

## **ARIAS SOCIETY**

Assam Rural Infrastructure and Agricultural Services Society  
(An Autonomous Body under Govt. of Assam)

Project Coordination Unit (PCU) of the World Bank financed

### **Assam Agribusiness and Rural Transformation Project (APART)**

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

Tel: +91 361-2332125; Fax: +91 361-2332564; website: www.arias.in; email spd@arias.in

#### ***Draft Indicative Terms of Reference (ToR)***

### **Technical Experts- Fisheries (TEF) to be positioned in the District Fishery Development Offices, under Directorate of Fisheries, Assam For World Bank financed Assam Agribusiness and Rural Transformation Project (APART)**

#### **(A) BACKGROUND AND OBJECTIVES OF THE PROJECT**

1. Government of Assam (GoA), through the Government of India has applied for a loan of US\$200 million from the World Bank (W.B.) for implementation of the Assam Agribusiness and Rural Transformation Project (APART). Eight line departments of Govt. of Assam will be involved in the implementation of the project. Department of Fisheries is one of the implementing departments under APART. Fish value chain interventions under APART would be implemented by Directorate of Fisheries at State level and District Fishery Development Offices at District level. It is intended to hire 15 Technical Experts-Fisheries (TEFs) to be positioned in District Fishery Development Offices of Kokrajhar, Nalbari, Barpeta, Sonitpur, Darrang, Goalpara, Nagaon, Morigaon, Dhubri, Kamrup, Cachar, Golaghat, Jorhat, Sivsagar and Lakhimpur.
2. The Project Development Objective (PDO) is to *'add value and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam.'*
3. 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.
4. There are 4 (four) components to the APART. The first component is **'Support to Agri enterprise Development'**, with sub-components being (i) enhancing the State's capacity to attract private investments, (ii) setting up of an Agribusiness Enterprise Development and Promotion Facility (EDPF) (iii) investment fund support, (iv) establishing stewardship councils. The second component is **'facilitating agro cluster development'** with the sub-components being (i) support establishment of cluster level industry associations , (ii) supply chain support, The third component is **'Fostering Market-led Production and Resilience Enhancement'** with the sub-components being (i) promoting climate resilient technologies and their adoption , (ii) facilitating market linkages through market intelligence and product aggregation, and (iii) facilitating access to and responsible use of financial services. The fourth component is **'Project Management, Monitoring and Learning'**.
5. The project would support value addition in the production and post-harvest segments of selected agriculture value-chains; facilitate agribusiness investments through inclusive business models that provide opportunities to smallholder farmers as well as stimulate the establishment of new small and medium agribusiness enterprises; and support resilience of agriculture production systems in order to better manage increasing production and commercial risks associated with climate change, in the

targeted districts. The project would adopt a cluster and value chain strategy in the targeted districts to generate economies of scale; promote vertical and horizontal links between local agricultural enterprises; enable diffusion of innovations; leverage network externalities; and channel public support for services and infrastructure. The project would enable all the value chain participants to develop competitive and innovative offerings that meet market demands rapidly and successfully.

6. Under sub-component C-1, fisheries is one of the important value chains being focused under the project. Interventions in the fish value chain, implemented by the district ATMAs and Department of Fisheries, in collaboration with WorldFish and private sector partners, will focus on: (i) improving quality of the inputs such as fish seed and feed for aquaculture by establishing seed multiplication centers for quality seed production of genetically improved strains of Indian carps (*Jayanti Rohu*), *GIFT tilapia* etc., in project districts, and establishment of new hatcheries with improved brood stock management for production of high yielding carps; (ii) organizing smallholder producers into producer groups to access services, inputs and markets; (iii) matching grants (CIG Grants) to these producer groups for increasing productivity and production through adoption of better management practices, with cash contribution by the beneficiary groups as per the norms given in the Project Implementation Plan (PIP); (iii) promoting diversification of fish species by inclusion of small indigenous fish species through carp-*mola* polyculture technology; (iv) capacity building, training, and exposure visits of producers, awareness programs, on climate resilient aquaculture and fisheries and developing and implementing supporting policies and programs; and (v) improved post-harvest management, value addition and marketing of produce. The key activities to be financed will include, among others establishment of seed multiplication centres; upgradation of hatcheries; and technology demonstration in ponds, *beel* fishery and paddy-cum-fish farming in about 3900 ha. The project would also finance related consultancy services including feasibility studies; and capacity building activities.

