

***Draft Terms of Reference (ToR)***  
**For Medicinal and Aromatic Plants (MAP) Mission Team Leader (MTL) (Individual Consultant) to be positioned in the Operational Project Implementation Unit (OPIU) Horticulture under APART**

**(A) BACKGROUND AND OBJECTIVES**

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank (IBRD: International Bank for Re-construction and Development) for the Assam Agribusiness and Rural Transformation Project (APART). The Project Development Objective (PDO) of APART is to *“add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs & to advance Assam’s COVID-19 response”*. The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society, an autonomous body of the Govt. of Assam, is the apex coordinating and monitoring agency for the Project. ARIAS Society now intends to hire a **Mission Team Leader (MTL) for the Medicinal and Aromatic Plants (MAPs) Mission** under APART (hereinafter referred as MTL-MAPs) as Individual Consultant out of the loan proceeds, to be positioned in the Operational Project Implementation Unit (OPIU)- Horticulture, under APART, as per the terms given hereunder.
2. The APART 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 able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt clusters (production and enterprise) and value chain approach.
3. There are four components of APART: **The first component-A 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 stewardship councils. **The second component-B is Facilitating Agro Cluster Development** with subcomponents being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain support. **The third component-C 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-D is Project Management, Monitoring & Learning.**
4. Component-C of APART aims at enabling producers of the priority value chains, in the targeted clusters, to take advantage of the rapidly changing market demand, and enhance resilience of agriculture production systems for increasing production and managing risks associated with climate change. This would be achieved by: **(i)** improvements in production technologies and management practices through climate resilient solutions; **(ii)** facilitation of collective-action by producers by supporting the establishment of farmer producer organizations (FPOs); **(iii)** improving value realization at the farm level through improved cleaning, grading and packing of produce through Common Service Centers (CSCs) managed by FPOs; **(iv)** facilitation of market linkages through market information and intelligence; and **(v)** facilitating access to a broad set of financial services and their responsible use by producers. The component will adopt a cluster based value-chain approach for providing support to producers for sustainably increasing their production and productivity; linking the producers with emerging supply chains, modernized wholesale agriculture markets and warehouses, under component B; and facilitating partnership opportunities with strategic and potential anchor and leading firms, supported under Component A.
5. With the approval of the World Bank, under this component, it has been decided that a pilot on Medicinal and Aromatic Plants (MAPs) would be taken up initially in about seven districts i.e. Biswanath, Dhemaji, Dhubri, Goalpara, Majuli, K. Anglong and Kokrajhar and about four crops (patchouli, lemongrass, tulsi and vetiver). Engagement of **MTL-MAPs** is being done as a part of this initiative.

**(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE**

6. The MTL-MAPs will report to the **State Project Director (SPD), ARIAS Society** while working in close coordination with OPIU-Horticulture & Director, Horticulture. In particular the responsibilities of the **MTL-**

**MAPs** include the following:

- a) To support the District Agricultural Technology Management Agencies (ATMAs) in selection of beneficiary farmers preferably from Farmer Producer Companies (FPCs) for the medicinal and aromatic plants program under APART.
  - b) To support the district ATMAs in sourcing of quality planting material through contacts with supplier agencies/ institutes/ organizations, specifications of planting material, preparation of Request For Quotation (RFQ) documents, testing of planting material etc
  - c) To train the extension functionaries, Dist ATMA staff and APART staff in the Districts on cultivation aspects, agronomical practices of medicinal and aromatic plants and developing master trainers through ToTs for further training of farmers.
  - d) Be instrumental in advising on plant protection practices to be followed by farmers to manage the pest, disease attack, physiological disorder etc in the crop fields
  - e) To advise on the post harvest management, value addition and processing aspects of medicinal and aromatic plants. To ensure that the processing facilities are set up as per requirements and timelines.
  - f) To help the farmers/ groups in market linkages of medicinal and aromatic plant products and supporting them in getting a remunerative price
  - g) To take up field visits to cultivation sites, district offices etc with the approval of Reporting Officer
  - h) To represent APART in various forums as authorized by the Reporting Officer.
  - i) To document success stories, case studies, innovative models etc in medicinal and aromatic plants emerging from APART interventions
  - j) Any other related tasks as assigned by the Reporting Officer
- k) **Travel Requirements:** The **MTL-MAPs** may be required to undertake field-visits and tours to project sites, concerned central and state ministries, departments and agencies with the approval of the reporting officer.

