**World Bank financed Assam Agribusiness and Rural Transformation Project (APART)**

**Operational Project Implementation Unit (OPIU): Directorate of Sericulture**

*(Address of OPIU)*

*Tel: 03612362922; email:seriassam@yahoo.co.in*

**Draft Terms of Reference (ToR) for Sericulture Specialist in OPIU Directorate of Sericulture**

1. BACKGROUND& OBJECTIVES OF THE PROJECT
2. 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). The Assam Rural Infrastructure and Agriculture Service (ARIAS) Society is the main coordinating agency for the project. Department of Handloom, Textile and Sericulture is one the implementing line Departments of Government of Assam in APART. The activities under the Sericulture value chain will be implemented by Directorate of Sericulture. An Operational Project Implementation Unit (OPIU) has been established at the Directorate of Sericulture for smoothly carrying out the project activities under Sericulture value chain. The Directorate of Sericulture now intends to hire a **Sericulture Specialist**(**SS**) on contractual basis to be placed in the OPIU, Directorate of Sericulture, Guwahati, Assam.
3. The development objective of APART is “add value and improve of selected Agricultural value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam.
4. There are four components to the APART. The first component is Support to 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 support (iv)establishing stewardship councils. **The second component is Facilitating 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.**
5. 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 cluster 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.
6. **OBJECTIVES OF THE ASSIGNMENT & SCOPE**
7. The **Sericulture Specialist (SS)** will inter alia assist the Director of Sericulture in work related to APART, particularly, effective implementation and monitoring of Annual Work Plan/ Action Plans both at district and state level. The **SS** will provide technical inputs in Sericulture sub-component to the Directorate team& Nodal Officer-Sericulture (APART).
8. *The key responsibilities of the OPIU Sericulture include*:
   1. Implementation of the concerned project sub-component and overseeing & monitoring the implementation of the Directorate specific activities through their district/field level offices and identifying corrective actions;
   2. Preparation of the Annual Work Plan, consistent with the Project Development Objective and Project Appraisal Document (PAD)
   3. Management, co-ordination and technical support for implementation of sub-project activities
   4. Preparation of progress reports, including QPRs and Utilization Certificates for the funds released
   5. Managing the service providers and external experts relating to the OPIU for implementation of project activities
   6. Planning and design of innovative sub-projects
   7. Documenting and disseminating the success stories and lessons learnt from the successful projects interventions
   8. Arranging for trainings, workshops on effective implementation of the Project activities
   9. Developing close linkages and network among the different project stakeholder agencies
   10. Submitting Sanction and Fund Release proposals to the PCU
   11. Overall procurement planning, implementation, procurement oversight and supervision and responsible for meeting project’s compliance with procurement methods / procedures as agreed with W. Bank
   12. Providing monthly reports to the PCU as per the format to be made available by the ARIAS Society;
   13. Collecting updated data on the input/output indicators and consolidating and analyzing the data provided by District officers;
   14. Responsible for preparing, implementing and monitoring the OPIU annual action plans;  
       Responsible for monitoring of the implementation of the individual activities of the sub-component within the purview of the respective departments; recommending personnel from Directorate for training and capacity building programs under APART
9. Towards this (para-6 above), the **SS** will
   1. Support the Directorate of Sericulture in implementation of the activities under Sericulture sub-component as per PIP, AWP etc,
   2. Be instrumental in the design of resham haats
   3. Contribute to quality seed production and distribution program as envisaged under the project
   4. Maintain close liaison with District Sericulture teams in carrying out sectoral interventions under APART
   5. Contribute to preparation District Level Value Chain Development Plans (VCDPs) in Sericulture in consultation with ARIAS Society experts
   6. Identify the binding constraints in sericulture value chains and suggest remedies to overcome the same,
   7. Train the Directorate of Sericulture staff and District Sericulture staff under the project on need basis,
   8. Document the success stories, innovative models, best practices in sericulture value chain interventions under APART disseminate them at various relevant forums
   9. Liaising with various service providers in the project like Market Intelligence Cell (MIC), Enterprise Development and Promotion Facility (EDPF), FPO service providers, providing them with relevant information, establishing synergies with them and also ensuring that there is no duplicity of work.
   10. Support the Directorate of Sericulture in implementing its Project implementation Plan (PIP) for APART.
   11. Determine critical gaps in technology, product quality, common facilities, skills, availability of raw material, and marketing support in the selected Sericulture clusters
   12. Coordinate between ARIAS Society and Directorate of Sericulture on matters related to APART.
   13. Extend other technical and managerial support to Directorate of Sericulture and also ARIAS on matters related to APART.
   14. *Travel Requirements:* The SS will be required to undertake field – visits and tours as per the project requirements, with prior approval of the Director, Sericulture.
   15. Any other task(s) assigned by the Director of Sericulture.

**(C) QUALIFICATION, EXPERIENCE, AGE ETC**

1. **Educational Qualification:** The SS must possess M.Sc in Zoology/Botany with post graduate Diploma in Sericulture (PGDS) from recognised University/Institution.
2. **Working experience**: The SS must have at least 10 years of experience in the field of Sericulture Sector in managerial/officer cadre position.
3. **Computer Skills:** The SS must have experience of using Internet based applications, using and working with advanced word processing/spread sheet including MS Word, MS Excel and MS Power Point and other related applications
4. **Language:** High level of fluency in English. Knowledge of Assamese will be an added advantage.
5. **Age***:* Age of the candidate should not be more than 70 years as on 1st April, 2018

**(D) DURATION OF ASSIGNMENT**

1. The tenure of **SS**is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of **SS** beyond one (1) year from the date of signing the agreement will depend upon his/her performance.
2. The contract with **SS** 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.
3. The **SS** shall not assign or sub-contract, *in whole or in part,* his/her obligations except with the Reporting Officer’s prior written consent. The **SS** will have to serve the project on full time basis. He/she will provide services from the Directorate of Sericulture, Guwahati.

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

1. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the **SS** will be determined and mutually agreed, which would be in the range of **Rs. 6.60 lakhs to Rs. 10.80 lakhs per year**. (In case of retired candidates, principle of last pay-pension as per HR Policy of ARIAS Society shall be followed). 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 will be dealt with as per applicable laws. 87% of the remuneration would be paid as fixed salary while 13% would be linked to performance. The remuneration may be enhanced on an annual basis as per the prevailing project rules.
2. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.
3. The provisions of leave would be as per prevailing project rules
4. **REPORTING AND PERFORMANCE REVIEW:**
5. The **SS** will report to the Director of Sericulture, on a day to day basis. The progress of work will also be reported to State Project Director (SPD), ARIAS Society on a monthly basis and a consolidated quarterly report shall be submitted to the ARIAS Society for placing before the Chairman, GB, ARIAS Society & Agriculture Production Commissioner.

**(G) FACILITIES TO BE PROVIDED BY THE CLIENT**:

1. Access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. The **SS** will be provided with one office cubicle/workstation along with computer, printer, computer/office consumables, and internet access. *The* ***SS*** *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.***

Deputy Director

Cum,

Nodal Officer (APART)

Directorate of Sericulture, Assam, Ghy-22