#### **(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE**

7. The TEF will *inter alia* be responsible for overall smooth implementation of the fisheries value chain initiative of the project. TEF will work in close coordination with WorldFish and fishery FPOs and NGOs hired in the fishery sub-component of the project. TEF will also contribute to smooth implementation of the fish market development program under APART.
8. **The key job responsibilities include the following:**
  - a. TEF will assist the District Fisheries Development Officer (DFDO)/ Sub-Divisional Fisheries Development Officer in smooth implementation of fish value chain interventions under APART
  - b. TEF will assist the DFDO and other staff at District level in preparation of District Annual Action Plans/ Annual Work Plans in line with the overall state plan under the Fisheries sub-component.
  - c. TEF will provide technical inputs to Fishery FPO Service providers and will also be instrumental in fishery demonstrations, trainings, farmer exposure visits, workshops etc. responsible for transfer of technology to the rural farmers related to APART
  - d. TEF will coordinate with the WorldFish and ensure that technical advisory provided by WorldFish is as per the PIP/Annual Work Plan and is being implemented properly in his/her area/District allotted and if there are any lapses, these are brought to the notice of relevant project authorities and timely corrective action is taken.
  - e. TEF would be instrumental in identification and short listing of project intervention sites (for eg. for demonstration, trainings, exposure visits etc) and beneficiary as per project guidelines.
  - f. TEF will prepare review reports, status reports and other documentation is required. TEF will provide information on progress of activities in the fisheries sub-component in his/her district periodically and as & when required by the project authorities.
  - g. TEF will provide information/data in a timely and prompt manner to project M&E agency as required.

- h. TEF will work in close coordination with ATMA and will also maintain regular liaison with District Level Coordination Committee (DLCC) on the physical and financial progress of fishery sub-component of APART in his/her district.
- i. TEF will ensure that buying of inputs, assets (etc) if any at District level under the Fisheries sub-component of APART is done in a fair and transparent manner properly following World Bank guidelines and procedures.
- j. TEF will have an oversight on selection of beneficiaries including those for project grants under the Fisheries sub-component
- k. TEF would be instrumental in establishment of seed multiplication centres, establishment of hatcheries,
- l. Any other task assigned by the DFDO.
- m. **Travel Requirements:** TEF would be required to undertake field-visits and tours to the project sites within the allocated Districts with the approval of Reporting Officer. Occasional travel out of the allotted district may also be required for review meetings, trainings, as directed.

**(C) QUALIFICATIONS, EXPERIENCE, AGE ETC**

9. **Educational Qualification:** The TEF must hold at least a Graduation in Fisheries Science of minimum four years duration from a recognized University/institution.
10. **Working Experience:** The TEF must possess minimum 04 years experience in fisheries sector will be given preference.
11. **Computer Skills:** Must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel & MS Power Point and other related applications
12. **Language:** Must be fluent in Assamese, English and Hindi
13. **Age:** Age of the candidate should not be more than 45 years as on 1<sup>st</sup> January 2018

**(D) DURATION OF CONTRACT, RESIGNATION, TERMINATION ETC.**

14. The tenure of TEF is intended for entire duration of the project i.e. seven years and will be co-terminus with the project period of APART. However, continuity of the TEF beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The contract management shall be as per the prevailing project rules.
15. The contract with TEF 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 Directorate of Fisheries/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Directorate of Fisheries/ Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent employment of the consultant. The resignation shall be as per prevailing project rules.
16. The TEF 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 TEF will have to serve the Project on full time basis under overall command of District Fisheries Development Officer (DFDO) and provide services from the office of the DFDO.

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

17. The annual consolidated range of remuneration for the TEF will be Rs 3.6 lakh to 4.8 lakh based on experience, qualification and last amount drawn from previous engagement . Taxes as applicable shall be dealt with as per applicable laws.
18. Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per prevailing project rules.

19. No house rent allowance or any other allowance shall be paid. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid, except as agreed with the TEF.
20. The provisions of leave would be as per prevailing project rules

**(F) REPORTING AND PERFORMANCE REVIEW**

21. The TEF will report to the District Fisheries Development Officer (DFDO). The performance of TEF will be reviewed by DFDO and finally by the Director of Fisheries, Assam as per performance review format developed by ARIAS Society.

**(G) FACILITIES TO BE PROVIDED TO TEF**

22. TEF would be provided with the following:
- Access to all the required documents like Project Implementation Plan (PIP), Project Appraisal Document (PAD), Community Operations Manual (COM), Annual Work Plans (AWPs), Value Chain Development Plans (VCDPs), Environment Management Framework (EMF), Social Management Framework (SMF), Indigenous People's Development Framework (IPF), Resettlement Policy Framework (RPF), correspondence & other information relating to the project, as deemed necessary.
  - Shared office space in the office of the DFDO along with a computer & accessories and office consumables.
  - Shared conveyance arrangements for official travel. Travel by public transport shall be reimbursed as per prevailing project rules.

