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 Management Information Systems (MIS) Operator in 5 Project Districts under Directorate of Handloom & Textiles, Assam

(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 while **Directorate of Handloom & Textiles, Assam** is one of the implementing agencies in the project. For this purpose, an Operational Project Implementation Unit (OPIU) has been set up at the **Directorate of Handloom & Textiles, Assam**. OPIU **Directorate of Handloom & Textiles, Assam** in consultation with ARIAS Society, now intends to hire **MIS Operators** for APART to be placed in the 5 (five) Project districts (Kamrup, Lakhimpur, Jorhat, Morigaon and Dhemaji) under the **Directorate of Handloom & Textiles, Assam**, on purely contractual basis.

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 cluster (production and enterprise) and value chain approach.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

5. The **MIS Operator** will be responsible for maintaining the MIS relating to the concerned **Project District**. The scope of the assignment includes contributing towards the project MIS, supporting the procurement staff in the Office of the Asst. Director, H&T of the concerned District in uploading the data in Systematic Tracking of Exchanges in Procurement (STEP) and to ensure that internet connectivity and email system relating to District Office is up and running all times, troubleshooting computer software and hardware related issues in the District Office. In addition, MIS Operators will support the Head of District Office and staff on MIS related issues.

6. *The key job responsibilities of the MIS Operator include:*
    a. Coordinate all matters relating to MIS of the District Office and to ensure timely and proper uploading of data/ information into the project MIS as authorized.
    b. Timely submission of data/ information and other materials like REOI, ToRs, photographs,

videos etc to be uploaded on ARIAS Society website.

c. Timely submission of data/ information and other materials like Production details, REOI, ToRs, photographs, videos etc in the APART section of the Department website.

d. Support the Head of the District Office in timely submission of documents for uploading procurement related data in Systematic Tracking of Exchanges in Procurement (STEP) of World Bank.

e. Support the Head of the District office for coordination with DLCC, ATMA and OPIU.

f. Support the District Office in procuring necessary software, applications, installing, configuring and their need based maintenance.

g. Coordination of data entry activities under APART relating to OPIU and Project District.

h. Day to day management of District Office MIS including databases, web operations and ensuring its hassle free availability to users.

i. Troubleshooting of computer hardware and software, network functionality and technical issues on a daily basis.

j. Undertake field-visits and tours to the project locations, with prior approval of the Head of OPIU. Occasional out of the state visits may also be required as directed by the Head of OPIU.

k. Any other task assigned by District Head, Nodal Officer- APART/ Head of OPIU/ SPD-ARIAS Society.

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC.

7. **Educational Qualification:** The MIS Operator must possess a Bachelor degree in Computer Application (BCA)/ three years Diploma in Computer Science/B.SC-IT from any Govt. recognised Institute.

8. **Working Experience:** The MIS Operator should have at least

    a) 3 years professional experience in the field of MIS in any public/ private sector organization in case of Bachelor in Computer Application (BCA) and B.Sc-IT.

    b) 5 years professional experience in the field of MIS in any public/ private sector organization in case of a three years Diploma in Computer Science.

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

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

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

    a. Experience of working in a complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multi tasking. Preference will be given to the candidates with working experiences in the field of social development, project implementation, evaluation and monitoring etc.

    b. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and should possess the ability to work independently as well as in teams.

10. **Age:** Age of the candidate should not be more than **35 years** as on **1st April, 2023.**

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

11. The tenure of **MIS Operator** 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 **MIS Operator** beyond one (1) year from the date of signing the agreement will depend upon his/her performance.

12. The contract with **MIS Operator** 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 **MIS Operator**.

13. The **MIS Operator** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **MIS Operator** will have to serve the project on a full time basis. He/she will provide services from the concerned District Office.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

14. The fixed consolidated remuneration of **MIS Operator** shall be in the range of **Rs. 3.0 lakhs - Rs.3.3 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 installments. 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.

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

16. The provisions of leave would be as per prevailing project rules of ARIAS Society.

(F) REPORTING & PERFORMANCE REVIEW

17. **MIS Operator** will report to the Head of the District Office. The performance of the **MIS Operator** will be evaluated by the Head of the District Office and a consolidated quarterly report shall be submitted to the Head of the OPIU for further processing by ARIAS Society.

(G) FACILITIES TO BE PROVIDED TO MIS OPERATOR

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

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

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