

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

Operational Project Implementation Unit (OPIU): Directorate of Handloom & Textiles, Assam

GNB Road, Ambari, Guwahati-781001

Tel: 0361 2736550; email: [assamhandloom@gmail.com](mailto:assamhandloom@gmail.com)

---

## Draft Terms of Reference (ToR) for Handloom & Textiles Specialist(H&T-S)

### **(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). ARIAS Society being the Project Co-ordination Unit (PCU) is the apex coordinating and monitoring agency for APART. The project has notified eight Core Project Implementation Units (CPIUs) in the participating Administrative Departments and 15 Operational Project Implementation Units (OPIUs) in the participating Commissionerate/ Directorates/ Agencies for its smooth implementation.
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 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 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) enabling investments in agri-enterprises, improving the investment environment and investment promotion and facilitating access to finance for agribusiness enterprise; (ii) facilitating the growth of agri-enterprise clusters to increase competitiveness, revenue and employment growth and supporting development of a modern supply chain; and (iii) fostering the development of climate resilient production clusters and improving producer access to knowledge, technologies, markets and infrastructure so that they are able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt cluster (production and enterprise) and value chain approach.
5. For providing technical support to the Silk Value Chain, the OPIU-Directorate of Handloom & Textiles has proposed to hire a **Handloom & Textiles Specialist (H&T-S)** to be positioned in the office of the OPIU - Directorate of Handloom & Textiles, Ambari, Guwahati-01.

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

6. The **H&T-S** will be primarily responsible for providing technical support to OPIU - Directorate of Handloom & Textiles of Silk Value Chain in terms of preparing, maintaining and timely submission of all documents related to the project activities under the concerned OPIU. **H&T-S** will provide all project related information to Nodal Officer, Head of OPIU, ARIAS Society and other project authorities as needed. **H&T-S** will co-coordinate between the CPIU, OPIU and the PCU as and when required.
7. *The key job responsibilities of the H&T-S include but not limited to the following:*
  - a. Will be acquainted thoroughly with documents related to project such as - Project Implementation Plan (PIP), Project Appraisal Document (PAD), Safeguard documents, basic knowledge of World Bank procurement procedures and all related policies and procedures.
  - b. Will work in close coordination with CPIU team, PCU team, OPIU team and Service Providers/ Agencies engaged under the project.
  - c. Shall work closely with Nodal person of the CPIU, Nodal Officers of OPIU, Head of the OPIU and the

- other members of the OPIU and PCU on day to day matters related to Project implementation and timely completion of the project activities under concerned OPIU.
- d. Will extend other technical and managerial support to CPIUs and concerned OPIU for meeting of Project Guidance Council (PGC), Governing Body (GB) and monthly meeting of State Project Co-ordination Committee (SPCC) related to APART.
  - e. Will provide support in preparing progress reports of project implementation related to Handloom and Textiles part of Silk Value Chain (including physical & financial) at regular interval.
  - f. Will co-ordinate for convergence of other schemes under Handloom and Textiles with APART wherever possible to achieve the overall project objective.
  - g. Will provide support in preparation of Annual Work Plans (AWPs), Annual Action Plans (AAPs), Procurement Plan of the OPIUs and facilitate necessary procedural approvals required in co-ordination with PCU team.
  - h. Will prepare need-based capacity building strategies including capacity building plan and materials for concerned OPIU in co-ordination with CPIU and PCU.
  - i. Will actively co-ordinate with the third party agencies hired under concerned OPIU for conducting various studies/for providing technical support, and ensure timely completion with achievement of desired objective of the studies.
  - j. Will co-ordinate and follow-up with other agencies/institutions/organizations providing technical support to concerned OPIU.
  - k. Will provide need based facilitation support for exposure visits under concerned OPIU in co-ordination with CPIU and PCU.
  - l. Will work closely with District ATMAS, District Implementation Units of the Directorate as the case may be, as well with the District Level Coordination Committee (as required).
  - m. Will extend support for collecting data to update the input/output indicators and consolidating and analyzing all M&E data provided by District officers.
  - n. Will support preparation of monthly progress reports.
  - o. Any other related task assigned by the Reporting Officer, CPIU and PCU.
  - p. **Travel Requirements:** The **H&T-S** will be required to undertake field-visits and tours as per the project requirements, with prior approval of the concerned Reporting Officer /Director, Handloom and Textiles as the case may be.