*Note: This is a draft ToR and may be changed, updated or modified at any stage till recruitment process is completed*

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### **Draft Indicative Terms of Reference (ToR) for Hiring of Engineering Consultants, Fisheries (ECFs) to be positioned in District Fisheries Development Offices, under Directorate of Fisheries, Assam in World Bank financed Assam Agribusiness & Rural Transformation Project (APART)**

#### **(A) BACKGROUND & OBJECTIVES OF THE PROJECT**

1. Government of Assam (GoA), through the Government of India has applied for a loan of US\$200 million from the World Bank (W.B.) for implementation of the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex monitoring and coordinating agency for the project while Department of Fisheries is one of the implementing partners in the project. The interventions in the Fisheries value chain under APART would be carried out by Directorate of Fisheries at the State level and District Fishery Development Offices, in collaboration with ATMA at District level. The Directorate of Fisheries now intends to hire 15 Engineering Consultants- Fisheries (ECFs) to be positioned in the District Fisheries Development Offices in Kokrajhar, Barpeta, Nalbari, Darrang, Sonitpur, Goalpara, Nagaon, Dhubri, Morigaon, Kamrup, Cachar, Golaghat, Sivsagar, Jorhat and Lakhimpur.
2. The Project Development Objective (PDO) is to *'add value and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam.'*
3. 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.
4. There are four components of APART. **The first component 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 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.**
5. 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.

### **(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE**

6. ECF would be involved in preparation of plans and estimates of the civil works as per guidance of Assistant Engineer (Zonal)/ Assistant Executive Engineer/ Executive Engineer taking into consideration the biological requirement and with due collaboration with the District Fisheries Development Officer of the district concerned as the case may be.
7. **Key job responsibilities include the following:**
  - (a) Preparation of plans/designs for civil works related to Fisheries sub-component of APART in line with the user needs and in accordance to economic feasibility, following project procedures.
  - (b) Vetting of the plans/designs received from construction/architecture firm for specialized civil works under the Fisheries sub-component under APART
  - (c) Drafting of contract agreements and other documentation for civil work related to Fisheries sub-component under APART
  - (d) ECF would be involved in the preparation of Bid Evaluation Reports (BERs) based on the review and analysis of bids received for construction/civil works related to the fisheries sub-component of APART
  - (e) Supervision of civil works of fishery sub-component of APART within his allotted district.
  - (f) Preparation of progress reports of the civil works related to fishery sub-component of APART within his allotted district and their timely submission to project authorities through District Fisheries Development Officer (DFDO).
  - (g) Recommendation and carrying out of various tests for construction materials to be used and structures already constructed, bringing to the notice of the project authorities in case any defects are detected and initiating proper and needful action.
  - (h) Providing regular and need based information inter alia on the progress of civil works related to Fisheries sub-component of APART to District Level Coordination Committee (DLCC), Project Monitoring and Evaluation (M&E) Agency and Project Management Information Systems (MIS).
  - (i) Training and capacity building of project staff and beneficiaries within his/her allotted district.
  - (j) Any other Task assigned by the reporting officer
  - (k) **Travel Requirements:** ECF would be required to undertake field-visits and tours to the project sites within the allocated District with the approval of Reporting Officer. Occasional travel out of the allotted district may also be required for review meetings, trainings etc, as directed.

### **(C) QUALIFICATIONS, EXPERIENCE, AGE ETC**

8. **Educational Qualifications:** The ECF must hold at least a Diploma in Civil Engineering of minimum three years duration from any recognized institution.
9. **Working Experience:** The ECF should have atleast 2 years field experience related to civil works.
10. **Computer Skills:** Must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel & MS Power Point, CAD and other related applications.
11. **Desirable Experience:** Experience in externally aided projects in fisheries will be an added advantage.
12. **Language:** Must be fluent in Assamese, English and Hindi
13. **Age:** Age of the candidate should not be more than 45 years as on 1<sup>st</sup> January 2018



**(D) DURATION OF CONTRACT, RESIGNATION, TERMINATION ETC**

14. The tenure of ECF is intended for entire duration of the project i.e. seven years and will be co-terminus with the project period of APART. However, continuity of the ECF beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The contract management shall be as per the prevailing project rules.
15. The contract with ECF 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 Directorate of Fisheries/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Directorate of Fisheries/ Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent employment of the consultant. The resignation shall be as per prevailing project rules.
16. The ECF 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 ECF will have to serve the Project on full time basis under overall command of District Fisheries Development Officer (DFDO) and provide services from the office of the DFDO.

