

TERMS OF REFERENCE

For hiring of Assistant-I (F&A) 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 **Assistant-I (F&A)** 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(D)** 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. AMCS (Auto Milk Collection System) will be installed at each DCS/PDCS 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 Assistant-I (F&A)

- 6) WAMUL intends to engage Assistant-I (F&A) on contractual basis for Project activities of the Formal Dairy sector under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART). The Assistant-I (F&A) will be placed at WAMUL HO, Guwahati and will report to Sr Executive(F&A), WAMUL.

Qualification, Experience, Skills, Age

7) Essentials:

- a) **Educational Qualification:** B. Com from a recognized institute/University
- b) **Working experience:** Minimum 2-4 years of experience in Finance and Accounts in a reputed organization, preferably in Dairy / FMCG Sector
- c) **Computer Skills:** Must have experience of using Tally, Internet based applications, using and working with 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 31 years as on 1st January, 2022. However, relaxation upto 2 years may be given in case of extraordinary/ outstanding candidates.

8) Desirable:

- a) Thorough knowledge of Accounts & Finance.
- b) Should be expert in latest version of Tally.
- c) Working with journals, sales & purchase ledgers and spreadsheets.
- d) Assisting qualified Accountants with audits.

9) Key Job Responsibilities (Indicative):

Assistant-I (F&A) will be responsible for-

- a) Maintenance of accounting records and documents.
- b) Booking of Purchases, Expenses & Provisions.
- c) Preparation of Vouchers and entries in ERP software (ERP – Next).
- d) Debtor reconciliation.
- e) Party Ledger Maintenance & Reconciliations.
- f) Preparation of Bank Reconciliation Statement.
- g) Physical Stock Verification.
- h) Assistance in filing various statutory Returns.

10) Remuneration, payment terms and leave:

- a) The remuneration of Assistant-I (F&A) will be around Rs. 3.15 lakhs per year, depending upon experience, qualification and pay package of last assignment.
- b) The Assistant-I (F&A) 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 Assistant-I (F&A) will report to the Sr. Executive(F&A), 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 Assistant-I (F&A) will be for an initial period of 2(two) years, which may be extended on satisfactory performance. Continuity of the Assistant-I (F&A) beyond 1 (One) year from the date of joining will also depend upon his/her performance.

