

## TERMS OF REFERENCE

**For hiring of 02 nos. of “Assistant-I (Procurement & Input) for Milk Procurement Field Supervision” for carrying out Village Based Milk Procurement System (VBMP) activities 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 (Procurement & Input) for Milk Procurement Field Supervision** 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 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(D)** 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. Auto Milk Collection Unit(AMCU) will be installed at each DCS/PDCS & BMC 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 (Procurement & Input) for Milk Procurement Field Supervision:**

6. West Assam Milk Producer’s Cooperative Union Ltd. (WAMUL) has taken up an initiative for setting up a new dairy plant at Jorhat with the objective to increase the volume of raw milk procurement, maintaining the quality of milk till it is being transported to the Milk Processing Plant and for manufacturing of value added products. Therefore, West Assam Milk Producers Cooperative Union Ltd. (WAMUL) intends to hire few potential Manpower who will be primarily responsible for the milk procurement from producer members to increase the DCS/PDCS & producer members of the project area under APART. He/She will form the important bridge between the Milk producers and WAMUL. He/She will address & give his feedback to WAMUL about the grievances of Milk producers. He/ She will also play a pivotal role in opening up new milk routes and will encourage people to take up Dairying as a livelihood. He/She will be placed in any of the project area under APART and will report to Executive, P&I Section WAMUL. The manpower for the following post will be purely on contractual basis **initially for a period till September 30, 2024.**

**Qualifications, Experience, Skills, Age:**

**7. Essentials:**

<b>Qualification:</b>	Any Graduate from a recognized institute/University.
<b>Experience:</b>	Minimum 1 year of relevant working experience, preferably in development sector. Experience in village-based extension activities will be an added advantage.
<b>Number of Position</b>	02 (on contract, initially till September 30, 2024)
<b>Location</b>	All across Assam
<b>Computer Skills</b>	Must have basic knowledge of using Internet based applications.
<b>Language:</b>	Working knowledge in Assamese, Bengali and Hindi (Any two).
<b>Age:</b>	Age of the candidate should not be more than 28 years as on 1 <sup>st</sup> January, 2023. However, Age relaxation up to 2 years may be given in case of extraordinary/ outstanding candidates.

**7. Desirables**

**8.**

<b><u>Additional Skills</u></b>	a) Should have the ability to work effectively in rural areas; b) Should be self -motivated and with a passion to serve the people. c) Should be able to comprehend and communicate the organizations policies and program. d) Ability to work independently as well as in teams.
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**9. Key Job Responsibilities (Indicative):**

**Assistant-I (Procurement & Input) for Milk Procurement Field Supervision** will be responsible for

- Opening of DCS/PDCS & to increase the producer members for his allotted area
- Attending milk collection at DCS/PDCS level regularly and addressing farmer's grievances
- Monitoring of milk transport vehicles on regular basis.
- Monitoring in providing input services to farmers at doorstep.
- Ensuring timely milk bill payment to producer members and submission of receipts to accounts.
- Ensuring continuous governance and accounting system at DCS/PDCS level.
- Ensuring the follow ups as per the directions given by Manager(P&I)/Dy. Manager(P&I)/MPO (P&I).

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

- The remuneration of the Assistant-I (Procurement & Input) for Milk Procurement Field Supervision will be around Rs. 3.30 lakhs per year, depending upon experience, qualification and pay package of last assignment.
- He/ She will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- Provide conveyance allowance and TA/DA for field movement within the operational area as per the eligibility.

**11. Reporting and Performance Review:**

- The Assistant-I (Procurement & Input) for Milk Procurement Field Supervision will report to the Executive (Procurement & Input), WAMUL
- 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 Assistant-I (Procurement & Input) for Milk Procurement Field Supervision will be **initially till September 30, 2024**, which may be extended on satisfactory performance. However, continuity of the Assistant-I (Procurement & Input) beyond 1 (One) year from the date of joining will depend upon his/her performance.



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

APPLICATION FOR EMPLOYMENT  
(To be filled in by the candidate in Block Letters)

Paste Recent  
Photograph

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

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

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

<b>Experience in Chronological order (Certificates to be attached)</b>					
<b>From DD/MM/YR</b>	<b>To DD/MM/YR</b>	<b>Organization Name &amp; Address</b>	<b>Total Duration In Year &amp; Month</b>	<b>Designation</b>	<b>Cost to Company(C TC) Per Month</b>
<b>Total Experience in Years &amp; Months :</b>					
<b>Details of Training course/workshops/seminars attended:</b>					
<b>Any medical disability? Please specify:</b>					
<b>Have you ever been convicted or any criminal proceedings contemplated against you? If yes, give details:</b>					
<b>Present Yearly Salary (Please furnish proof in respect of salary details.)</b>					
<b>Fixed Component :</b>			<b>Variable Component:</b>		
<b>Others(please specify) :</b>			<b>Total CTC:</b>		

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

**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**