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

17. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the annual consolidated range of remuneration for the TEF will be Rs 3.0 lakh to 3.6 lakh. The taxes as applicable shall be dealt with as per applicable laws.
18. Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per prevailing project rules.
19. No house rent allowance or any other allowance shall be paid. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid, except as agreed with the ECF.
20. The provisions of leave would be as per prevailing project rules

**(F) REPORTING & PERFORMANCE REVIEW**

21. The ECF will report to the District Fisheries Development Officer (DFDO). The performance of ECF will be reviewed by DFDO and finally by the Director of Fisheries, Assam. The consolidated quarterly report shall be submitted to State Project Director, ARIAS Society.

**(G) FACILITIES TO BE PROVIDED TO TEF**

22. The ECF would be provided with the following:
  - a. Access to all the required documents like Project Implementation Plan (PIP), Project Appraisal Document (PAD), Community Operations Manual (COM), Annual Work Plans (AWPs), Environment Management Framework (EMF), Social Management Framework (SMF), Indigenous People's Development Framework (IPF), Resettlement Policy Framework (RPF), correspondence & other information relating to the project, as deemed necessary.
  - b. Shared office space in the office of the DFDO along with a computer & accessories and office consumables.
  - c. Shared conveyance arrangements for official travel. Travel by public transport shall be reimbursed as per prevailing project rules.

*Note: This is a draft ToR and may be changed, updated or modified at any stage till recruitment process is completed*



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### ***Draft Indicative Terms of Reference (ToR)***

### ***Senior Technical Expert- Fisheries (STEF) to be positioned in the Fishery Department at Assam Secretariat, Dispur, Guwahati For World Bank financed Assam Agribusiness and Rural Transformation Project (APART)***

#### **(A) BACKGROUND AND OBJECTIVES OF THE PROJECT**

1. Government of Assam (GoA), through the Government of India has applied for a loan of US\$200 million from the World Bank (W.B.) for implementation of the Assam Agribusiness and Rural Transformation Project (APART). Eight line departments of Govt. of Assam will be involved in the implementation of the project. Department of Fisheries is one of the implementing departments under APART. Fish value chain interventions under APART would be implemented by Directorate of Fisheries at State level and District Fishery Development Offices at District level. It is intended to hire 1 (one) Senior Technical Expert-Fisheries (STEF) to be positioned in the Fishery Department at Assam Secretariat, Dispur, Guwahati-6.
2. The Project Development Objective (PDO) is to *'add value and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam.'*
3. 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.
4. There are 4 (four) components to the APART. **The first component is 'Support to Agri enterprise Development'**, with sub-components being (i) enhancing the State's capacity to attract private investments, (ii) setting up of an Agribusiness Enterprise Development and Promotion Facility (EDPF) (iii) investment fund support, (iv) establishing stewardship councils. **The second component is 'facilitating agro cluster development'** with the sub-components being (i) support establishment of cluster level industry associations, (ii) supply chain support, **The third component is 'Fostering Market-led Production and Resilience Enhancement'** with the sub-components being (i) promoting climate resilient technologies and their adoption, (ii) facilitating market linkages through market intelligence and product aggregation, and (iii) facilitating access to and responsible use of financial services. **The fourth component is 'Project Management, Monitoring and Learning'**.
5. The project would support value addition in the production and post-harvest segments of selected agriculture value-chains; facilitate agribusiness investments through inclusive business models that provide opportunities to smallholder farmers as well as stimulate the establishment of new small and medium agribusiness enterprises; and support resilience of agriculture production systems in order to better manage increasing production and commercial risks associated with climate change, in the targeted districts. The project would adopt a cluster and value chain strategy in the targeted districts to generate economies of scale; promote vertical and horizontal links between local agricultural enterprises; enable diffusion of innovations; leverage network externalities; and channel public support for services



and infrastructure. The project would enable all the value chain participants to develop competitive and innovative offerings that meet market demands rapidly and successfully.

