

Draft TERMS OF REFERENCE (TOR) hiring of a Contractual Employees
Project Management Executive (PME)
under Agriculture Infrastructure Fund (AIF) Scheme in Assam

PROJECT BACKGROUND

1. The role of infrastructure is crucial for agriculture development and for taking the production dynamics to the next level. It is only through the development of infrastructure, especially at the post harvest stage that the produce can be optimally utilized with opportunity for value addition and fair deal for the farmers. Development of such infrastructure shall also address the vagaries of nature, the regional disparities, development of human resource and realization of the full potential of our limited land resource. India has limited infrastructure connecting farmers to the market and hence, 15-20% of yield is wasted which is relatively higher in comparison to other countries. In order to address the existing infrastructure gaps and mobilize investment in agriculture infrastructure, a medium-long term debt financing facility of Rs.1 lakh Crore through Agri Infra Fund was officially launched by the Hon'ble Prime Minister on 9th August 2020.
2. The aim of the Scheme is the creation of infrastructure at the farm gate. It is providing a medium - long term debt financing facility for investment in viable projects for post-harvest management Infrastructure and community farming assets through interest subvention and financial support for credit guarantee. The duration of the Scheme is from FY2020 to FY2029 (10 years). Under the Scheme, Rs. 1 Lakh Crore is to be provided by banks and financial institutions
3. Agriculture Infrastructure Fund – Assam is a part of this stimulus package announced in response to the Covid-19 crisis by the Union Cabinet in July 2020, under which a financing facility of Rs 1 lakh Crore has been provided at the national level with the allocation of Rs. 2050 Crore for the state of Assam.
4. The scheme started in the year 2020-21 and will be operational till 2033-34. Disbursement in four years starting with a sanction of Rs. 10,000 Crore in the first year and Rs. 30,000 Crore each in the next three financial years. The subvention credit guarantee facilities will be available in the subsequent years up to 2033-34. Moratorium for repayment under this financing facility may vary subject to a minimum of 6 months and a maximum of 2 years. All loans under this financing facility will have interest subvention of 3 % per annum up to a limit of Rs. 2 Crore. This subvention will be available for a maximum period of 7 years. In case of loans beyond Rs.2 crore, interest subvention will be limited up to 2 Crore. The extent and percentage of funding to private entrepreneurs out of the total financing facility may be fixed by the National Monitoring Committee.
5. The Directorate of Agriculture, Government of Assam is implementing the Financing Facility under the Agriculture infrastructure fund Scheme. Key features of the scheme are (i) Financial Support to be provided by banks and financial institutions as loans to eligible beneficiaries (refer Para 6). (ii) The moratorium for repayment may vary subject to a minimum of 6 months and a maximum of 2 years. (iii) Loans will have an interest subvention of 3% per annum up to a limit of Rs. 2 Crore. This subvention will be available for a maximum period of seven years. (iv) CGTMSE Scheme: Credit guarantee coverage

will be available for eligible borrowers from the scheme under Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTMSE) scheme for a loan up to Rs. 2 Crores. (v) In the case of FPOs the credit guarantee may be availed from the facility created under the FPO promotion scheme. (vi) Convergence with the existing schemes.

6. Eligible beneficiaries will be Primary Agricultural Credit Societies (PACS), Marketing Cooperative Societies, Farmer Producers Organizations (FPOs), Self Help Group (SHG), Farmers, Joint Liability Groups (JLG), Multipurpose Cooperative Societies, Agri-entrepreneurs, Start-ups, Aggregation Infrastructure Providers and Central/State agency or Local Body sponsored Public Private Partnership Projects.
7. Eligible projects under the scheme will facilitate setting up and modernization of key elements of the value chain including (i) Post Harvest Management Projects including Supply chain services, e-marketing platforms, Warehouses, Silos, Pack houses, Assaying units, Sorting & Grading units, Cold chain, Logistics facilities, Primary processing centers, Ripening Chambers etc" (ii) Viable projects for building community farming assets including - Organic Inputs production units, Bio stimulant production units, Infrastructure for smart and precision agriculture, Projects identified for providing supply chain infrastructure for clusters of crops including export clusters and Projects promoted by Central/State/Local Governments or their agencies under PPP for building community farming assets or post harvest management projects.
8. The State Project Monitoring Unit (PMU) will be headed by a **Director, Directorate of Agriculture, Govt of Assam** is to be established for the purpose of implementation of the scheme. The PMU will be housed at the Directorate of Agriculture and shall be overall responsible for the implementation and day to day co-ordination of AIF including responsibility for overall financial management, PMU level procurement, safeguards, M & E, supervision of DPRs and other backstopping arrangements.

