

**Government of Bihar**  
**Department of Agriculture**  
**(Directorate of Horticulture), Bihar**

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**RECRUITMENT OF PROFESSIONALS FOR PROJECT MONITORING UNIT**  
**(AGRICULTURAL MARKETING)**

To facilitate implementation of AIDIP (Agribusiness Infrastructure Development Investment Programme) for Agricultural marketing activities in Bihar, a Project Monitoring Unit has been established under department of Agriculture. In near future, Several modern agriculture markets are going to be established at different location in different districts. All related activities would be processed, executed and monitored by this PMU.

For the PMU interested suitable experienced candidates are requested to submit their application with qualificalional background for the following posts on contractual basis.

1. Project Director, Project Management Unit.
  2. Finance Manager.
  3. Infrastructure Specialist.
  4. Agri business Specialist.
  5. Accountant.
2. The above posts and appointments will be temporary and effective till 31.03.2016 or the project period whichever is earlier.
  3. It is clarified that the selected candidates will have no claim of extension or absorption in government services.
  4. Interested candidates are requested to read the TOR and background of the project carefully on [www.horticulture.bih.nic.in](http://www.horticulture.bih.nic.in) before submitting their Application.
  5. All applicants must write the name of the posts on the top of sealed envelope for which application is to be submitted.
  6. Applicants for these contractual posts must submit necessary documents/certificates and resume in support of their statement along with application.
  7. The application must reach the undersigned during office hours at the address given below on or before 14-08-2013 at 3.00 P.M.
  8. Application received after due date and time will not be considered for evaluation.
  9. The undersigned reserves the right to accept or reject or alter the EOI or all at any time without assigning reason thereof.
  10. Canvassing in any form will make candidature liable to be rejected as soon as it comes to the knowledge of the undersigned.

**Director Horticulture**  
Directorate of Horticulture  
Second Floor, "Pant Bhawan"  
Bailey Road, Patna.

## **PROJECT MONITORING UNIT**

### **Background:**

The Government of Bihar through Government of India has applied for a loan from Asian Development Bank (ADB) for reconstruction and development of agri-marketing infrastructure. The project development objective is to fill the vacuum created by repeal of APMC act in the state in the field of agri-marketing. The objectives will be achieved through (i) Intensification and diversification of market led production; (ii) Improving Farmers access to Markets by promoting alternative Markets and upgrading market yards. (iii) project coordination and management. The components of the project are briefly stated below;

1. Diversification and intensification of production will include market led extension by making extension and adaptive research more relevant and accessible to farmers, with capacity building of extension machinery of the line departments viz. Agriculture, Animal Husbandry, Cooperative etc and the farmers through trainings, demonstration and exposure visits.
2. Expanding market infrastructure and market opportunities by improving market and associated infrastructure and making market management more responsive to farmers needs. Private sector investment in infrastructure will be encouraged, including introduction of risk mitigation systems, especially for small producers.
3. Project management would help to ensure effective project management at the state and the district levels, and support information and logistics, communications, project related consultancies and monitoring and evaluation.

The Project Management Unit, has been proposed to be set-up in the state headquarters with the objective that it will render professional help required for proposed programmes of the main loan component. The PMU, is expected to liaison and coordinate the entire programme.

GOI has decided to invest \$212 million for pioneering investment program incorporating an agricultural value chain approach. This is being partly financed by ADB, which has approved a loan of \$170 million in September 2010 to fund eligible agribusiness infrastructure projects in Bihar and Maharashtra. Bihar has received 67.6 million US Dollar for the said purpose.

## **TOR for Project Director, Project Management Unit (AIDIP)**

### **Qualification and Experience:**

- i. Project Director, PMU should be a Post graduate in management/ Agribusiness from a recognized University / institution. Preference will be given to candidates from IIM/IRMA/XLRI.
- ii. Should have a minimum of 7 years experience in marketing, preferably in agricultural marketing
- iii. Candidates having the experience of working in an externally aided project will be preferred.
- iv. Candidate should have good knowledge of Hindi and fluency in reading, writing and speaking in English.
- v. Experience on PPP projects in Agriculture infrastructure will be an added advantage.
- vi. Knowledge in MS-Word and MS- Excel is must
- vii. Good interpersonal and communication skills are required.
- viii. High level of analytical skills, critical thinking and ability to make sound business judgement.

### **Duties and Responsibilities:**

An experienced management expert is needed to head the PMU that will be headquartered in Patna. The major tasks of the PD, PMU will be :

- i. Project planning and preparation of timeline for completion of the project (PERT), project implementation, establishing team work and coordination.
- ii. Ensuring the contracting of service providers and concessionaires;
- iii. Reporting on progress of loan disbursement to the GOI and ADB.
- iv. Ensuring quality control during project implementation;
- v. Reporting to the Project implementation Agency, (PIA) Apex Committees/Board of Management and ADB;
- vi. Coordination and use of TAG (Consultant Group) resources;
- vii. Leadership in the design of the follow-up of DPR/PFR's;
- viii. Coordination with relevant government departments for the provision of linking infrastructure;
- ix. Private sector awareness and information programs for potential investors;
- x. Contracting and management of Backward linkage program to producers, and
- xi. Preparation of project completion report.