6. Under sub-component C-1, fisheries is one of the important value chains being focused under the project. Interventions in the fish value chain, implemented by the district ATMA and Department of Fisheries, in collaboration with WorldFish and private sector partners, will focus on: (i) improving quality of the inputs such as fish seed and feed for aquaculture by establishing seed multiplication centers for quality seed production of genetically improved strains of Indian carps (*Jayanti Rohu*), *GIFT tilapia* etc., in project districts, and establishment of new hatcheries with improved brood stock management for production of high yielding carps; (ii) organizing smallholder producers into producer groups to access services, inputs and markets; (iii) matching grants (CIG Grants) to these producer groups for increasing productivity and production through adoption of better management practices, with cash contribution by the beneficiary groups as per the norms given in the Project Implementation Plan (PIP); (iii) promoting diversification of fish species by inclusion of small indigenous fish species through carp-*mola* polyculture technology; (iv) capacity building, training, and exposure visits of producers, awareness programs, on climate resilient aquaculture and fisheries and developing and implementing supporting policies and programs; and (v) improved post-harvest management, value addition and marketing of produce. The key activities to be financed will include, among others establishment of seed multiplication centres; upgradation of hatcheries; and technology demonstration in ponds, *beel* fishery and paddy-cum-fish farming in about 3900 ha. The project would also finance related consultancy services including feasibility studies; and capacity building activities.

#### **(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE**

7. The STEF will *inter alia* be responsible for overall smooth coordination for the fisheries value chain initiative of the project. STEF will work in close coordination with Directorate of Fisheries and ARIAS Society for the fishery sub-component of the project.
8. **The key job responsibilities include the following:**
- STEF will assist the Department of Fisheries (Core Project Implementation Unit- CPIU) in processing of proposals for approval of Annual Work Plans and all other proposals under APART as submitted by the Director of Fisheries (Operational Project Implementation Unit- OPIU) time to time.
  - STEF will provide technical inputs to Fishery Department as and when required for smooth processing of proposals submitted by the Director of Fisheries under the Project.
  - STEF will coordinate with the Directorate of Fisheries and the ARIAS Society and maintain regular liaison with them to facilitate timely processing of Project proposals.
  - STEF will prepare review reports, status reports and other documentation as required by the Department. STEF will provide regular information/data in a timely and prompt manner on progress of activities in the fisheries sub-component as & when required by the Departmental authorities.
  - Travel Requirements:** STEF might be required to undertake field-visits and tours to the project sites, if required, with the approval of the Department.

#### **(C) QUALIFICATIONS, EXPERIENCE, AGE ETC**

9. **Educational Qualification:** The STEF must hold at least a Master in Fisheries Science (M.F.Sc) of minimum two years duration from a recognized University/institution.
10. **Working Experience:** The STEF with minimum 05 years experience in fisheries sector will be given preference.
11. **Computer Skills:** Must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel & MS Power Point and other related applications
12. **Language:** Must be fluent in Assamese, English and Hindi
13. **Age:** Age of the candidate should not be more than 50 years as on 1<sup>st</sup> January 2018

**(D) DURATION OF CONTRACT, RESIGNATION, TERMINATION ETC.**

14. The tenure of STEF is intended for entire duration of the project i.e. seven years and will be co-terminus with the project period of APART. However, continuity of the STEF beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The contract management shall be as per the prevailing project rules.
15. The contract with STEF 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 Directorate of Fisheries/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Directorate of Fisheries/ Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent employment of the consultant. The resignation shall be as per prevailing project rules.
16. The STEF 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 STEF will have to serve the Project on full time basis under overall command of the senior most Secretary of the Department and provide services from the office of the Fishery Department at Assam Secretariat, Dispur.

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

17. The annual consolidated range of remuneration for the STEF will be Rs 4.80 lakh to 6.0 lakh based on experience, qualification and the last amount drawn from previous engagement. Taxes as applicable shall be dealt with as per applicable laws.
18. Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per prevailing project rules.
19. No house rent allowance or any other allowance shall be paid. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid, except as agreed with the STEF.
20. The provisions of leave would be as per prevailing project rules.

**(F) REPORTING AND PERFORMANCE REVIEW**

21. The STEF will report to the Senior most Secretary of Fishery Department. The performance of STEF will be reviewed by the Secretary and a consolidated quarterly report shall be received by the ARIAS Society from the Fishery Department .

**(G) FACILITIES TO BE PROVIDED TO TEF**

22. STEF would be provided with the following:
  - a. Access to all the required documents like Project Implementation Plan (PIP), Project Appraisal Document (PAD), Community Operations Manual (COM), Annual Work Plans (AWPs), Value Chain Development Plans (VCDPs), Environment Management Framework (EMF), Social Management Framework (SMF), Indigenous People's Development Framework (IPF), Resettlement Policy Framework (RPF), correspondence & other information relating to the project, as deemed necessary.
  - b. Shared office space in the office of the Fishery Department at Assam Secretariat along with a computer & accessories and office consumables.
  - c. Travel by public transport shall be reimbursed as per prevailing project rules.

