
- k) Ensure that the reporting, communication, financial and procurement systems of the Fertilizer Cell are embedded into the MIS system of the project;
- l) Participate and contribute to the review meetings and missions of the World Bank;
- m) Participate in knowledge sharing meetings with team members at PCU;
- n) Lead IT related communication with government and other partners of APART;
- o) Maintain source-code used in developing software/MIS Applications/Website/Web Portal etc
- p) Establishment and administration of efficient email system for ASAMB staff, including controlling privileges & permissions to database users, maintaining user accounts, and profiles
- q) Ensuring seamless communication within the ASAMB team and other stakeholders through the Fertilizer Cell IT infrastructure.
- r) **Travel Requirements:** The **JR. MISS** will be required to undertake field-visits and tours to the project locations, with prior approval of the CEO, ASAMB. Occasional out of the state visits may also be required as directed by the CEO, ASAMB.

(C) MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE, AGE ETC



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6. **Educational Qualification:** Master degree/ Post Graduate Diploma (min two years duration) in Computer Applications/ Information Technology/Information & Communication Technology or a closely related field from any Govt. recognized University/Institutions.
8. **Working Experience:** Minimum 5 years of work experience in managing MIS/IT systems of a reputed public/private sector agency in a leadership/ managerial capacity.
9. **Computer Skills:** The **JR. MISS** must be highly proficient in PHP, JAVA MVC Framework, HTML5, CSS3, PosgresQL, NoSql, Python, and Perl.
10. **DESIRABLE QUALIFICATIONS, EXPERIENCE, SKILLS ETC:**
 - a. Good understanding of advanced JavaScript libraries and frameworks, such as AngularJS, KnockoutJS, BackboneJS, ReactJS, Node.Js etc
 - b. Good understanding of SEO principles and ensuring that application will adhere to them.
 - c. UI and UX skills, Agile Methodology skills, Business Capability skills
 - d. Cyber security skills, Multiple programming skills
 - e. Skilled in API development and integration with various portals and mobile apps
 - f. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multitasking
 - g. Good social, analytical, inter-personal and planning skills
 - h. Self-motivated and possessing ability to work independently as well as in teams.
11. **Age:** Age of the candidate should not be more than 40 years as on 1st November, 2022.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

12. The tenure of **JR. MISS** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the **JR. MISS** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the SPD will be final and binding in this regard. The contract Management shall be as per the HR Policy of the ARIAS Society.
13. The contract with **JR. MISS** 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/ASAMB/ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The ASAMB or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant.
14. The **JR. MISS** shall not assign or sub-contract, *in whole or in part*, his obligations to perform under this Contract, except with the CEO's prior written consent. The **JR. MISS** will have to serve the ASAMB on full time basis under overall command of CEO, ASAMB and provide services from the office of ASAMB at Ulubari, Guwahati. The resignation/termination shall be as per HR Policy of the ARIAS Society.
15. The **JR. MISS** may be required to undertake field-visits and tours as per the project requirements, with prior approval of the CEO, ASAMB.

(E) REMUNERATION, PAYMENT TERMS AND LEAVE

16. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the **JR. MISS** will be determined and mutually agreed, which could be in the range of **Rs 6.60 to Rs.7.20 lakh per year**. This annual rate shall be



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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 shall 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.

*If suitable candidates with above mentioned experience are not available, then candidates with at least 05 years of experience in managing MIS/IT systems of a reputed public/private sector agency in a leadership/managerial capacity may be considered for interviews/ tests **at a lower remuneration package** to be decided through mutual agreement between the ARIAS Society and the candidate.*

17. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
18. The provisions of leave would be as per HR Policy of ARIAS Society.
19. No house rent allowance or any other allowance shall be paid by the ASAMB. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid, except as agreed with the **JR. MISS** by the CEO, ASAMB.

(F) REPORTING AND PERFORMANCE REVIEW

20. The **JR. MISS** will report to the Chief Executive Officer (CEO), ASAMB. Annual performance review will be done as per the HR Policy of the ARIAS Society by the CEO, ASAMB.

(G) FACILITIES TO BE PROVIDED BY THE ASAMB

21. Access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. The **JR. MISS** will be provided with one office cubicle/workstation in the PCU along with computer, printer, computer/office consumables, and internet access. *The **JR. MISS** however will not be provided with any clerical assistance.*

Note: This is a draft ToR and CEO, ASAMB reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.