

Draft Terms of Reference (ToR)
For Fertilizers and Post Harvest Specialist (PHS) (Individual Consultant) to be positioned in the State Project Management Unit (SPMU) under the Assam Millets Mission (AMM) supported by the World Bank financed Assam Agribusiness and Rural Transformation Project (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 and 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 **Post Harvest Specialist (PHS)** under the recently set up Assam Millets Mission (AMM) to be supported by the APART and to be positioned in the State Project Management Unit (SPMU) for AMM at Guwahati, Assam, 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. *The key interventions under the Assam Millets Mission (AMM) will be initially taken up in 15 priority districts.*
3. 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 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 & 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. The activities under the AMM will be led by the Directorate of Agriculture and also supported by the Department of Elementary Education (for supply of millets based products to school children under the PM-POSHAN Scheme) and Department of Social Welfare for supply of millets based products under the POSHAN Abhiyan including in *anganwadis*, expecting and lactating women and children in the age group of six months to six years.
6. The setting up and implementation of AMM has been approved by the State Cabinet on 23rd May 2022. The key activities planned under the AMM are categorized into five components as shown below:
 - A. Market and nutrition supportive production**
 - a. Technology demonstrations

- b. Minikits distribution
 - c. Seed production & distribution
 - d. Farm machinery
 - e. Cropping system demos with pulses
- B. Post-harvest & value addition side aspects**
- a. Post-harvest demonstrations on drying & quality preservation
 - b. Post-harvest machinery
 - i. Dryers
 - ii. Thresher
 - iii. Pulveriser
 - iv. Value added products making machinery
 - c. Static storage facilities
 - d. Storage bins
 - e. Nutritious millet products development fund
- C. Market linkages**
- a. Millet based FPCs
 - b. CSCs under FPCs (for aggregation, cleaning, grading, drying, processing etc)
 - c. Buyer Seller Meets
 - d. Value Chain Schools (VCSs)
 - e. Product exhibitions
- D. Ensuring better nutrition, healthy & disease free Assam through millets**
- a. Distribution of millets based products in rural areas
 - i. Mobile outlets
 - ii. Awareness creation
 - iii. Supply of millet based products in rural areas
 - b. Millets in mid day meal scheme (through education Deptt- SSA)
 - i. Awareness creation
 - ii. Supply and distribution in schools
 - c. Millets nutrition in expecting & lactating women and children (in collaboration with POSHAN Abhiyan, Deptt of Social Welfare)
 - i. Nutrition camps for women & children (urban and rural areas)
 - ii. Supply to POSHAN Abhiyan (Social Welfare Department)
- E. Administration, operations, training & capacity building,**
- a. Governing Body of the Mission at State level
 - b. PMU at State level
 - c. Millets Mission Cell at Directorate level
 - d. Setting up of District level Millets Cell
 - e. Exposure visits & Trainings
 - f. Millets (& pulses) business conclaves
 - g. Millets Knowledge Bank (MKB)

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

7. The PHS will report to the **head of the State PMU i.e. Director, Agriculture** and will support the Project in achieving the objectives of Assam Millets Mission (AMM). In particular the responsibilities of the **PHS** include the following:
- a) Work closely with the District Agriculture Offices and Krishi Vigyan Kendras at District level and also with the leading institutes/ organizations in the millets sector like International Crop Research Institute for Semi Arid Tropics (ICRISAT) & Indian Institute of Millets Research (IIMR). **PHS** will also be in liaison with leading institutes on post harvest management like Central Institute of Post Harvest Engineering and Technology (CIPHET), Indian Institute of Food Processing Technology (IIFPT), Central Food Technology Research Institute (CFTRI), National Institute of Post Harvest Technology (NIPHT) etc.
 - b) To prepare protocols, Standard Operating Procedures (SOPs) for post harvest demonstrations in millets crops i.e. finger millet, fox tail millet and proso millet etc.
 - c) To ensure that post harvest demonstrations on drying and quality preservations are conducted timely including beneficiary selection, approval of beneficiary list by District Level Coordination Committee (DLCC) etc.
 - d) To work out the specifications of post harvest machinery on millets for timely procurement. Ensure that that the procurement process is initiated timely by the implementing agencies including preparation of bid/ tender documents, advertisement, evaluation, preparation of comparative statements, issuing of work orders etc.
 - e) Contribute to recipe development for new value added products.
 - f) To take up testing of new millet products in reliable food testing labs and institutes of repute
 - g) To support in setting up of millet based Common Service Centre (CSCs) by the FPCs