*Note: This is a draft ToR and may be changed, updated or modified at any stage till recruitment process is completed*

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## Assam Agribusiness and Rural Transformation Project (APART)

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### **Draft Indicative Terms of Reference (ToR)**

### **Accounts Manager (AM) in the Operational Project Implementation Unit (OPIU) of the Directorate of Fisheries, under APART**

#### **(A) BACKGROUND & OBJECTIVES OF THE PROJECT**

1. The Government of Assam (GoA) through Government of India (GoI) has applied for a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex monitoring and coordinating agency for the project. ARIAS Society now intends to apply a portion of this loan for engagement of an **Accounts Manager (AM)** on contractual basis, to be positioned in the Operational Project Implementation Unit (OPIU) of the Directorate of Fisheries at Meen Bhavan, B.K. Kakoti Road, Birubari, Guwahati, hereinafter referred as **AM-OPIU (Fisheries)**.
2. The development objective of APART is "add value and improve resilience of selected agricultural value chains, focusing on small holder farmers and agro-entrepreneurs in targeted districts of Assam".
3. There are four components to the APART. **The first component 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 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.

#### **(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE**

5. The **AM-OPIU (Fisheries)** will responsible all financial matters related to the Fisheries value chain under APART, carrying out effective documentation following World Bank norms and thereby ensuring sound financial planning and reporting. The position will contribute to preparation of Annual Work Plans (AWPs) and sanction proposals etc. Also, the **AM-OPIU (Fisheries)** will prepare Statements of Expenditure (SOE), Utilization Certificates (UC) cash books and other related documents.
6. **The Key Job Responsibilities include the following:**
  - a. The **AM-OPIU (Fisheries)** will assist the OPIU, Directorate of Fisheries for proper maintenance of the Accounts related to APART as per World Bank norms and guidelines.
  - b. The **AM-OPIU (Fisheries)** will guide the accounts staff of the District Project offices of the Department of Fisheries in respect of proper record keeping of funds received and expenditure incurred on APART activities and reporting the same to head of the OPIU and also to the ARIAS Society.
  - c. **AM-OPIU (Fisheries)** will ensure that timely audit of accounts is done and audit report submitted to the project authorities in the time and manner prescribed.
  - d. **AM-OPIU (Fisheries)** will maintain all records and documentation related to funds received and spent by the Directorate for APART activities and will submit the same to Project Coordination Unit (PCU) of the ARIAS Society on regular basis or as and when required.
  - e. Verification of accounts, documentation of financial records of the funds received under APART for both OPIU at the State level and District Fishery Development Offices at the District level and providing report

- to the State Project Authorities as required. In case of any discrepancy in accounts, reporting it to the reporting officer immediately and taking corrective measures as needed/directed.
- f. Verification of bills/invoices submitted by the State and District Fisheries sub-component implementation teams for reimbursements under APART and then seeking approvals for remittance of reimbursable to the concerned project staff.
  - g. Maintaining cashbook/Ledger/bank statements/Cheque Book etc. and update the accounting data in accounting software (like Tally).
  - h. The **AM-OPIU (Fisheries)** will work in close coordination with the Accounts team of ARIAS Society at State level and with District Accounts Managers (DAMs) of the District Level coordination Committees (DLCCs) and ATMA's at District level.
  - i. Any other task assigned by the Nodal Officer, OPIU and/or Director, Fisheries, APART
  - j. **Travel Requirements:** Need based visits to the Districts to sort out any accounts related issues as required, with the permission of the Reporting Officer.

### **(C) QUALIFICATIONS, EXPERIENCE, AGE, ETC**

8. **Educational Qualification:** Candidate must possess at least a Degree in Commerce/ Accountancy or a closely related field, from a recognized University/College.
9. **Working Experience:** Candidate must have at least three years of experience of accounting management in a private firm or externally aided project or Govt. schemes.
10. **Computer Skills:** Candidate must have experience of using Internet based applications, using and working with Tally Accounting System/ MS Word, MS Excel and MS Power Point and other related applications.
11. **Language:** Fluency in Assamese, English and Hindi.
12. **Desirable Qualifications, Experience, Skills etc:**
  - a. Post Graduate Degree/Diploma in Accounting.
  - b. Experience in Externally Aided Projects/Agriculture/Rural Development Projects
  - c. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multi tasking.
  - d. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.
13. **Age:** Age of the candidate should not be more than 35 years as on 1<sup>st</sup> January, 2018.

