

TERMS OF REFERENCE

For hiring of Accounts Executive for “Productivity Enhancement” under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART) to be positioned at WAMUL, Guwahati

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 **Accounts Executives** 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** 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 ComponentC** - 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, organising 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 Accounts Executive

6. WAMUL intends to engage Accounts Executive on contractual basis for successful implementation of the Doorstep AI delivery project and will be responsible for the maintenance of Accounts.

The Accounts Executive will be placed at WAMUL HO, Guwahati and will report to Project Coordinator, APART.

Qualification ,Experience , Skills , Age

7. Essentials :

- a) **Educational Qualification :** B.Com from a recognized institute/University.
- b) **Working Experience :** Minimum 5 years of working experience in Finance and Accounts in a reputed organisation , preferably in Dairy/FMCG Sector.
- c) **Computer Skills :** Must have experience of using Internet based applications, using and working with 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 above 35 years as on 1st January , 2018. However, age relaxation upto 5 years may be given in case of extraordinary/ outstanding candidates.

8. Desirable:

- a) Sound knowledge of Accounts and Finance .
- b) Should be well versed with the latest version of Tally.
- c) Good communication and inter-personal skills;

9. Key Job Responsibilities (Indicative):

Accounts Executive will be responsible for

- a) Maintenance of accounting records and documents
- b) Booking of Purchases , Expenses & Provisions
- c) Preparation of Vouchers and Tally entries
- d) Maintenance and preparation of Salary statements and other incentive related payments for Mobile AI technicians and other project functionaries.
- e) Bank communications and Bank reconciliations.
- f) Physical stock verifications at Project HO and at various project AI centres, Cluster offices, etc.

10. Remuneration, payment terms and leave:

- a) The consolidated remuneration of the Accounts Executive will be approximately Rs. 3.60 lakhs per year depending upon experience , qualification and pay package of last assignment.
- b) The Accounts Executive will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- c) Any authorized tour beyond the allotted district of Accounts Executive , He/she will be paid TA/DA as per norms/policy of WAMUL .

11. **Reporting and Performance Review:**

- a) The Accounts Executive will report to the Project 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 Accounts Executive will be for an initial period of 3(three) years, which maybe extended on satisfactory performance. Continuity of the Accounts Executive beyond 1 (One) year from the date of joining will also depend upon his/her performance.