

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body under Govt. of Assam)

Project Coordination Unit (PCU)

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

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TERMS OF REFERENCE (TOR)

For hiring a Consultant as Agri Business Specialist (ABS) for the Proposed Assam on Agribusiness and Rural Transformation Project (APART) to be positioned at Department of Industries and Commerce

Project background:

1. The Government of Assam (GoA) through Government of India (GoI) has applied for a credit from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services Society (ARIASS) now intends to apply a portion of this credit for engagement of a **Agri Business Specialist (ABS)** on contractual basis.
2. The development objective of APART is “increasing value-added and improve resilience in the production and processing of selected agricultural commodities, focusing on small farmers and agro-entrepreneurs in targeted districts”.
3. There are four components to the APART. **The first component is Support to Agri enterprise Development**, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an enterprise challenge fund (iii) sector development through stewardship councils. **The second component is Farm Market Infrastructure Development** with subcomponents being- (i) facilitating cluster development, (ii) investment support for cluster development (iii) market support. **The third component is Market Led Production and Resilience Enhancement** with sub components being (i) facilitating production cluster development (ii) facilitating access and responsible use of financial services (iii) Information and risk management support. **The fourth component is project Management, Monitoring and Learning.**
4. The project will achieve the proposed 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 approach both in terms of production (production clusters) and processing (enterprise clusters).

Scope of Position of ABS

5. Department of Industries and Commerce is a key implementing agency in APART. The ABS will be placed in the Department of Industries and Commerce and will support the department in project components A-1.1 (Setting up an investment promotion agency), B-1 (Facilitate enterprise cluster development) and B-2 (Investment support for enterprise clusters). ABS will have to liaise with respective District Industries and Commerce Centres (DICC)s in the project districts in planning and implementation of the above mentioned project activities. The Agri Business Specialist will be an important link between the Department of Industries and Commerce, DICC)s and Project Coordination Unit (PCU) in effectively carrying out the activities planned under Department of Industries and Commerce.

Qualifications, Experience, Skills

6. **Essential:**
 - a. **Educational Qualification:** Agribusiness Specialist must be a Post-Graduate in Agribusiness/ Agribusiness Management /Agricultural Marketing & Cooperation/ Agribusiness Economics or a closely related field from any recognized university/ approved Institutions.

- b. **Working Experience:** Agribusiness Specialist must have at least 11-15 years of professional experience, with a minimum experience of 05 years in Agricultural Marketing, /Agribusiness, / Value Chain Development, specifically in the development of market linkages
- c. **Computer Skills:** The Agribusiness Specialist 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.
- d. Fluency in English and Hindi

7. **Desirable:**

- a. Experience of working in project(s) assisted by any international/national organization and/or any international/national NGO institution and/or experience in working in private sector agribusiness companies;
- ~~a-b.~~ Experience of working experience in the establishment and operations of small marketing enterprises by farmer organization, entrepreneurs
- ~~b-c.~~ Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively;
- ~~c-d.~~ Ability to work effectively in teams as well as independently;
- ~~d-e.~~ Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism and self-motivated, as well as capacity to work with teams and prepare adequate planning and activity reports.

8. **Age:** Age of the candidate should not be more than 50 years as on 1st August, 2016

Key Job Responsibilities include the following major activities under the project:

- 9. The principal task will be to assist the Department of Industries and Commerce for preparation of the proposed project with specific reference to agribusiness in components on investment promotion agency, facilitating (agri) enterprise cluster development and investment support for enterprise cluster development.
- 10. The ABS will work closely with the District Industries and Commerce Centres (DICC)s under Department of Industries and Commerce in the project districts, in planning and implementation of project activities like agri enterprise cluster development, agribusiness and value chain development activities effectively, implementation of the single window agency and ease of doing business.
- 11. Assess and document the performance of local sub-sector and industries involved in the value chain of the commodities (e.g., farmers and producers of final and intermediate goods, such as processors, input suppliers, freight forwarders, transporters, and so on), based on existing documents, secondary research and field visits;
- 12. The ABS will devise ways and means on how DICC)s in the project districts can connect to and benefit from the Assam Agribusiness Incubator proposed to be set up under this project, like scouting of needy agri-preneurs and directing them to Assam Agribusiness Incubator for incubation support.
- 13. Conduct training to the project team and the service provider's teams on consultations, identification and selection of clusters, cluster strategy, governance, management etc.
- 14. The ABS will carry out a SWOT analysis of identified agri enterprise clusters in the project districts, product and market segmentation for the clusters, gap analysis, competitive positioning (of the clusters) analysis and work on opportunities for institutional collaborations.
- 15. Assist in setting up of MIS and M&E system for the project components under the Department of Industries and commerce
- 16. Any other related task as assigned by the State Project Director, ARIAS Society or Commissioner of Industries and Commerce, Assam.

