

## TERMS OF REFERENCE

**For hiring of Stores Assistant for “Productivity Enhancement” under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART) to be positioned at Zonal level formed in the project areas under 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 **Stores Assistant** 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** 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 C - and sub-component - C.1.3.1 -Milk value chain: Formal sector** .The focus of this value chain is productivity enhancement by genetic upgradation 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 Stores Assistant**

6. WAMUL intends to engage Stores Assistant on contractual basis for successful implementation of the Doorstep AI delivery project and will be responsible for maintaining all Stores related Inventory and records.

The Stores Assistant will be placed in the project areas under APART

## **Qualification, Experience, Skills, Age**

### **7. Essentials :**

- a) **Educational Qualification:** Graduate in any discipline from a recognized institute/University.
- b) **Working Experience:** 2 year experience in handling Stores related activities independently.
- c) **Language:** Fluency in Assamese , English and Hindi
- d) **Age:** Age of the candidate should not be above 35 years as on 1<sup>st</sup>January, 2018. However, Age relaxation up to 5 years may be given in case of extraordinary/ outstanding candidates.

### **8. Desirable:**

- a) Should be competent in Stores Management.
- b) Should be able to maintain adequate inventory control at all times.
- c) Should be able to independently maintain entry of sales and expenses data in ERP in stipulated time.
- d) Should be able to maintain Assets register.
- e) Should be able to record sales transaction and revenue receipts
- f) To adapt to change and different ways of doing things quickly and positively.

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

**Stores Assistant** will be responsible for :

- a) Preparation & entry of Expenditure vouchers in accounting package.
- b) Maintenance and reconciliation of Petty cash register daily; Prepare Monthly expenditure statement.
- c) Recording of Sales Transactions based on the reports received from field staff.
- d) Recording of Revenue Receipts (Sales Proceeds) against each sales entries.
- e) Bank Receipts & Deposits, withdrawals and periodical checks.
- f) Monthly Collection & Deposit Statement duly verified Control of Money Receipt Book and maintain the used books.
- g) Monthly Statement of Security Deposits received duly signed by Area Coordinator.
- h) Prepare regional expense claims like Transporter Bills, Monthly review meeting Bills, and such other claims and submit for approval.
- i) Maintain Asset Register and keep track on movement
- j) Issue stocks and assets to field based functionaries on indent received from clusters and maintain all indent records.
- k) Upkeep and maintenance of Stores
- l) Maintain MAIT wise month wise record of retainer fee, incentive
- m) Recording of Village wise promotion activity Physical and financial plan and actuals

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

- a) The consolidated remuneration of the Stores Assistant will be approximately Rs. 1.2 lakhs per year depending upon experience, qualification and pay package of last assignment.
- b) The Stores Assistant 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.

11. **Reporting and Performance Review:**

- a) The Stores Assistant will report to the respective Area Coordinator.
- 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 Stores Assistant will be for an initial period of 3(three) years, which may be extended on satisfactory performance. Continuity of the Stores Assistant beyond 1 (One) year from the date of joining will also depend upon his/her performance.