

# **ARIASSOCIETY**

**Assam Rural Infrastructure and Agricultural Services Society**

(An Autonomous Body under Govt. of Assam)

**Project Coordination Unit (PCU)**

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## **Proposed Assam Agri business and Rural Transformation Project (APART): Draft Terms of Reference(ToR) for hiring of Assistant Civil Engineers (ACE)**

### **Project back ground:**

1. The Government of Assam (GoA) through Government of India (GoI) has applied for a loan from the World Bank for the Assam Agri business and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society, the coordinating & monitoring agency for the project, now intends to apply a portion of this loan for hiring of two Assistant Civil Engineers here in after called 'ACE' purely on contractual basis to be placed in ARIAS Society, Agriculture Campus, Khanapara, Guwahati, Assam. Depending on the requirement the number of positions may be increased.
2. The development objective of APART is "increasing value-added 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 of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment fund (iv) establishing stewardship councils. **The second component is Facilitate Agro Cluster Development** with sub-components being- (i) support establishment of 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 proposed PDO by: (i) enabling investments in agri-enterprises, improving the investment environment and investment promotion, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, pushing for process, regulatory changes; (ii) facilitating the growth of agri enterprise clusters to increase competitiveness, revenue and employment growth; and supporting development of modern supply chains; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability.
5. The construction activities in project districts of APART will include - construction of agricultural markets, renovation of warehouses of Assam State Warehousing Corporation (ASWC); renovation of District Industries & Commerce Centres (DICC)s; need-based renovation/ refurbishment of the office buildings of Project Coordination Unit (PCU) of ARIAS Society, Operational Project Implementation Units (O-PIUs) of implementing agencies, District Agricultural Technology Management Agency (ATMA), Block Resource Centres (BRCs); rehabilitation of access roads; construction of Common Services Centres (CSCs) for aggregation, primary processing, group sales of agricultural output, distribution sale of agricultural inputs to Farmer Producer Organization (FPO) farmer members; construction of Common Facility Centres (CFCs) in enterprise clusters. These works will be executed by the PWRD/ concerned line departments.
6. In view of the envisaged civil works, it is intended to hire the services of two ACEs initially to support the PCU for review, monitoring, coordination etc. of the civil works to be taken up.

### **Scope of Position**

7. The ACE, under the supervision of an Executive Engineer, will *inter alia* support the PCU in reviewing the Detailed Project Reports (DPRs), Drawings, structural designs, monitoring, field verification, documentation, ensuring compliance to the technical requirements related to civil works planned under the APART, contract management, etc.

### **Essential Qualifications, Experience and Skill Set**

- a. **Educational Qualification:** At least a Bachelor's Degree in Civil Engineering from is recognized institute/University (Degrees obtained through distance education shall not be accepted).
- b. **Working Experience:** At least 5 years of professional experience in Civil Engineering including in engineering design and field execution of civil works of varied nature.(However, in case of insufficient applications from candidates having 5 years' experience, the ARIAS Society reserves the right to relax the experience requirement criteria up to 3years,but with a reduced remuneration package).
- c. **Computer Skills:** The ACE must have adequate knowledge and experience of working with Auto Cad and other similar engineering applications, MSWord/Excel/PowerPoint/Project and Internet based applications.
- d. **Language:** Working knowledge of Hindi and high level of fluency in English.

### **8. Desirable Qualifications, Experience, Skills etc:**

- a. Candidates having Post Graduate Degree in Civil Engineering will be given preference
- b. Candidates having experience of working in externally aided projects or public sector agencies will be given preference;
- c. Knowledge of Assamese/Bengali is desirable, but not essential;
- d. Good social, analytical and planning skills is desirable; the candidate must demonstrate initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.

9. **Age:** Age of the candidate should not be more than 40years as on1<sup>st</sup>November,2022.

### **10. Key Job 'Responsibilities: The ACE will support the Executive Engineer and PCU, ARIAS Society in-**

- (i) Review the design, drawings, DPRs etc. prepared by the architecture/consultancy firm hired by the project including those submitted by the line departments to the PCU for approval.
- (ii) Preparing/reviewing BOQ (Bill of Quantities) and Bidding Documents relating to civil works to be taken up in the project;
- (iii) Evaluation of the bids as per the Bidding Documents, supporting the evaluation/approval committee formed for the purpose, taking the minutes etc.
- (iv) Carrying out field visits for reviewing the progress of works, verification of the construction/renovation works for compliance with specified technical standards, approved drawings & designs etc. and submit in section reports to the SPD/EE.
- (v) To ensure that the civil work activities of the APART are progressing as per the Procurement Plan/Annual Work Plans/relevant Contract Agreements and take all possible measures to keep the progress of the work on time and as per plan.
- (vi) Verification of the Contractor's bills/vouchers submitted by the contractors and endorsing the same for release of payments.
- (vii) Any other task as & when assigned by the State Project Director (SPD), ARIAS Society.
- (viii) **Travel Requirements:** The ACE will be required to undertake frequent field-visits and tours as per the project requirements, with prior approval of the SPD, ARIAS Society.

### **Duration of assignment &tenure etc.:**

11. The contract period of the ACE is intended for entire duration of the APART. However, continuity of ACE beyond initial one (1) year will depend upon his/her performance. The Resignation/Termination shall be as per the HR Policy of the ARIAS Society.

**Remuneration and payment terms:**

12. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the ACE will be determined and mutually agreed, which could be in the range of **Rs. 6.60 lakh to Rs. 10.80 lakh per year**. The maximum Cost to Project (CTP) for the positions, within the above indicative range, will be fixed based on (i) upto maximum of **20% hike on the last drawn remuneration of the selected applicants and (ii) performance in the interview**. This remuneration 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.
13. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
14. The ACE will be eligible for a paid Leave of 12 working days per year, excluding two restricted holidays. Leave of absence for more than total 14(fourteen) working days in a year will be treated as leave without pay. Never the less, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances, SPD may relax this condition.

**Facilities to be provided by the client:** The PCU, ARIAS Society will-

15. Give access to all the required documents, correspondence, and any other information available, associated with the project and as deemed necessary.
16. Provide one cubicle along with computer, printer, 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.
17. Provide conveyance arrangements for official travel within Guwahati city on pool basis, whenever available and also for field visits approved by the SPD. The ACE will have to arrange his/her own conveyance facility for attending the office.

**Reporting & Review:**

18. The ACE will report to the Executive Engineer and the State Project Director (SPD), ARIAS Society. Performance of the ACE will be reviewed jointly by the Executive Engineer and the State Project Director.

**Enclosure:FormatofCV**