**(C) QUALIFICATIONS, EXPERIENCE, SKILLSET, AND AGE ETC.**

6. **Educational Qualifications:** The **MTL-MAPs** should hold a Masters in Botany/Agriculture/ Horticulture (preferred specialization- Plantation Crops/ Medicinal & Aromatic Plants) or closely related subject from any recognized university/ Institution.
7. **Working Experience:** The **MTL-MAPs** should have at least 15 years of professional experience in the medicinal and aromatic plants sector in managerial/ officer level position.
8. **Computer Skills & Language:** The **MTL-MAPs** must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
9. **Language:** Fluency in English & Hindi. Knowledge of local language would be an added advantage.
10. **Age:** Age of the candidate should not be more than **50 years as on 1<sup>st</sup> July, 2022.**

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

11. The tenure of **MTL-MAPs** is intended for the entire duration of APART and co-terminus with the project period of APART. However, continuity of the **MTL-MAPs** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the SPD shall be final and binding in this regard. The contract management shall be done as per the project rules.
12. The contract with **MTL-MAPs** 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 Govt. of Assam/ PCU/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Govt. of Assam/ PCU/ ARIAS Society shall not undertake any responsibility for subsequent deployment of the incumbent.
13. The **MTL-MAPs** 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 **MTL-MAPs** will have to serve the assigned office on full time basis under overall command of SPD. However, during the assignment period **MTL-MAPs** may be transferred to any other office of the Project either at HQ (Guwahati) or in the Districts.

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

14. Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated annual remuneration for the **MTL-MAPs** will be in the range between **Rs. 18.00 lakh to Rs. 25.80 lakh** per year. However, in case the selected candidate's current remuneration with 30%

enhancement comes below Rs. 18.00 lakh/year, the lower remuneration will be offered. The annual remuneration will be inclusive of performance-linked-incentive, communication allowance, health/service related allowance, all taxes, cost of accommodation and food at Guwahati, conveyance to attend the office etc. The remuneration may be enhanced on an Annual Basis, as per provisions in the HR policy of ARIAS Society.

*Note: In case suitable candidates with experience as mentioned in para C(7) are not found then candidates with seven years of relevant experience may be considered at a lower remuneration as decided by the SPD.*

15. The remuneration will be given in equal monthly installments and the Performance-Linked-Incentive (PLI) will be given quarterly based on the performance and achievement against the mutually agreed deliverables by the **MTL-MAPs**. Taxes shall be dealt with as per applicable laws.
16. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
17. The provisions of leave would be as per provisions of HR Policy of ARIAS Society.
18. 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 made, except as agreed with the **MTL-MAPs** by the Project.

#### **(E) REPORTING AND PERFORMANCE REVIEW**

19. The **MTL-MAPs** will report to the State Project Director (SPD), ARIAS Society on a day-to-day basis. Quarterly/Half yearly/Annual performance review will be done by the Reporting officer.

#### **(F) FACILITIES TO BE PROVIDED TO FSHS**

20. The **MTL-MAPs** will be given access to all documents, reports, correspondence, contacts available with ARIAS Society, OPIU-Agri, CPIU-Agri and any other information available, as deemed necessary for smooth accomplishments of tasks assigned. The **MTL-MAPs** will be provided with one office cubicle/workstation in the PCU along with computer, printer, computer/office consumables, and internet access. *The **MTL-MAPs** however will not be provided with any clerical assistance.*

#### **Notes:**

1. *This is a draft ToR and SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.*
2. *ARIAS Society is an equal opportunity employer and women candidates are strongly encouraged to apply.*

\*\*\*\*\*