

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

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

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Draft Terms of Reference (ToR) for Technical Officer-Handloom Textile & Sericulture (TO-HTS)

(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 **Technical Officer – Handloom Textile & Sericulture (TO-HTS)** to be positioned in the office of the CPIU - Department of Handloom Textile & Sericulture, Assam Secretariat, Dispur, Guwahati-6.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE OF POSITION

1. The **TO-HTS** will be primarily responsible for providing technical support to OPIUs of Silk Value Chain – (i) Directorate of Handloom & Textiles and (ii) Directorate of Sericulture on behalf of CPIU in terms of preparing, maintaining and timely submission of all documents related to Silk Value Chain. **TO-HTS** will facilitate better co-ordination between the CPIU and OPIU through exchange of project related information with CPIU, OPIU, PCU and other project authorities as needed. **TO-HTS** will co-coordinate between the CPIU, OPIU and the PCU as and when required for better implementation of the project activities under Silk Value Chain.
2. *The key job responsibilities of the TO-HTS include but not limited to the following:*
 - i. 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.
 - ii. Will work in close coordination with PCU team, OPIU teams of the associated Directorates and Service

- Providers for achieving the overall objective of the Silk Value Chain.
- iii. Shall work closely with Head of the CPIU, Nodal Officers of OPIUs, Head of the OPIUs and the other members of the CPIU and OPIUs on day to day matters related to Project implementation and timely completion of the project activities under Silk Value Chain.
 - iv. Will extend other technical and managerial support to CPIUs and OPIUs for meeting of Project Guidance Council (PGC), Governing Body (GB) and monthly meeting of State Project Co-ordination Committee (SPCC) related to APART.
 - v. Will provide support in preparing progress reports of project implementation related to Silk Value Chain (including physical & financial) for both the OPIUs at regular interval.
 - vi. Will co-ordinate for convergence of other schemes with APART wherever possible to achieve the overall project objective.
 - vii. 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 for the same from respective CPIU and OPIUs.
 - viii. Will prepare need-based capacity building strategies including capacity building plan and materials for CPIU and concerned OPIUs in co-ordination with PCU for Silk Value Chain.
 - ix. Will actively co-ordinate with the third party agencies hired under Silk Value Chain for conducting various studies/for providing technical support, and ensure timely completion with achievement of desired objective of the studies.
 - x. Will co-ordinate and follow-up with other agencies/institutions/organizations providing technical support to Silk Value Chain.
 - xi. Will provide need based facilitation support for exposure visits under Silk Value Chain in co-ordination with CPIU, concerned OPIUs and PCU.
 - xii. Any other related task assigned by the Reporting Officer and PCU.
 - xiii. **Travel Requirements:** The **TO-HTS** will be required to undertake field-visits and tours as per the project requirements, with prior approval of the concerned Reporting Officer.

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC.

7. Educational Qualification:

- a. Candidate must possess at least a Degree or Diploma in Textile or Handloom Technology from a recognized University/Institute of repute.
- Or
- b. Candidate must possess at least a Degree or Post Graduate Diploma in Sericulture from a recognized University/Institute of repute.

8. Working Experience: Candidates with Degree in Textile or Handloom Technology must have at least 10 years of relevant work experience. In case of candidates with Diploma in Textile or Handloom Technology they must have 12 years of relevant work experiences in the field of Handloom Textile and Sericulture Sector in Managerial/ 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 Degree in Sericulture, they must have at least 12 years of relevant work experience in the field of Handloom Textile and Sericulture Sector in Managerial/ Officer cadre position. Candidates with Post Graduate Diploma in Sericulture must have at least 10 years of relevant working experience in the field of Handloom Textile and Sericulture Sector in Managerial/ Officer cadre position. The candidate should have experience of project preparation and implementation in any Govt. Department/ Public/ Private sector organization.

9. Computer Skills: Candidate must have experience of using Internet based applications, using and working with MS Word, MS Excel and MS Power Point and other related applications.

10. Language: Have 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, respecting 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 1st July, 2018.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

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

(E) REMUNERATION, PAYMENT TERMS & LEAVE

16. The fixed consolidated remuneration of **TO-HTS** shall be in the range of **Rs.6.00- Rs.7.20 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. **TO-HTS** will report to the Head of CPIU. The performance of the **TO-HTS** will be evaluated by Head of CPIU and a consolidated quarterly report shall be submitted to the concerned OPIU for further processing.

(G) FACILITIES TO BE PROVIDED TO TO-HTS

20. Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **TO-HTS** will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer stationery/office consumables, and internet access. However, **TO-HTS** 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 1st 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):



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.**