



ASSAM STATE AGRICULTURAL MARKETING BOARD

RAMKRISHNA MISSION ROAD, ULUBARI

GUWAHATI – 781 007

Cell phones: 917086407913 (Nodal Office @ PIU/APART) ; 91708682484, 91708682499 (Alternate Nodal Office @ BIU/APART)

Draft Terms of Reference (ToR) for hiring of Assistant Civil Engineers (ACE)

Project background:

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for implementation of Assam Agribusiness and Rural Transformation Project (APART). The Project Development Objective (PDO) is to “to add value and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of the State of Assam”. Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating agency for the project. The project activities will be spread over a period of seven years, involving eight line Departments of Government of Assam including their Directorates/Agencies/Commissionerates. ARIAS Society now intends to utilize a part of loan for modernization & up-gradation of 75 existing Rural Agricultural Markets. The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society intends to hire **10 (ten) numbers of Assistant Civil Engineers hereinafter called ‘ACE’** purely on contractual basis under Assam State Agricultural Marketing Board (ASAMB), Ulubari, Guwahati- 7, Assam for the aforesaid assignments. Depending on the requirement, the ACE will be posted in ASAMB as well as in different Regulated Market Committees under ASAMB situated within the 16 (Sixteen) APART project districts.
2. There are four components to the APART. **The first component 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 (iv) establishing stewardship councils. **The second component is Facilitate Agro Cluster Development** with sub-components being- (i) support establishment of Industry Associations (IAs), (ii) supply chain support. **The third component 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.**
3. 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 entrepreneurs, and, where appropriate, pushing for process, regulatory changes; (ii) facilitating the growth of agri enterprise clusters to increase competitiveness, revenue and employment growth; and



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- supporting development of modern supply chains; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability.
4. The construction activities in project districts of APART will include - construction of agricultural markets, renovation /refurbishment of Operational Project Implementation Unit of ASAMB, rehabilitation of access roads connecting the proposed markets. These works will be executed by the PWRD/concerned line departments.
 5. The ASAMB is one of the implementing agencies under Agriculture Department, Govt. of Assam for implementation of APART. To perform various project activities and to coordinate between the Project Coordination Unit (PCU) in ARIASS and respective line Department/ Directorate/Commissionerate/ Agency, one Operational Project Implementation Unit (OPIU) has been constituted under ASAMB. The ASAMB through its OPIU shall have to perform the following broad activities in the matter on up-gradation & modernization of agricultural markets within the selected districts:
 - i) To provide necessary support to the PWRD for the selected agricultural markets up-gradation & modernization programme.
 - ii) To supervise the construction works of up-gradation & modernization of agricultural markets jointly with the PWRD for maintaining quality & specification of works.
 - iii) To certify the construction bills against the works of up-gradation & modernization of agricultural markets jointly with the PWRD for consideration of payment to the contractor.
 6. In view of the envisaged civil works, it is intended to hire the services of 10 (Ten) numbers of ACEs to support the OPIU, ASAMB for successful completion of the assignments as stipulated in the Project Implementation Plan (PIP) of APART.

Scope of Position:

7. The ACE, under the supervision of the Joint Chief Executive Officer (Technical), will *inter alia* support the OPIU, ASAMB mostly perform regular/periodical supervision of construction works to be taken up for up-gradation & modernization of agricultural markets within the selected districts under APART ensuring compliance to the technical requirements related to civil works planned under the project. They will also ensure certification of bill against the quantity of works actually executed by the contractor as per approved specification. In addition to the above, the ACE will support the OPIU, ASAMB in reviewing the Detailed Project Reports (DPRs), Drawings, Structural Designs, Monitoring, Documentation etc. relevant or incidental to the agricultural markets up-gradation & modernization programme.



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8. Essential Qualifications, Experience and Skill Set:

- a) **Educational Qualification:** At least a Bachelor Degree in Civil Engineering from a recognized institute/University (Degrees obtained through distance education shall not be accepted).
- b) **Working Experience:** At least 3 years of professional experience in Civil Engineering including in engineering design and field execution of civil works of varied nature. (However, in case of insufficient applications from candidates having 3 years experience, the ASAMB reserves the right to relax the experience requirement criteria up to 1 year, but with a reduced remuneration package).
- c) **Computer Skills:** The ACE must have adequate knowledge and experience of working with AutoCad and other similar engineering applications, MS Word/Excel/Power Point/Project and Internet based applications.
- d) **Language:** Working knowledge of Hindi and high level of fluency in English.

9. Desirable Qualifications, Experience, Skills etc.:

- a) Candidates having Post Graduate Degree in Civil Engineering will be given preference;
- b) Candidates having experience of working in externally aided projects or public sector agencies will be given preference;
- c) Knowledge of Assamese/Bengali is desirable, but not essential;
- d) Good social, analytical and planning skills is desirable; the candidate must demonstrate initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.

