TERMS OF REFERENCE

For Hiring of Assistant-II (ICT) 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 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 an **Assistant-II (Information & Communication Technology)** on Contractual basis towards implementation of the APART project.

2. The 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 the State 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 support. **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) 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 approach both in terms of production (production clusters) and processing (enterprise clusters)

WAMUL's Role

5. WAMUL will be the implementing agency for the Third Component C - 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 and organizing farmers into Milk Producers Institutions (MPIs) that eventually will get registered as Dairy Cooperative Societies (DCS) and 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) 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 Assistant-II (ICT)

WAMUL intends to engage an Assistant-II (ICT) on contractual basis under the project, who will be primarily assisting in IT, ITeS & MIS related work and implement various programme keeping in view the immediate and long-term technology requirement to be positioned at WAMUL, Guwahati. He/ She will be responsible for assisting in Planning, Coordinating, Directing, Executing all Computing Infrastructure activities such as WAMUL ERP Applications, Android Applications, MIS Reports, Server Management, Network Infrastructure, Database Management, Asset Management, Communication Application etc. of WAMUL. Ability to Design, Develop, Implementation and Overall maintenance of Information Systems including ERP and any database management related systems. This includes coordination within the organization as well as the service providers.

The Assistant-II (ICT) will be placed in WAMUL, HO under APART and will report to Group Head (ICT). However, he/she may also be posted/transfer in due course of time as per requirement in WAMUL functional area for executing any relevant job. Also, he/she shall have to provide technical supports onsite/offsite in WAMUL and its operational area in relevant field as per requirement.

Qualification, Experience, Skills, Age

6. **Essentials:**

    a. **Educational Qualification**: B.Sc. in IT/Computer Science. Bachelor in Computer Application (BCA)/3 yrs. Diploma Engineering in Computer Application (CA) /Information Technology (IT)/Computer Science from a recognized Institute/University.

    b. **Working Experience:** Minimum Two (2) Years Post-Qualification relevant experience in the field of Information Technology. Working Experience in 24*7 support Industry based organization for Information Technology/ICT/IT Enabled Services will be preferable.

    c. **Computer Skills:** Knowledge of Database (MS SQL Server/ MYSQL/ ORACLE) and .NET application development. Knowledge in generic web development, reporting tool like crystal report and SSRS. Knowledge in Latest Operating Systems, Databases, Server Management, LAN & WAN will be preferred. Certification in Web Development/Sql/Database/OS/System Administration/Server & Network Administration will be an added advantage.

    d. **Language**: Fluency in Assamese, English and Hindi (Read/ Write/ Speak).

    e. **Age**: Age of the candidate should not be more than 32 years as on 1st January, 2022. However, age relaxation upto 3 years may be given in case of outstanding/extraordinary candidates.

7. **Desirable:**

    a) Experience in managing all the MIS related work independently.
    b) Ability to Develop, implementation and overall Management Information System including database management for the Organization.
    c) Ability to implement new software systems and its maintenance.
    d) Experience in Android, JAVA programming is desirable.
    e) Knowledge in computer languages like PERL, Python, Sql, R studio or any experience in open source development will be considered as added advantage.
    f) Ability to work with service provider for any Network/Hardware/Software related activities.
    g) Experience in IT Infrastructure Implementation/Support.
    h) Experience in administrating Database/Network/Information Security/Backup/Antivirus/Vendor/Operations.
    i) **Should be able to work in an environment of 24*7. However, applicable leaves and holidays will be mapped based on industry roster.**
    j) The candidate should have following attributes –
        1. Leading, inspiring and building trust
        2. Creative thinking and innovation
        3. Focusing on result
        4. Thinking strategically
        5. Building relationship and teamwork
        6. Influencing and persuading
        7. Resolving conflicts and other problems
        8. Being adaptable

8. **Key Job Responsibilities (Indicative):**

    Assistant-II (ICT) will be responsible for

    a) Development and Implementation of database management for the Organization.
    b) Design, Develop and Implementation of ERP and related activities in the organization and support the same.
    c) Commissioning and Installing new applications and customizing existing applications in order to make them fit for purpose. Installing and testing new versions of the Databases and migrate the data/applications to new versions.
    d) Developing, Managing and Testing back-up and recovery plans and procedures. Ensuring that storage, archiving, back-up and recovery procedures are functioning correctly.
    e) Monitoring performance and managing parameters to provide fast query responses to front-end users.

f) Planning and monitoring back-end organization of data and front-end accessibility for end-users.

g) Maintaining data standards, including adherence to the Data Protection Standards.

h) Communicating regularly with technical, applications, system and network managers to ensure database integrity and security.

i) Regular assessment of database performance and identification of problem areas.

j) Quick Trouble shooting skills of IT Enabled Services and Co-ordination with service providers for Network/Hardware and Software applications.

k) Define and analyze objectives, scope, issues, or organizational impact of information systems.

9. Remuneration, payment terms and leave:

a) The remuneration of the Assistant-II (ICT) will be approximately Rs. 3.68 lakhs per year depending upon experience, qualification and pay package of last assignment.

b) The Assistant-II (ICT) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.

c) He/she will be paid TA/DA as per norms/policy of WAMUL.

10. Reporting and Performance Review:

a) The Assistant-II (ICT) will report to Group Head (ICT).

b) Performance will be reviewed as per Key result areas (KRA). The remuneration may be enhanced on an annual basis as per prevailing rules of WAMUL, which will be completely performance based.

11. Duration of assignment:

a) The contract period of the Assistant-II (ICT) will be for an initial period of 2 (Two) years, which may be extended on satisfactory performance. Continuity of the Assistant-II (ICT) beyond 2 (Two) years from the date of joining will also depend upon his/her performance.