OBJECTIVES

The goal of the PMU is to provide project management and project coordination to effectively and efficiently support and sustain the GOI agriculture development strategy. The main aim of establishing the PMU is to ensure the efficient functioning of the institutional formal structure set up for aid coordination (harmonization and alignment process). The PMU is the umbrella for all activities related to harmonization, alignment and improvement of aid effectiveness. The PMU facilitates and oversees the implementation of activities in line with scheme guidelines.

In order to accelerate the AIF implementation within the state, the Director, Directorate of Agriculture intends to hire dedicated contractual staffs for supporting AIF implementation

SCOPE OF WORK

- 1. PROJECT MANAGEMENT EXPERT (PME):** He/she will be responsible for the part of the workplace management team that directly manages overall PMU with short and long strategies. Supporting the team members towards execution of strategic plan and goals. The PME will report to the Director of Directorate of Agriculture and work under the guidance of AIF cell of the state.

A. KEY JOB RESPONSIBILITIES:

- To carry out the agri infrastructure gap assessment and submit to the DoA within the stipulated time.
- Create awareness amongst the Agri Entrepreneurs to avail the facilities of AIF scheme.
- Provide guidance to team members on achievement of the targets of submission of application under AIF portal.
- Review all the DPRs & proposals before their submission to the lenders
- Coordinate/present the cases to the Directorate of Agriculture and other higher profile meetings with the lender/GoA with updated MIS and Project status.
- Identify gaps and lead the design and delivery of business development services for entrepreneurs/farmers
- Connect and Coordinate with officials of District Agricultural Officer and other stakeholders including financial institutions related to Agri Infrastructure Setup.
- **Travel Requirements:** The PME will be required to undertake field-visits and tours as per the requirements scheme and assignments.

B. QUALIFICATIONS, EXPERIENCE, AGE ETC.

- MBA in Agribusiness/Finance, Master's in Commerce/ Rural Development/ Entrepreneurship Development/ Banking or closely related field with 1 year working experience in promoting agri/food sector enterprises, support handholding in agri infrastructure, Entrepreneurship Development projects
- Demonstrated experience in working with agribusiness, social sector, rural development managing capacity building programmes; would be preferred
- Proactive and entrepreneurial attitude; exploring and developing innovative approaches that appeal to rural and urban/peri-urban entrepreneurs/farmers.
- Excellent networking skills; ability to engage with the public and private sectors;
- Excellent (writing and oral) communication skills, reporting and presentation skills;
- Available for frequent travel in the Districts of Assam.

Language: Fluency in English and Assamese is essential.

Age: The candidate shall not be of more than 45 years of age as on 31st May '2022. However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed.

DURATION OF CONTRACT, NOTICE PERIOD ETC.

- The tenure of **PME** will be on purely contractual basis **for eleven (11) months** and co-terminus with the scheme period of AIF. However, continuity of the **PME** beyond **eleven (11) months** from the date of signing the agreement will depend upon his/her performance.
- The contract with **PME** 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 of Agriculture/District Office/ Govt. of Assam. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the AIF closing date.
- The **PME** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **PME** will have to serve the PMU on full time basis. He/she will provide services from the Office of the PMU/districts.

REMUNERATION, PAYMENT TERMS & LEAVE

- Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, **the consolidated annual remuneration for the PME will be Rs. 4.20 lakh per year.** Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-incentives, communication allowance, etc.
- Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing PMU rules.
- The provisions of leave would be as per prevailing PMU rules.

REPORTING & PERFORMANCE REVIEW

- **All the contractual employees recruited under the scheme** will report to the Nodal officer AIF designated under Directorate of Agriculture. The performance of the **Executives** will be evaluated by Head of PMU/Nodal officer of AIF and a consolidated quarterly report shall be submitted to the Director, Directorate of Agriculture Department for further processing.

Note: This is a draft ToR and Directorate of Agriculture reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.