

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body of Govt. of Assam)

Project Coordination Unit (PCU) of the World Bank Financed

Assam Agribusiness and Rural Transformation Project

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

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Draft Indicative Terms of Reference (ToR) **Junior Management Information Systems Executive (Jr. MISS)**

(A) BACKGROUND AND OBJECTIVES OF THE PROJECT

1. The Government of Assam (GoA) through Government of India (GoI) has applied for a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency at state level for the Project. ARIAS Society now intends to apply a portion of this loan for hiring a **Junior Management Information Systems Specialist (Jr.MISS)** on contractual basis to be positioned at Project Coordination Unit (PCU) of ARIAS Society.
2. The development objective of APART is “**add value and improve resilience in selected agricultural value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of the State 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 an Agribusiness Enterprise Development and Promotion Facility (EDPF) (iii) Agribusiness Investment Fund (AIF) support (iv) establishing sector 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 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 better able to respond to market opportunities and climate variability.

(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE

5. The **Jr.MISS** would lead the team of IT staff in the MIS Unit of the ARIAS Society. The scope of the position includes contributing towards development of a robust project MIS system, with inputs from the M&E Specialist *inter alia* for monitoring and evaluation of APART, and its regular maintenance. The **Jr.MISS** will have to ensure seamless connectivity at all times through the System Administrator and any IT related issues of the system users will have to be resolved expeditiously. The **Jr.MISS** would also manage security administration activities for IT systems. The position also encompasses creating and generating accurate and timely MIS reports and training & capacity building of the project staff on MIS.
6. **Key job responsibilities include:**
 - a) **Jr.MISS** would be instrumental in developing a robust MIS System for the project (on an open source platform) integrating the activities at the State level as well as District & Block levels;
 - b) He/She will supervise the work of the consulting firm to be hired for development of the project MIS system and provide guidance for developing programs/applications as per the requirement of the project;
 - c) Training the project staff in the use of MIS system so developed;
 - d) Trouble shooting to ensure smooth implementation of the MIS application. Identify, resolve/rectify issues relating to flow blockades, user interface issues, networking problem and security concerns.

- e) Ensure that the reporting, communication, financial and procurement systems of the project are embedded into the MIS system of the project;
- f) Participate and contribute to the review meetings and missions of the World Bank;
- g) Participate in knowledge sharing meetings with team members at PCU;
- h) Development, execution and implementation of a web-based HR management for ARIAS Society, pay roll, leave & related aspects module linked to a biometric attendance system.
- i) Lead IT related communication with government and other partners of APART;
- j) Provide clarifications to stakeholders on project related IT issues as needed;
- k) Maintain source-code used in developing software/MIS Applications/Website/Web Portal etc
- l) Ensure regular updating of the ARIAS Society Website particularly w.r.t. content related to APART
- m) Establishment and administration of efficient email system for APART staff, including controlling privileges & permissions to database users, maintaining user accounts, and profiles
- n) Maintaining the technical aspects of the Social media pages, blogs, online discussion forums etc of ARIAS Society with regular technical updates.
- o) Ensuring seamless communication within the project team and project partners through the project IT infrastructure.
- p) Resolves technical issues through debugging, research, and investigation
- q) Adept with the tools, applications, and processes used for software development.
- r) Implements solutions as designed in technical documentation specification and coding standards.
- s) Plan and execute all deployment of system features and monitor for successful integration, maintaining the system throughout its lifecycle
- t) Perform system design and specification development, program logic and flow-charting, testing, debugging, and documentation, although specific skill requirements could vary based on the type of development being performed.
- u) Works within established procedures to develop, test, implement, and maintain application software.
- v) Provides subject matter expertise in performance monitoring, tuning, analysis, and diagnostics.
- w) Experienced in creating Performance Engineering strategies, assessing and defining Non Functional Requirements, Designing Workload Models by analyzing production statistics.
- x) Good client interaction and communication skills.
- y) **Travel Requirements:** The **Jr.MISS** will be required to undertake field-visits and tours to the project locations, with prior approval of the SPD. Occasional out of the state visits may also be required as directed by the SPD.

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC

6. **Educational Qualification:** BE/B.Tech/Master degree/ Post Graduate Diploma (min two years duration) in Computer Science/Computer Applications/ Information Technology/or a closely related field from any Govt. recognized University/Institutions.
8. **Working Experience:** Minimum (Five) 5 years of work experience in managing MIS/IT systems of a reputed public/private sector agency in a leadership/ managerial capacity.
9. **Computer Skills:** The **Jr.MISS** must be highly proficient in software development, computer applications, including MS Word, MS Excel and MS Power Point etc.
10. **Development Skills:** Must have working experience on PHP MVC Framework such as Laravel, Symfony, Codeigniter etc. along with Database Skills (MySQL, Postgres or NoSQL)
11. **Language:** High level of fluency in English and Hindi

12. **Desirable Qualifications, Experience, Skills etc:**
 - a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi-tasking
 - b. Knowledge of Assamese and/or Bengali
 - c. Good social, analytical, inter-personal and planning skills
 - d. Self-motivated and possessing ability to work independently as well as in teams.
13. **Age:** Age of the candidate should not be more than **50 years as on 1st January, 2020.**

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

14. The tenure of **Jr.MISS** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the **Jr.MISS** beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance. The decision of the SPD will be final and binding in this regard. The contract Management shall be as per the HR Policy of the ARIAS Society.
15. The contract with **Jr.MISS** 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 ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant.
16. The **Jr.MISS** shall not assign or sub-contract, *in whole or in part*, his obligations to perform under this Contract, except with the SPD's prior written consent. The **Jr.MISS** will have to serve the ARIAS Society on full time basis under overall command of State Project Director, ARIAS Society and provide services from the PCU at Khanapara, Guwahati. The resignation/termination shall be as per HR Policy of the ARIAS Society.
17. The **Jr.MISS** may be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD.

(E) REMUNERATION, PAYMENT TERMS AND LEAVE

18. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the **Jr.MISS** will be determined and mutually agreed, which could be in the range of **Rs. 6.60 lakh to Rs. 7.20 lakh per year**. This annual rate 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 shall 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
19. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
20. The provisions of leave would be as per HR Policy of ARIAS Society.
21. No house rent allowance or any other allowance shall be paid by the PCU. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid, except as agreed with the **Jr.MISS** by the SPD, ARIAS Society.

(F) REPORTING AND PERFORMANCE REVIEW

22. The **Jr.MISS** will report to the MIS Specialist, under the overall guidance of the State Project Director (SPD), ARIAS Society. In the absence of MIS Specialist, he/she will report to Deputy Project Director (DPD) or as directed. Annual performance review will be done as per the HR Policy of the ARIAS Society.

(G) FACILITIES TO BE PROVIDED BY THE PCU

23. Access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. The **Jr.MISS** will be provided with one office cubicle/workstation in the PCU along with computer, printer, computer/office consumables, and internet access. *The **Jr.MISS** however will not be provided with any clerical assistance.*

Note: 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.