

**Draft TERMS OF REFERENCE (TOR) hiring of a Contractual Employees
MIS Executive (MISE), 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. **MIS EXECUTIVE:** The **MIS Executive** will be responsible for maintaining the MIS relating to the State. The scope of the position includes contributing towards the project MIS, supporting the PME and BDE members on MIS related issues.

A. THE KEY JOB RESPONSIBILITIES:

- Design various formats, templates, dashboards etc for comprehensive monitoring of the scheme
- Perform data analysis for generating reports on periodic basis.
- Provide support and maintenance for Management information systems (MIS).
- Oversee and carry out the development and implementation of technology related user-training programs.
- Develop MIS documentation to allow for smooth operations and easy system maintenance.
- Provide strong reporting and analytical information support to management team.
- Responsible for creating and managing the various databases required for AIF scheme performance
- Develop and implement MIS policies to ensure data accuracy and security.
- Develop and maintain system plan including operational requirements as per the AIF Standard Operating Procedures
- Conduct training on MIS activities to increase staff expertise.
- Prepare periodic report and make it available for all team for effective monitoring
- Support stakeholders in resolving all technical issues related to data management and online processes on the portal of AIF.
- Coordinate with all external agencies/partners for resolving issues related to online data management and processes.
- Any other work assigned from time to time.

B. QUALIFICATIONS, EXPERIENCE, AGE ETC.

- The MIS Executive must possess at least a **B. Sc. (IT or Comp. Sc.)/B. Tech. (Computer Science)/Bachelor of Computer Application (BCA)/** three years Diploma in Computer Science or a closely related field.
- **Working Experience:** The MIS Executive should have at least **1 years** professional experience in the field of MIS in any public/ private sector organization.
- **Computer Skills:** The MIS Executive 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.

Language: Fluency in English and Assamese is essential.

Age: Age of the candidate should not be more than **40 years** as on 31st May 2022.

DURATION OF CONTRACT, NOTICE PERIOD ETC.

- The tenure of **MIS Executive** will be on purely contractual basis **for eleven (11) months** and co- terminus with the scheme period of AIF. However, continuity of the **MIS Executive** beyond **eleven (11) months** from the date of signing the agreement will depend upon his/her performance.
- The contract with **MIS Executive** 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 **MIS Executive** 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 Executive** 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 MIS Executive 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.