10. **Age:** Age of the candidate should not be more than 40 years as on **1st July, 2018**.

11. **Key Job Responsibilities:** The ACE will support the Joint Chief Executive Officer (Technical) and OPIU, ASAMB in –

- i) Studying the design, drawings, DPRs etc prepared by the architecture/consultancy firm hired by the project for the agricultural markets up-gradation & modernization programme before execution.
- ii) Carrying out regular supervision of works at site jointly with PWRD Engineers for reviewing the progress of works, verification of the construction/renovation works for compliance with specified technical standards, approved drawings & designs etc. and submit monthly progress reports with chronological photographs of executed works to the Chief Executive Officer on periodic basis while on day to day basis and for operational matters ACE will report to the Joint Chief Executive Officer (Technical), ASAMB.



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- iii) To ensure that the civil work activities of the agricultural markets up-gradation & modernization programme are progressing as per the Procurement Plan/Annual Work Plans/relevant Contract Agreements and take all possible measures to keep the progress of the work on time and as per plan.
- iv) To inform the OPIU, ASAMB immediately regarding happening of any unseen incidents and to suggest remedial measures of such incidents.
- v) To verify the construction bills/vouchers submitted by the contractors and endorsing the same jointly with PWRD Engineers for releasing of payments.
- vi) Any other task as and when assigned by the OPIU, ASAMB.
- vii) **Travel Requirements:** The ACE will be required to undertake regular field-visits and tours as per the project requirements. In case of tours, prior approval of the Chief Executive Officer, ASAMB must be obtained before performing the same by the ACE. However, the ACE will have to arrange his/her own conveyance facility for attending the work site in their respective place of posting.

Duration of assignment & tenure etc:

12. The contract period of the ACE is intended for entire duration of the APART. However, continuity of ACE beyond initial 1 (one) year will depend upon his/her performance. The Resignation/Termination shall be as per the prevailing project rules.

Remuneration and payment terms:

13. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the ACE will be determined and mutually agreed, which could be in the range of **Rs. 4.80 lakhs to Rs. 5.40 lakhs per year**. However, for outstanding candidates the range may be extended to some extent. *87% of the remuneration will be paid as fixed salary while 13% will be linked to performance.* This remuneration shall be inclusive of all taxes, health/service related insurance, all allowances, cost of food, accommodation and conveyance to attend the work site etc at the place of posting within the project districts. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis, based on the prevailing project rules.
14. Travelling, Boarding & Lodging expenses for approved official tours outside the place of posting will be reimbursed as per prevailing project rules.
15. The ACE will be eligible for a paid Leave of 12 working days per year, excluding two restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances, CEO (ASAMB) may relax this condition.



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Facilities to be provided by the client: The OPIU, ASAMB will –

16. Give access to all the required documents, correspondence, and any other information available, associated with the project and as deemed necessary.
17. Provide one cubicle along with office consumables in the Regulated Market Committee(s) in their respective place of posting within the project districts.

Reporting & Review:

18. The **ACE** will report to the Chief Executive Officer and the Joint Chief Executive Officer (Technical), ASAMB. Performance of the **ACE** will be reviewed jointly by the Chief Executive Officer and the Joint Chief Executive Officer (Technical), ASAMB.

Enclosure: Format of CV



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APPLICATION FORM FOR THE POSITION

OF.....

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband's Name :
3. Mother's Name :
4. Gender:
5. Nationality (attach a copy of evidence):
6. Permanent Postal Address (attach a copy of evidence):
7. Police Station:
8. Current Address:
9. Mobile No.:
10. Mobile No. (WhatsApp messenger) :
11. Email ID :
12. Passport No. (If available)(attach a copy):
13. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
14. Age (As on 1st July '2018) : ____ Years ____ month(s)
15. Current Designation:
16. Current Employer's Full Address with contact email and phone number:
17. Educational Qualification (attach a copies of certificates):

Paste self attested
Recent Passport
Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

18. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

19. Total Professional Experience : ____ Years ____ month(s)

20. Details of Professional Experience (Starting from latest **) (attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided



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** Attach latest salary certificate.

21. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

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22. Works/Activities undertaken that best illustrates suitability for the position applied for:

Name of Assignment or Project:	
Year(s): (from – to)	
Employer:	
Main Features of the Project/ assignment:	
Position held:	
Activities Performed/Services Provided: (Maximum 250 words)	

Add tables as required

23. Languages proficiency: (please tick ✓)

Sl.	Language	Read	Write	Speak

24. Computer proficiency :

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of two persons from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

26. Do you have any criminal or corruption charges against you? (If yes furnish details)



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27. **Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)**
28. **Have you ever been discharged or forced to resign from any position? (If yes furnish details)**

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ASAMB to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ASAMB would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :

Signature of the Candidate

Place :

IMPORTANT Note:

1. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. While self attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that **applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.**