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

14. The contract period of the **AM-OPIU (Fisheries)** is intended for the entire project duration of seven years. However, continuity of the **AM-OPIU (Fisheries)** beyond one year will depend upon his/her performance. The decision of the Director, Fisheries shall be final in this regard. The **AM-OPIU (Fisheries)** will be on the roles of APART and will work with the Directorate of Fisheries, Assam. The Resignation/Termination shall be as per the prevailing project rules.
15. The contract with **AM-OPIU (Fisheries)** may be terminated by either side at any time during the contractual period by serving a 30 days' notice without assigning any reason & without thereby incurring any liability to the Directorate of Fisheries/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature & shall not, under any circumstance, be extended beyond the APART's closing date. The Directorate of Fisheries, Government of Assam or ARIAS Society shall not undertake any responsibility for subsequent deployment.
16. The **AM-OPIU (Fisheries)** shall not assign or sub-contract, *in whole or in part*, his/her obligations under this assignment, except with the Reporting Officer's prior written consent. The **AM-OPIU (Fisheries)** will have to serve the Project on full time basis under overall command of Director of Fisheries, Govt. of Assam and provide services from the Meen Bhawan, Guwahati. The resignation/termination shall be as per prevailing project rules.

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

17. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment the annual consolidated range of remuneration for the Accounts Manager will be Rs 3.6 lakh to 4.80 lakh . The taxes as applicable will be dealt with as per applicable laws.
18. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per the prevailing project rules.
19. The provisions of leave would be as per prevailing project rules.
20. 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 paid, except as agreed with the **AM-OPIU (Fisheries)** by the Director, Fisheries.

**(F) REPORTING**

21. The **AM-OPIU (Fisheries)** will report to the **Director, Fisheries**. The performance of **AM-OPIU (Fisheries)** will be reviewed by **Director- Fisheries** and a consolidated quarterly report shall be submitted to the ARIAS Society for placing before the Chairman, Governing Body, ARIAS Society & Agriculture Production Commissioner. However, SPD, ARIAS Society reserves the right to call the performance report of **AM-OPIU (Fisheries)**, any time.

**(G) FACILITIES TO BE PROVIDED**

22. Access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. The **AM** will be provided with shared office space (workstation) along with computer, printer, computer/office consumables, and internet access.

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**APPLICATION FORM FOR THE POSITION OF Engineering Consultant  
(Fisheries), Technical Expert (Fisheries), Accounts Manager**

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband' s Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Nationality (attach a copy of evidence):
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available) (attach a copy): .....
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 1<sup>st</sup> January,2018) : \_\_\_\_Years \_\_\_\_ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:
18. Educational Qualification (attach a copies of certificates):

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) |         |                 |                 |                        |                                     |

19. Training details relevant to the position applied (attach copies of certificates):

| Sl. | Title of the Training program | Duration of Training | Training organized by |
|-----|-------------------------------|----------------------|-----------------------|
| 1.  |                               |                      |                       |
| 2.  |                               |                      |                       |
| 3.  |                               |                      |                       |

20. Total Professional Experience : \_\_\_\_ Years \_\_\_\_ month(s)

21. Details of Professional Experience (Starting from latest \*\*) (attach copies of experience certificates):

| Sl. | Designation | Organization | From (mm/yyyy) | To (mm/yyyy) | Summary of Services provided |
|-----|-------------|--------------|----------------|--------------|------------------------------|
|     |             |              |                |              |                              |
|     |             |              |                |              |                              |
|     |             |              |                |              |                              |
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|     |             |              |                |              |                              |
|     |             |              |                |              |                              |
|     |             |              |                |              |                              |

\*\* Attach latest salary certificate.

22. Write a brief note describing why would like to be associated with us : (Maximum 100 words)

|  |
|--|
|  |
|--|

23. Works/Activities undertaken that best illustrates suitability for the position applied for:

|   |  |
|---|--|
| Name of Assignment or Project:                                |  |
| Year(s): (from - to)  |  |
| Employer:   |  |
| Main Features of the Project/ assignment:                     |  |
| Position held:  |  |
| Activities Performed/Services Provided:<br>(Maximum 50 words) |  |

Add tables as required

24. Languages proficiency: (please tick ✓)

| Sl. | Language | Read | Write | Speak |
|-----|----------|------|-------|-------|
|     |          |      |       |       |
|     |          |      |       |       |
|     |          |      |       |       |

25. Computer proficiency :

| Sl. | Program/Software/Applications | Excellent | Good | Average |
|-----|-------------------------------|-----------|------|---------|
|     |                               |           |      |         |
|     |                               |           |      |         |
|     |                               |           |      |         |

26. Names and Addresses of two persons from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

| Sl | Name of the person & designation (if any) | Address | Phone no | E-mail id |
|----|---|---------|----------|-----------|
| 1. |   |         |          |           |
| 2. |   |         |          |           |

27. Do you have any criminal or corruption charges against you? (If yes furnish details)

28. 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)

29. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

**Declaration:** I certify that the statements made by me in this application 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.

