

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF FISHERIES, ASSAM
MEEN BHAWAN, B.K KAKATI ROAD, GOPINATH NAGAR, GUWAHATI-781016
Telefax: 0361-2545104, Email: dirfishassam2019@gmail.com

REQUEST FOR EXPRESSION OF INTEREST (REOI)
For Hiring Individual Consultants for the APART Project

No. AF(S) 478/APART/Engagement/2017-18/Pt-II/3623 **Dated Guwahati the 14th March,2023**

The Directorate of Fisheries 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 (ToR) for the position are provided in website <https://fisheriesdirector.assam.gov.in>. The minimum required qualification, experience, age for the positions are given below. However, the same shall be as per the respective TOR provided in the website <https://fisheriesdirector.assam.gov.in>.

- A. Position at the District Fisheries Development Office under APART Project Districts. Annual Remuneration range is Rs. 3.60 Lakhs to Rs. 4.80 Lakhs for Technical Expert –Fisheries. Age limit 45 year as on 1st January,2023

Position	Minimum Educational Qualification & Professional Expression
TECHNICAL EXPERT-Fisheries: 04 (Four) Post	Qualification: Graduate (min 4 years duration) in Fishery Science from Govt. recognized University/ institution. Experience: Minimum 2 (Two) Year experience in Fishery Sector.

- B. Position at the District Fisheries Development Office under APART Project Districts. Annual Remuneration range is Rs. 3.60 Lakhs for Engineering Consultant –Fisheries. Age limit 45 year as on 1st January,2023

Position	Minimum Educational Qualification & Professional Expression
ENGINEERING CONSULTANT - Fisheries: 01 (One) Post	Qualification: Diploma (min 3 years duration) in Civil Engineering from any Govt. recognized University/ Institutions recognized by All India Council of Technical Education (AICTE) Experience: Minimum 02-year experience in civil engineering.

Note: (i) Candidates not meeting the qualification and experience need not apply. (ii) The Directorate of Fisheries reserve the right to increase or decrease the number of position or scrap any or all of the position. 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://fisheriesdirector.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 within 14 days from the date of published of REOI. Only the short listed candidates will be called for interview / viva test. Canvassing in any form will led to disqualification and rejection.

The Directorate of Fisheries , Assam, Meen Bhawan, Gopinath Nagar, Guwahati-781016

Tel-0361-2545104

Sd/-
Director of Fisheries
Assam, Guwahati

APPLICATION FORM FOR THE POSITION OF.....

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband' s Name :
3. Mother's Name :
4. Gender:
5. Maritial 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 1st January 2023) : ____ 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):



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

** Attach latest salary certificate.

22. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

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23. Languages proficiency: (please tick ✓)

Sl.	Language	Read	Write	Speak

24. Computer proficiency :

Sl.	Program/Software/Applications	Excellent	Good	Average

25. 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.				

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

27. 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)

28. 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 :

Signature of the Candidate

Place :

IMPORTANT Notes:

1. Candidates shall complete this application in 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 application along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. **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.**



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Meen Bhavan, B. K. Kakoti Road, Birubari, Guwahati-781016
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Draft Indicative Terms of Reference (ToR)
**Engineering Consultant- Fisheries (ECF) 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 imolemented by Directorate of Fisheries at State level and District Fishery Development Offices at District level. It is intended to hire 6 (Six) Technical Experts-Fisheries (ECFs) to be positioned in District Fishery Development Offices of APART district.
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.

(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE

6. The ECF will *inter alia* be involved in preparation of plans and estimate of the civil works as per guidance of Assistant Engineers (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. ***The 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. Assisting 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. Vetting of plans / Designs received from construction / architecture firm for specialized civil works under the Fisheries sub-components under APART.
 - d. Drafting of contract agreements and other documentation of civil works related to Fisheries sub-components under APART.
 - e. Involving in the preparation of Bid Evaluation Reports (BERs) based on the review and analysis of bids received for construction / civil works related to Fisheries sub-components under APART
 - f. Preparing review reports, status reports and other documentation is required. ECF 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. Providing regular and need based information inter alai on the progress of civil works related to Fisheries sub-components under APART to District Level Coordination Committee (DLCC), Project Monitoring and Evaluation Agency (M&E) and Project Management Information System (MIS).
 - h. Supervision of civil works of the Fisheries sub-components under APART with in his/her allotted District.
 - i. Preparation of progress reports of the civil works related to Fisheries sub-components under APART within his/her allotted district and timely submission of project authorities through District Fisheries Development Officer (DFDO).
 - j. Recommendation and carrying out of various tests for construction materials to be used and structures already constructed, bring to the notice of the project authorities in case any defects are detected and initiating proper and needful action.
 - k. ECF will have an oversight on selection of beneficiaries including those for project grants under the Fisheries sub-component
 - l. ECF would be instrumental in establishment of seed multiplication centers, establishment of hatcheries related to Fisheries sub-components under APART.
 - m. Any other task assigned by the DFDO.
 - n. *Travel Requirements:* ECF 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

8. **Educational Qualification:** The ECF must hold at least a Diploma minimum 3 (Three) years duration in Civil Engineering from Govt. recognized University/ Institution recognized by All India Council of Technical Education (AICTE)
9. **Working Experience:** The ECF must possess minimum 02 (Two) years experience related to civil works will be given preference.
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. **Language:** Must be fluent in Assamese, English and Hindi
12. **Age:** Age of the candidate should not be more than 45 years as on 1st January 2023

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

13. 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.
14. The contract with **ECF** may be terminated by either side at any point of time during the contractual period without assigning any notice and without 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.
15. 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

16. The consolidated fixed remuneration of the ECF will be Rs. 30,000 per month. Taxes as applicable shall be dealt with as per applicable laws.
17. Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per prevailing project rules.
18. 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**.
19. The provisions of leave would be as per prevailing project rules

(F) REPORTING AND PERFORMANCE REVIEW

20. The ECF will report to the District Fisheries Development Officer (DFDO). The performance of **ECF** will be reviewed by **DFDO** and a consolidated quarterly report shall be submitted to the DLCC and ARIAS Society for placing before the Chairman, Governing Body, ARIAS Society & Agriculture Production Commissioner.

(G) FACILITIES TO BE PROVIDED TO ECF

21. 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), 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 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)
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 6 (Six) Technical Experts-Fisheries (TEFs) to be positioned in District Fishery Development Offices of APART district.
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 centers; 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 centers, 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 1st January 2023

(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 without assigning any notice and without 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

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- 21. The TEF will report to the District Fisheries Development Officer (DFDO). The performance of **TEF** will be reviewed by **DFDO** and a consolidated quarterly report shall be submitted to the DLCC and ARIAS Society for placing before the Chairman, Governing Body, ARIAS Society & Agriculture Production Commissioner.

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