17. **Knowledge Dissemination**

- a. Preparation of knowledge materials and products linked to Agribusiness Enterprise Clusters and Value Chain Development in the project
- b. Dissemination of best practices and cross learning across clusters, districts and states
- c. Participate in workshops and learning/exchange forums as needed

18. **Travel Requirements:** The Agribusiness Specialist will be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD or Commissioner of Industries and Commerce as the case may be.

Duration of assignment:

19. ***The contract period of the Agribusiness Specialist is intended for entire duration of the project.*** However, continuity of the Agribusiness specialist beyond one (1) year from the date of joining the service as ABS, shall depend upon his/her performance. The Agribusiness Specialist will have to serve the Department of Industries and Commerce/ARIAS Society on **full time basis** under the overall command of the State Project Director, ARIAS society and Commissioner of Industries and Commerce. ABS will provide services from the Department of Industries and Commerce, Bamunimaidam, Guwahati with occasional presence at PCU at Khanapara, Guwahati as the case may be. ABS will be governed by the prevailing rules of ARIAS Society. The Resignation/Termination shall be as per the contract agreement/HR Policy of the ARIAS Society.

Remuneration, payment terms and leave:

20. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the ABS will be determined and mutually agreed, which could be in the range of **Rs. 11.40 lakh to Rs. 25.80 lakh per year.** *However for outstanding candidates the range may be extended to some extent.* If suitable candidates with above mentioned experience are not available, then candidates with minimum 05 years of professional experience including 02 years of experience in agricultural marketing, agribusiness, value chains and cluster development, may be considered for interviews/ tests at a lower salary package to be decided through mutual agreement between the ARIAS Society and the candidate. This annual rate shall be 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 will 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.
21. The Agri-business Specialist will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted to consultants/staff. However, in exceptional circumstances, SPD may relax this condition.

Facilities to be provided by the client: PCU/Department of Industries and Commerce will -

22. Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
23. Provide one office cubicle along with computer, printer, computer/office consumables, and internet access. In addition, one laptop computer, along with Internet Data Card (maximum 4 GB per month) may also be provided depending on the intensity of the service, as determined by SPD/ Commissioner of Industries and Commerce.
24. Provide conveyance arrangements for official travel within the Guwahati city on pool basis, whenever available and also for field visits approved by the SPD/ Commissioner of Industries. The Agribusiness Specialist will have to arrange his/her own conveyance facility for attending the office.

Reporting and Performance Review:

25. The Agribusiness Specialist will report to the Commissioner of Industries and Commerce on a day to basis. The quality of service and performance of the Agri Business Specialist will be reviewed by Commissioner of Industries and Commerce and will be reported to ARIAS Society on a periodic basis and the annually performance review will be done as per the HR Policy of the ARIAS Society.

FORMAT FOR SUBMISSION OF CV

1. **Full Name** (In Block Letters):
2. **Gender:**
3. **Nationality** (attach a copy of evidence):
4. **Permanent Postal Address** (attach a copy of evidence):
5. **Police Station:**
6. **Current Address:**
7. **Telephone/ Cell No.:**
8. **Email address:**
9. **Passport No.** (If available) (attach a copy of evidence):
10. **Date of Birth** (attach a copy of evidence):
11. **Current Designation:**
12. **Current Employer's Full Address with contact email and phone number:**
13. **Educational qualification** (attach a copies of evidences):

Paste self attested Recent Passport Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

14. **Training details relevant to the position applied** (attach a copy of evidence):

Sl.	Training Field	Period of Training
1.		
2.		
3.		

15. **Total Experience (in years):**
16. **Experience (in years) in Post Harvest Management of Agri/Horti commodities:**
17. **Experience (in years): in any World Bank funded projects/Externally aided projects or similar Govt. of India funded projects/National level reputed projects:**
18. **Languages known:**
19. **Computer proficiency:**
20. **Do you have any criminal or corruption charges pending against you?** (If yes furnish details)
21. **Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law?** (If yes furnish details)
22. **Have you ever been discharged or forced to resign from any position?** (If yes furnish details)
23. **Employment Record (Starting from the latest):**

From: To: Employer: Position Held: Monthly Remuneration (attach copy of the latest salary/remuneration certificate): Summary of services provided:
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Add boxes as required

24. **Works/Activities undertaken that best illustrates the experiences in similar position(s) applied for** (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

Name of assignment or project: Year: Employer: Main Features of the project: Positions held: Activities performed:	
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Add boxes as required

<p>Declaration: I certify that the statements made by me in this CV are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ARIAS Society to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ARIAS Society would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p> <p align="right">Signature of the Candidate</p>

Attach self attested certificates/testimonials.

IMPORTANT Note: Candidates shall provide CV (not more than 8 pages) strictly as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. **The complete CV along with certificates/testimonials shall not be more than 20 (twenty) pages or else CV may not be considered.**