

## **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)**

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#### **Draft Terms of Reference (ToR) for Finance and Accounts Expert (FAE) in State Project Management Unit (SPMU) for Assam Millets Mission (AMM) at Guwahati under APART**

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

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART. For smooth implementation of APART, eight Core Project Implementation Units (CPIUs) have been set up in the participating Administrative Departments and 15 Operational Project Implementation Units (OPIUs) have been established in the participating Commissionerate/Directorates/Agencies. ARIAS Society, now intends to hire **Finance and Accounts Expert (FAE)** 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 Project Development Objective of APART is to “add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
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 of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment Fund (AIF) (iv) establishing stewardship councils. The second component is Facilitating Agro Cluster Development with sub-components 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 able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt a clusters (production and enterprise) and value chain approach.
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 23<sup>rd</sup> 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 **Finance and Accounts Expert (FAE)** will report to the Team Lead, SPMU, AMM and provide assistance in finance and accounts related aspects to the AMM as well as the PCU and OPIU team of APART as and when required.
8. The key job responsibilities include but not limited to the following:
  - a) To work closely with the SPMU, AMM & the Finance team at the Project Coordination Unit (PCU) of ARIAS Society and ensure that finance related information and documents are submitted to the PCU by the OPIU in a timely and proper manner.
  - b) To ensure that the payments to various vendors/ suppliers are made within the stipulated timelines after the supply, installation, commissioning etc is completed.
  - c) To work in coordination with the Farmer Producer Companies (FPCs) formed/ strengthened under AMM. Facilitating bank loans (term loan/working capital loan) for setting up & operationalization of Common Services Centres (CSCs) with FPCs. Encouraging FPCs for timely repayment of loans.
  - d) Follow up with Project Coordination Unit (PCU) for timely release of funds for various activities at District level. Towards this, ensuring that fund release proposals are submitted timely by the District to OPIU/PCU, as required. Also making sure that the Interim Unaudited Financial Reports (IUFs), Statement of Expenditure (SoE), Utilization Certificates (UCs) etc are submitted timely by the Districts to the PCU, ARIAS Society.
  - e) Documentation of success stories, innovative business models in the domain of financial management, emerging out at District level and disseminating at various forums like APART Newsletters, Millet

Knowledge Bank, magazines, social media, print & other electronic media.

h) Any other related task assigned by the Reporting Officer.

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

9. **Educational Qualification:** The FAE must possess at least a **Masters in Finance/ Accounts/ Commerce or a closely related field.**

10. **Working Experience:** The FAE should have at least 5 (**five**) **years experience** in managing finance and accounts in any public private sector. Proficiency in working with **Tally Accounting System** is a must.

11. **Computer Skills:** The FAE must have expertise in using Internet based applications, working with advanced word processing/spreadsheet including MS Word, MS Excel, MS Power Point, Tally, related applications and software & hardware computer systems.

12. **Language:** Fluency in English and Assamese is essential.

13. **Desirable Qualifications, Experience, Skills etc:**

a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multitasking

b. 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.

14. **Age:** Age of the candidate should not be more than **40 years** as on *1<sup>st</sup> July 2022*.

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

15. The tenure of **FAE** is intended for the entire duration of the project i.e. **upto Sep. 2024** and co- terminus with the project period of APART. However, continuity of the **FAE** beyond **eleven (11) months** from the date of signing the agreement will depend upon his/her performance.

16. The contract with **FAE** 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/Department/ 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/ Department/ Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of **FAE**.

17. The **FAE** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **FAE** will have to serve the project on full time basis. He/she will provide services from the Office of the OPIU- Agriculture.

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

18. The consolidated fixed remuneration of the FAE shall be **in the range between Rs.6.60 lakh to Rs.10.80 lakh per year**. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc.

19. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.

20. The provisions of leave would be as per prevailing project rules.

**(F) REPORTING & PERFORMANCE REVIEW**

21. **FAE** will report to the Team Lead of SPMU, AMM. The performance of the **FAE** will be evaluated by Team Lead of SPMU, AMM and a consolidated quarterly report shall be submitted to the ARIAS Society for further processing.

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

22. Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **FAE** will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer stationery/office consumables, and internet access.

**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.*

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