

PROJECT COORDINATION UNIT (PCU)
ASSAM AGRICULTURAL COMPETITIVENESS
PROJECT (AACP)
IDA Cr. 4013



ARIAS SOCIETY
(An Autonomous Body of Government of Assam)
Agriculture Campus, G.S. Road,
Khanapara, Guwahati, Assam, India 781 022
Tel: 0361 – 2332125; Fax: 0361 – 2332564

TERMS OF REFERENCE (TOR)

For hiring Financial Assistant to Coordinators (FAC) under AACP

A. **BACKGROUND:**

1. The Government of Assam through Government of India has moved a proposal for Additional Financing (AF) for Assam Agricultural Competitiveness Project (AACP) from the World Bank. The probable date of effectiveness of the Additional Financing is 16th March 2012 and the Assam Rural Infrastructure and Agricultural Services (ARIAS) Society now intends to apply a portion of this credit for engagement of Financial Assistants to Coordinators (FACs) on contractual basis.
2. The major objectives of AACP are to stimulate growth of Assam's agrarian economy with the participation of the rural landless, small & marginal landholders and poor fishing communities including women; increase productivity of crops and fish; market access of participating farmers, community and groups; advocate predominantly pro-poor activities in the project area by adopting a participatory planning & implementation strategy and capacity building of the participating departments of Government of Assam (GOA) and other stakeholders.
3. The project activities grouped into three basic components: (i) Investment Grant Scheme: productivity enhancing investments.(ii) Agricultural Services and Market Chain Development (ASMCD): market linked technology transfer, producer organizations with links to markets; livestock productivity resources and (iii) Infrastructure Development: rural road network and market infrastructure.
4. The investments are through the following departments of the GOA – (1) Agriculture (2) Animal Husbandry & Veterinary (3) Fishery (4) Dairy (5) Forest and (6) Public Works (Roads) besides NGOs, Farmers groups, User's groups and women Groups.
5. The role of the Project Coordination Unit (PCU) is to coordinate and monitor the implementation of the project by line Departments, provide administrative support, and technically backstop to line Departments venturing into new operational areas such as marketing, decentralized extension/supply chain development and computerized information system.

6. The PCU covers the fiduciary aspects of financial management; procurement; and the safeguard aspects of the environment and social mobilization; complemented by six (6) coordinators (Agriculture-1, ATMA -1, Livestock-Dairy & Veterinary-1, Fisheries-1, Rural Roads-PWD- 1 and Forestry- 1) supported by various consultants, to screen Sanction & Fund Release proposals from each line Department and monitor use of project funds.
7. For providing day-to-day services as assistant to Coordinators in executing project activities, the project plans to hire Financial Assistant to Coordinators (FACs) at PCU on contractual basis.

B. OBJECTIVE:

The FAC is engaged with the objective to assist the Coordinators of the PCU for effective, efficient and prompt delivery of project assignments.

C. SCOPE:

The roles and responsibilities of FAC would include-

1. To assist the Coordinators in carrying out the given tasks efficiently.
2. To process fund sanction/fund release proposals in MIS.
3. To open and maintain all files/ documents under the responsibility of Coordinators.
4. To set up and prepare reports, letters, mailing labels, and other textual materials as directed by the Coordinators.
5. To perform other office tasks such as answering telephones, filing, and operating copies or other office machines, sorting of mails and other general office work.
6. Undertake any other duties and tasks which may be assigned by SPD.

D. PERIOD OF ASSIGNMENT:

1. The assignment shall be purely temporary in nature and expected to be required up to the period of Additional Financing. However, the consultants shall be initially engaged for **one year** with provision for further extension based on satisfactory performance as solely & exclusively assessed by SPD.
2. The assignment may be terminated at any time with 15 days' notice by the SPD without assigning any reason, and without thereby incurring any liability to the Government of Assam/ PCU/ ARIAS Society.

3. It is desired that FAC hired under the project shall observe the highest standard of ethics during the period of his/her service and in case the incumbent is found to be engaged in corrupt and/or fraudulent practice his/her services will be terminated forthwith without any notice and penal action as per law shall be initiated.

E. FACILITIES TO BE PROVIDED BY THE PCU AND OTHER TERMS & CONDITIONS:

1. The FAC will be given access to all the related documents, correspondences, and any other information associated with the project etc.
2. A common office space will be provided for office work as and when necessary.
3. The FAC is expected to be familiar with Microsoft word, Microsoft excel, Microsoft Power Point.
4. No clerical assistance will be provided by the PCU.
5. The Coordinators of the PCU will supervise, guide and coordinate with the FAC in performing of his/her duties.
6. The FAC shall have to make his/her own conveyance arrangements for attending the PCU.
7. No services or facilities other than those mentioned above shall be extended to the FAC.
8. The FAC shall not assign or sub-contract, in whole or in part, its obligations under this TOR.

F. REMUNERATION AND OTHER BENEFITS:

1. The FAC will be paid a fixed monthly remuneration as agreed by SPD and as per rates specified in the contract agreement.
2. No house rent allowance or any other allowance shall be paid by the PCU.
3. The FAC will be reimbursed TA & DA for approved official tours as per entitlement of Grade-II officers of the Government of Assam on submission of report along with bills etc.
4. No other payment whatsoever (except reimbursement of TA/ DA) will be paid to the FAC except above.
5. The FAC will not be entitled for any Earned Leave, however 12 days Casual Leave (excluding 2 days of restricted holidays) in a year will be permitted subject to approval from SPD. Leave on Medical ground will be treated as leave without pay.
6. No services or facilities other than those mentioned above shall be extended to the FAC.