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

7. **Educational Qualification:** The candidate must possess at least a Degree/ Diploma in Textile or Handloom Technology from a recognized University/Institute of repute.
8. **Working Experience:** In case of candidates having Degree in Textile Technology, the candidate must have 15-20 years work experience in the field of Handloom and Textile Sector in Managerial/ Sr. officer cadre position. The candidate should have experience of project preparation and implementation in any Govt. Department/ Public/ Private sector organization  
  
**or**  
In case of candidates with Diploma in Textile/ Handloom Technology, the candidate must have 20-25 years working experience in the field of Handloom and Textile Sector in Managerial/ Sr. officer cadre position. The candidate should have experience of project preparation and implementation in any Govt. Department/ Public/ Private sector organization.
9. **Computer Skills:** The candidate must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
10. **Language:** High level of fluency in English and Assamese.
11. **Desirable Qualifications, Experience, Skills etc:**
  - a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respect strict deadlines and multi tasking
  - b. An understanding and experience in the use of innovative technologies in promoting enterprise clusters

- c. 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.
- d. Working in similar World Bank Funded project will be preferred.

12. **Age:** Age of the candidate should not be more than 65 years as on 1<sup>st</sup> July, 2018.

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

- 13. The tenure of **H&T-S** is intended for the entire duration of the project i.e. **upto 2024** and co-terminus with the project period of APART. However, continuity of the **H&T-S** beyond one (1) year from the date of signing the agreement will depend upon his/her performance.
- 14. The contract with **H&T-S** 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 **H&T-S**.
- 15. The **H&T-S** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **H&T-S** will have to serve the project on full time basis. He/she will provide services from the Office of the OPIU.

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

- 16. The fixed consolidated remuneration of **H&T-S** shall be in the range of ₹ 7.20- ₹ 9.60 lakhs per year depending on the qualifications, experience, competency, performance in the interview and also the remuneration/pay package of the last assignment. The remuneration would be paid in equal monthly instalments. 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. In case of Retired Govt. Servants, drawing pension from the Govt., the remuneration shall be fixed on the principle of Last pay – Minus – Pension Amount.
- 17. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.
- 18. The provisions of leave would be as per prevailing project rules.

**(F) REPORTING & PERFORMANCE REVIEW**

- 19. **H&T-S** will report to the Head of OPIU. The performance of the **H&T-S** will be evaluated by Head of OPIU and a consolidated quarterly report shall be submitted to the ARIAS Society for further processing.

**(G) FACILITIES TO BE PROVIDED TO H&T-S**

- 20. Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **H&T-S** will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer stationery/office consumables, and internet access. However, **H&T-S** shall not be provided with any clerical assistance.

**Note: This is a draft ToR and SPD, ARIAS Society/Head-OPIU, reserve the right to change, update or modify this ToR at any stage till recruitment process is completed.**



**APPLICATION FORM FOR THE POSITION  
OF.....**

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband' s Name :
3. Mother's Name :
4. Gender:
5. Nationality (attach a copy of evidence):
6. Permanent Postal Address (attach a copy of evidence):
7. Police Station:
8. Current Address:
9. Mobile No.:
10. Mobile No. (WhatsApp messenger) :
11. Email ID :
12. Passport No. (If available) (attach a copy): .....
13. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
14. Age (As on 1<sup>st</sup> July, 2018) : \_\_\_\_Years \_\_\_\_ month(s)
15. Current Designation:
16. Current Employer's Full Address with contact email and phone number:
17. Educational Qualification (attach a copies of certificates):

Paste self attested  
Recent Passport  
Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

18. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

19. Total Professional Experience : \_\_\_\_ Years \_\_\_\_ month(s)

20. Details of Professional Experience (Starting from latest \*\*) (attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided

\*\* Attach latest salary certificate.

21. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

22. Works/Activities undertaken that best illustrates suitability for the position applied for:

Name of Assignment or Project:	
Year(s): (from - to)	
Employer:	
Main Features of the Project/assignment:	
Position held:	
Activities Performed/Services Provided: (Maximum 250 words)	

Add tables as required

23. Languages proficiency: (please tick ✓)

Sl.	Language	Read	Write	Speak

24. Computer proficiency :

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of two persons from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

26. Do you have any criminal or corruption charges against you? (If yes furnish details)

27. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)

28. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ARIAS Society/Department to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ARIAS Society/ Department would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :  
Place :

Signature of the Candidate

**IMPORTANT Note:**

- Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. **The complete application along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.**
- While self attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that **applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.**