

### TERMS OF REFERENCE

**For hiring of Executive (Procurement & Input) for “Village Based Milk Procurement System” (VBMPS) under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART).**

**Project background:**

1. The Government of Assam (GoA) through Government of India (GoI) has received/obtained 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 West Assam Milk producers Cooperative Union Limited (WAMUL) is the implementing agency for the activities under “Formal Dairy Sector” in the project. WAMUL now intends to engage **Executive (Procurement & Input) for “Village Based Milk Procurement System”** on contractual basis towards implementation of the APART project.
2. The development objective of APART is “add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs in the targeted districts of Assam”
3. There are four components to the project: **The first component (A)** 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(B)** is Facilitating Agro Cluster Development with sub-components being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain infrastructure support to establish a modern supply chain (Roads, Warehouses and Markets). **The third component(C)** 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 proposed PDO by: (i) enabling investments in agri-enterprises, improving the investment environment and investment promotion, facilitating access to finance for agribusiness enterprise, and, where appropriate, pushing for process, regulatory changes; (ii) facilitating the growth of agri-enterprise clusters to increase competitiveness, revenue and employment growth; and supporting development of a modern supply chains; 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.

**WAMUL’s Role**

5. WAMUL will be the implementing agency for the Third Component - and sub-component - C.1.3.1 Milk value chain: Formal sector. The focus of this value chain is productivity enhancement by genetic up gradation of Non-descript cows using Artificial insemination, improved feeding through Fodder production demonstration, etc. The project will also install Bulk Milk Coolers (BMCs) for handling increased volume of raw milk procurement and maintaining the quality till it is transported to the Processing plant. Solar powered data processor-based milk collection units (DPMCU) & AMCS (Auto Milk Collection System) will be installed at each DCS to ensure transparency in milk reception, weight measurement and quality testing for making producers payments. The project will be leveraging the liquid milk processing and product manufacturing capacity of WAMUL.

**Scope of Position of Executive (Procurement & Input) for “Village Based Milk Procurement System”**

6. WAMUL intends to engage Executive (Procurement & Input) for “Village Based Milk Procurement System” on contractual basis under the project, who will be primarily responsible to meet the procurement/PDCS/Members targets as planned for the area of operation of WAMUL, encourage more female participation in dairying. The Executive (Procurement & Input) for “Village Based Milk Procurement System” will be an important link between the Milk producers and WAMUL and promotion of the organizational activities.

He/She will be placed in any of the project area under APART and will report to Group Head, P&I Section WAMUL.

### **Qualification, Experience, Skills, Age**

#### **7. Essentials:**

- a) **Educational Qualification:** PGDM– Rural Management/ PGD– Development Management/ MBA (Rural Management)/ MSW from a recognized institute/University.
- b) **Working experience:** Minimum 2 years of working experience preferably in livelihood sector with an NGO/ Village based Institution. Experience in village-based extension activities will be an added advantage.
- c) **Computer Skills:** 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.
- d) **Language:** Fluency in Assamese, Hindi and English.
- e) **Age:** Age of the candidate should not be more than 35 years as on 1<sup>st</sup> January, 2020. However, relaxation upto 5 years may be given in case of extraordinary/ outstanding candidates.

#### **8. Desirable:**

- a) Experience of providing capacity building for village-based institution and dairy farmers. Should be a good motivator with exceptional communication skills.
- b) Ability to work effectively in teams as well as independently;
- c) Should have experience of working in rural environment.
- d) Ability to travel extensively.

#### **9. Key Job Responsibilities (Indicative):**

Executive (Procurement & Input) for “Village Based Milk Procurement System” will be responsible for-

- a) Primarily responsible to meet the procurement/PDCS/Members targets as planned for the area of operation of WAMUL.
- b) Conducting training programme awareness camps at village for increasing women participation in dairying.
- c) Maintenance of milk routes, guiding the supervisor’s activities and its monitoring.
- d) Ensuring that proper weighing, testing and chilling activities are carried out at all the BMC centers of WAMUL. Proper record maintenance at all the BMC centres of WAMUL.
- e) Ensuring quality of the collected and supplied milk from the procurement area of WAMUL.
- f) Monitoring the collection and testing activities at all the BMC centres and supervising the BMC staffs.
- g) Attending milk collection on regular basis at PDCS/DCS level and resolving farmer's grievances.
- h) Ensuring that the daily milk collection data is received by the billing section at head office for timely preparation of milk bill.
- i) Organizing village level awareness programmes with the dairy farmers regarding the benefits of an organized milk collection system.
- j) Preparation of training calendar for the milk producers, Milk procurement officers, Milk Procurement Field Supervisors and sharing the same with ERDTC, Siliguri and NDDB, Anand for booking the training slot.
- k) Budget calculation for the training and extension materials.
- l) Preparation of extension material in local language.
- m) Coordinating with field supervisors for conducting various training programmes at village level.
- n) Arranging farmer's meet, animal health camp and other services with the help of Manager/Dy. Manager procurement.
- o) Identification and appointment of DCS / PDCS secretary, Local Resource Persons (LRPs) and other village functionaries as and when need arises.

**10. Remuneration, payment terms and leave:**

- a) The remuneration of the Executive (Procurement & Input) for “Village Based Milk Procurement System” will be around Rs. 5.0 lakhs per year, depending upon experience, qualification and pay package of last assignment.
- b) The Executive (Procurement & Input) for “Village Based Milk Procurement System” will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- c) For any authorized tour within the operational areas, she will be paid TA/DA as per norms/policy of WAMUL.

**11. Reporting and Performance Review:**

- a) The Executive (Procurement & Input) for “Village Based Milk Procurement System” will report to the Group Head, P&I Section, WAMUL.
- b) Performance will be reviewed as per Key result areas (KRA). The remuneration may be enhanced on an annual basis as per prevailing rules, which will be performance based

**12. Duration of assignment:**

- a) The contract period of the Executive (Procurement & Input) for “Village Based Milk Procurement System” will be for an initial period of 3(three) years, which may be extended on satisfactory performance. Continuity of the Executive (Procurement & Input) for “Village Based Milk Procurement System” beyond 1 (One) year from the date of joining will also depend upon his/her performance.