Date :  
Place :

Signature of the Candidate

**IMPORTANT Notes:**

- While self attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.

**DIRECTORATE OF FISHERIES, GOVERNMENT OF ASSAM**

Meen Bhavan, B.K.Kakoti Road, Birubari, Guwahati-781016

Telefax: 0361-2545104, Email: dirfishassam@gmail.com

**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

For Hiring Individual Consultants for the APART Project

No.AF(S)478/APART/Engagement/2017-18/17043

Dated, Guwahati the 31<sup>st</sup> March/18

The Directorate of Fishery intends to hire Individual Consultants under the World Bank financed 'Assam Agribusiness and Rural Transformation Project' (APART) for the positions mentioned below. The *draft* Terms of Reference (TORs) for the positions are provided in the website <https://fisheries.assam.gov.in/>. The minimum required qualifications, experience, age for the positions in-short are given below. However, the same shall be as per the respective TOR provided in the website of <https://fisheries.assam.gov.in/>

(A) Positions in District Fishery Development offices of Kokrajhar, Nalbari, Barpeta, Sonitpur, Darrang, Goalpara, Nagaon, Morigaon, Dhubri, Kamrup, Cachar, Golaghat, Jorhat, Sivsagar and Lakhimpur; Age limit 45 years as on 01<sup>st</sup> January'2018; Annual Remuneration range is Rs 3.60 lakhs to Rs.4.80 lakh for Technical Expert-Fisheries & Rs 3.00 lakhs to Rs. 3.60 lakh for Engineering Consultant, Fisheries.

| Position  | Minimum Educational Qualifications & Professional Experience  |
|---|---|
| 1. Technical Expert-Fisheries : 15 (Fifteen) Post       | <b>Qualification:</b> Graduate (min 4 years duration) in Fishery Science from any Govt. recognized University/Institutions; <b>Experience:</b> Minimum 04 years experience in fisheries sector.         |
| 2. Engineering Consultant, Fisheries: 15 (Fifteen) Post | <b>Qualification:</b> Diploma (min 3 years duration) in Civil Engineering from any Govt. recognized University/Institutions; <b>Experience:</b> Minimum 2 years experience in Civil construction works. |

(B) Positions in the Core Project Implementation Unit (CPIU) in the Department of Fisheries, Assam Secretariat, Dispur, Guwahati; Age limit 50 years as on 01<sup>st</sup> January'2018; Annual Remuneration is Rs 4.80 lakhs to Rs 6.00 lakh.

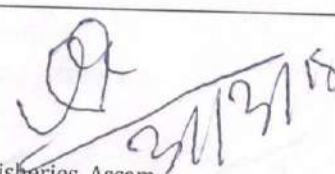
| Position  | Minimum Educational Qualifications & Professional Experience   |
|---|--|
| 1. Senior Technical Expert -Fisheries : 01 (One) Post | <b>Qualification:</b> Master degree (min two years duration) in Fisheries Science from any Govt. recognized University/ICAR Institute; <b>Experience:</b> Minimum 5 years in Fisheries Sector. |

(A) (C) Positions in the Directorate of Fisheries, OPIU, Meen Bhavan, Ulubari Guwahati; Age limit 35 years as on 01<sup>st</sup> January'2018; Annual Remuneration is Rs 3.60 lakhs to Rs.4.80 lakh.

| Position                           | Minimum Educational Qualifications & Professional Experience   |
|------------------------------------|--|
| 1. Accounts Manager: 01 (One) Post | <b>Qualification:</b> Graduate in Commerce or closely related field from any Govt. recognized University/Institutions; <b>Experience:</b> Minimum 3 years in Accounts management in Govt. /private firm or externally aided project. |

Note (i) Candidates not meeting the qualifications and experience need not apply;(ii) The Directorate of Fisheries reserves the right to increase or decrease the number of positions or scrap any or all of the positions. Potential candidates from India having the requisite qualification and experience may apply in English language strictly as per the prescribed application format provided in the website [https://fisheries.assam.gov.in](https://fisheries.assam.gov.in/) along with a cover letter, in a sealed envelope indicating 'Application for the position of .....' so as to reach the address given below on or before 05.00 PM of 17<sup>th</sup> April, 2018. Only the short-listed candidates will be called for interview/ viva test. Canvassing any form will lead to disqualification and rejection

The Directorate of Fisheries, Assam, Meen Bhavan, Gopinath Nagar, Guwahati-16 (Assam, India);  
Tel: 0361-2545104

  
Director of Fisheries, Assam  
Meen Bhawan, Guwahati