- h) Be instrumental in organizing Buyer Seller Meets (BSMs) and so also setting up of Millets based Value Chain Schools and smooth organization of product exhibitions.
- i) Contribute to awareness creation on nutritional and health benefits of millets and also towards successful organization of the Information, Education and Communication (IEC) campaign.
- j) To build capacity of government officials both at State and District level in millets value chain particularly the post harvest side aspect.
- k) To provide inputs on organizing exposure visits and trainings particularly outside the State.
- l) Be in close contact with Department of Social Welfare, Department of Elementary, millet processors for supplying millets products in Govt programs like PM POSHAN and POSHAN Abhiyan.
- m) Contribute to the Millets Knowledge Bank (MKB) on the post harvest side aspects.
- n) Documenting success stories, case studies, innovative business models, contributing to APART Newsletters and disseminating at various forums as directed.
- o) Perform any other related task assigned by the Reporting Officer.
- p) **Travel Requirements:** The PHS may be required to undertake field-visits and tours to project sites, concerned central and state ministries, departments, agencies and private & public sector organizations in other States with the approval of the reporting officer.

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

- 8. **Educational Qualifications:** PHS must possess at least a Master degree/ Post Graduate Diploma (minimum two years duration) in Agriculture/Horticulture/ Post Harvest Technology/ Post Harvest Management or a closely related field from any Govt. recognized University/Institutions..
- 9. **Working Experience:** PHS must possess at least **10 years** of professional experience working on Post Harvest Management of Agriculture commodities preferably in millets.
- 10. **Computer Skills & Language:** The PHS must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
- 11. **Language:** Fluency in English & Hindi. Knowledge of local language would be an added advantage.
- 12. **Age:** Age of the candidate should not be more than **50 years as on 1st July, 2022**. *This condition may be relaxed in case of exceptionally talented candidates, who are otherwise fit to take up the assignment.*

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

- 13. The tenure of PHS is intended for the entire duration of APART and co-terminus with the project period of APART. However, continuity of the PHS beyond 11 months 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.
- 14. The contract with PHS 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.
- 15. The PHS 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 PHS will have to serve the assigned office on full time basis under overall command of **Director, Agriculture** and provide services from State Project Management Unit (SPMU), Directorate of Agriculture, Guwahati. However, during the assignment period PHS 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.

- 16. Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated annual remuneration for the PHS will be in the range between **Rs. 11.40 lakh to Rs. 19.20 lakh** per year. However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs. 11.40 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(9) are not found then candidates with seven years of relevant experience may be considered at a lower remuneration as decided by the SPD.

17. 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 **PHS**. Taxes shall be dealt with as per applicable laws.
18. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
19. The provisions of leave would be as per provisions of HR Policy of ARIAS Society.
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 made, except as agreed with the **PHS** by the Project.

(E) REPORTING AND PERFORMANCE REVIEW

21. The **PHS** will report to the Director, Agriculture on a day-to-day basis. Quarterly/Half yearly/Annual performance review will be done by the Reporting officer.

(F) FACILITIES TO BE PROVIDED

22. The **PHS** will be given access to all documents, reports, correspondence, contacts available with ARIAS Society, Operational Project Implementation Units (OPIUs)/ Core Project Implementation Units (CPIUs) and any other information available, as deemed necessary for smooth accomplishments of tasks assigned. The **PHS** will be provided with one office cubicle/workstation in the PCU along with computer, printer, computer/office consumables, and internet access. *The PHS 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.*
