

TERMS OF REFERENCE

For hiring of 03 nos. of Executive (Procurement & Input) for “Procurement & Input” 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 an **Executive (Procurement & Input)** 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 - 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. Automated Milk Collection Unit (AMCU) 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. An initiative has been taken under Assam Dairy Development Plan (ADDP) to promote and expand cooperative dairying across Assam through the Cluster Milk Unions. As a part of the said plan West Assam Milk Producers’ Cooperative Union Ltd. (WAMUL) intends to engage **03 Executive (Procurement & Input)** to carry out the activities related to DCS organization, milk procurement/ Input services to procure members as per plan, and any such activities as directed from time to time in Upper Assam areas.

The Executive (Procurement & Input) will be placed in any of the project area under APART and will report to Group Head P&I, WAMUL or Managing Director, EAMUL depending on the area of posting.

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 3 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, English and Hindi
- e) **Age:** Age of the candidate should not be more than 33 years as on 1st January, 2023. However, age relaxation up to 2 years may be given in case of extraordinary/ outstanding candidates.

8. Job Specification:

- 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. Main Purpose:

- a) To establish milk procurement network.
- b) To identify suitable place for BMC installations.
- c) To train & educate the project functionaries.
- d) To encourage female participation in Dairy industry.

10. Key Job Responsibilities (Indicative):

Executive (Procurement & Input) will be responsible for

- a) Primarily responsible to meet the procurement/DCS/PDCS/BMC/Members targets as planned for the area of operation/ allotted zone.
- 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 centres. Proper record maintenance at all the BMC centres.
- e) Ensuring quality of the collected and supplied milk from the procurement area.
- 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 DCS/PDCS 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, Assistants and arranging the training in association with Group Head(HR)/ Executive-HR (Training).
- 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.

11. Remuneration, payment terms and leave:

- a) The remuneration of the Executive (Procurement & Input) will be approximately Rs. 6.94 lakhs per year depending upon experience, qualification and pay package of last assignment.
- b) The Executive (Procurement & Input) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- c) Any authorized tour within the operational area, He/she will be paid TA/DA as per norms/policy of WAMUL.

12. Reporting and Performance Review:

- a) The Executive (Procurement & Input) will be placed in any of the project area under APART and will report to Group Head P&I, WAMUL or Managing Director, EAMUL depending on the area of posting.
- 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:

The contract period of the Executive (Procurement & Input) will be initially till **September 30, 2024**, which may be extended on satisfactory performance. Continuity of the Executive (Procurement & Input) beyond 1 (One) year from the date of joining will also depend upon his/her performance.



West Assam Milk Producers' Cooperative Union Ltd.(WAMUL)

Panjabari, Guwahati

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APPLICATION FOR EMPLOYMENT

(To be filled in by the candidate in Block Letters)

Position applied for:				
Name (full name with surname):				
Date of Birth:		Age in Years & Months :		
Home town, State & Nearest railway station:				
Nationality:				
Marital Status				
Single	Married (no. of children)			
	Male	Female		
Do you belong to (please tick in appropriate column)(*)	SC	ST	OBC	None
Are you physically handicapped	Yes (provide information)			No
Present Address(for correspondence)				
Permanent Address				

Telephone number	(M)
	(R)
Email address	
Permanent Account Number (PAN) *copy of PAN Card to be attached	

Family information (to include complete details about family, including address, telephone number etc.)				
Name	Relationship with self	Age	Correspondence address	
Qualifications in Chronological order (Please attach self- attested copies of the certificates)				
Academic/Technical/ Professional Exams passed with specialization/subject	Grade/ Division	% of marks obtained	Year of Passing	Name of Institute/ University/College Board
Language proficiency(please tick(\/) in appropriate columns)	Speak	Read	Write	

Experience in Chronological order (Certificates to be attached)

From DD/MM/YR	To DD/MM/YR	Organization Name & Address	Total Duration In Year & Month	Designation	Cost to Company(C TC) Per Month

Total Experience in Years & Months :

Details of Training course/workshops/seminars attended:

Any medical disability? Please specify:

Have you ever been convicted or any criminal proceedings contemplated against you? If yes, give details:

Present Yearly Salary (Please furnish proof in respect of salary details.)

Fixed Component :	Variable Component:
Others(please specify) :	Total CTC:

If you have any liability with your present employer, please specify.	
If selected, joining time required/Notice Period to be served with previous Employer	
Please mandatorily provide the reference details with full mailing address (with Pin Code), Email address, Telephone (Mobile, Office, Residential) numbers.	
Personal	Professional
Please describe briefly your interest in seeking employment with WAMUL? If selected, how will you contribute to the growth of WAMUL and the stakeholders	

DECLARATION

I hereby declare that all the information and particulars given by me in this form are true and correct. I fully understand that if any of the information given above is found to be incorrect or deliberately distorted, WAMUL shall have the right to terminate my services without giving any notice.

Place:

Date:

Signature of Candidate