### **Age:**

Should be below 45 years of age.

### **Salary:**

Rs. 75000=00 per month and other expenses on actuals.

## **TOR for Finance Manager- Project Management Unit**

### **Qualification & Experience**

1. MBA in Finance/ Chartered Accountant from a recognized reputed institutes.
2. Minimum 5 years experience in working in financial planning and modeling for private sector projects.
3. Successful experience in developing at least two PPP projects in infrastructure/ agriculture sector.
4. Shall have clear knowledge and experience in Project Formulation, Project Appraisal and in maintaining an imprest A/c, disbursement, reimbursement, managing revenue streams, financial projection and cash flow.
5. Fluency in Hindi and English languages is must.
6. Knowledge in using Personal Computer and operating related software.
7. Good Interpersonal and communication skills.

### **Duties & Responsibilities**

1. Review and recommend project structure, business plan and procurement strategy for selected private concessionaire/developer;
2. Examine and recommend as appropriate the potential for linking various ongoing government schemes with the project to enhance the viability of the project;
3. Assist in preparing contract and procurement documents;
4. Assist the Government in evaluation of RFPs, negotiations and signing of Concession Agreement/ MOU's.
5. Conduct road shows/workshops/seminars/consultations with potential private sector investors;
6. Identify and draw up lessons learned from the selection process of entrepreneurs for the two IVCs and submit the same to the Government for future reference, and
7. Prepare completion report on completion of tasks described in the Terms Of Reference (TOR).
8. Any other assignment as desired by Project Director of Project Management Unit.

### **Age:**

Should be below 45 years of age.

### **Salary**

₹65,000/- per month & allowances/other expenses based on actuals.

## **Term of Reference for Infrastructure specialist:**

### **Qualification and Experience:**

- Candidate should possess a BE/B.Tech.
- Preference will be given to post Graduate in Infrastructure Management.
- Three years experience in project management specially infrastructure Management.
- Specific Skills / Attributes related to knowledge of AutoCAD, MS Project, MS Office as Word, Excel and Email's would be preferred.
- Good knowledge of Hindi and English is a must.
- Interpersonal and communication skills.

### **Duties and Responsibilities:**

- Preparation of conceptual plans and master plans, project reports, implementation plans of industrial infrastructure projects.
- Tendering, preparation of tender documents, bid evaluation reports.
- Monitor progress of projects.
- Make site visits, as and when required.
- Coordination with design consultants, contractors and clients.
- Prepare & review progress reports, maintain progress records.
- Review/prepare drawings and estimates.
- Should be able to coordinate and monitor multiple projects and interact with clients, consultants and implementing agencies.
- Any other assignment as assigned by the PMU.

### **Age:**

Should be below 45 years of age.

### **Salary:**

Rs. 45000=00 per month. (Consolidated) and other field expenses based on actuals.

## Term of Reference for Agribusiness Specialist

### Qualification and Experience:

- Candidate should be MBA (Agribusiness)/Post Graduate in agri-business/agri-marketing.
- Three years experience in retail supply chain management and marketing of horticulture commodities
- In depth knowledge and good network with management
- Personnel of organized wholesale and retail food chains engaged in procurement of fruits and vegetables will be preferred.
- Fluency and working knowledge in English, and Hindi is a must.
- Good Interpersonal and communication skill.
- Knowledge of using personal computer and running MS office as Words, Excel and E-mails.

### Duties and Responsibilities:

- Plan and supervise the project market linkage programs and activities for the farmer groups and producer companies formed under the project;
- Develop and conduct marketing training courses/modules for lead farmers, farmer groups and producer company members/ management personnel;
- Train and assist lead farmers, farmer groups, extension agents and producer company management personnel
- Identification of potential buyers in profitable value chains, exporters, retailers, food processing units and or the IVCs established under AIDIP
- Create linkages and marketing arrangements to procure produce (FF&V) from these institutions and farmers.
- Advise lead farmers and producer company management personnel in negotiating sales to potential buyers; and
- Monitor marketing program progress and provide inputs to Project Manager for incorporation in the quarterly progress reports.
- Any other task assigned by department head.

### Age:

Should be below 45 years of age.

### Salary:

Rs. 45000=00 per month. (Consolidated) and other field expenses based on actuals.

**Term of Reference for Accountant:**

**Qualification and Experience:**

- Bachelors degree or above in Finance/ Commerce or Accounting.
- Minimum Two years of relevant professional experience in financial management or accounts administration.
- Experience in working with international organizations preferable.
- Good Interpersonal and communication skills.
- Fluency in English and excellent writing along with Hindi reading - writing.
- Knowledge of using personal computer and running MS office as Words, Excel and E-mails.

**Duties and Responsibilities:**

- Provide information necessary for the preparation of quarterly, annual, and other financial statements as necessary.
- In consultation with the Head of the institution, prepare the draft annual budget.
- Maintenance of Books of Accounts as per accounting standard.
- Preparation of trial balance.
- Bank reconciliation statement.
- Any other task assigned by department head.

**Age:**

Should be below 45 years of age.

**Salary :**

Rs. 22000=00 per month. (consolidated)