

## **Terms of Reference (ToR) for Consultant- Organic Farming for State Mission Management Unit**

### **Background**

The Maharashtra State Rural Livelihoods Mission (MSRLM) has been constituted under the aegis of the National Rural Livelihoods Mission (NRLM) in Maharashtra in July 2011 with the support of the Government of India, the World Bank and the Government of Maharashtra. For effective implementation, the mission has been registered under the Societies Registration Act 1860 as an independent society under the chairpersonship of the Hon. Chief Minister of the state. The Mission aims at eradication of rural poverty by building sustainable institutions of poor and ultimately leading them to sustainable livelihoods. The mission envisions poverty elimination through social mobilization, institution building, financial inclusion and the creation of several models of sustainable livelihoods so that each poor family is able to secure incremental annual income. The key task under the mission is to reach out to all rural poor households of Maharashtra and stay engaged with them till they come out of poverty. The mission will bring about a paradigm shift in the approach to rural livelihoods and rural poverty eradication in that it engages directly with institutions of poor and empowers them to find lasting solutions to poverty. It sees the poor as the engines of growth rather than mere receivers of aid or being dependent on 'trickle down'. The NRLM believes that poor have the innate capabilities to overcome poverty if they are supported with sensitive, dedicated and responsive institutions at one level and by building strong and sustainable institutions of the poor themselves on the other.

The State Mission Management Unit (SMMU) has been already established and effectively functioning under the leadership of the Chief Executive Officer, Chief Operating Officer and other team members. The mission is implemented through three strategies viz intensive, semi-intensive and non-intensive. Non-intensive and semi-intensive strategy is implemented through district rural development agencies (DRDAs).

This document is the Terms of Reference (ToR) to define the scope of work for the engagement of Mid-Level consultant - Organic Farming

### **Objectives of the assignment:**

Major Objective of the Organic village cluster are listed below:-

- a. The objective of the organic village cluster interventions would be to ensure the better price realization for the small and marginal women, while ensuring food safety and nutrition.
- b. Interventions on organic farming would be market-led by due certification procedure to insure quality standards of the produce and adherence to industry standards where there is premium.
- c. The cluster based approach would be taken which covers organic production, certification, value addition and marketing integrated into a cluster.
- d. As building economics of scale is crucial, multiple clusters in districts/state would be selected for collation and effective backward and forward linkages.
- e. Development of manuals; standard operating procedures, for smooth functioning of organic village cluster implementation;

### **Area of Work and Deliverables:**

Consultant Organic Farming will have to support State Mission Manager - Livelihoods for following task to be carried out in efficient manner

Key Responsibilities:

- Mobilizing people for organic cultivation.
- Cluster formation and registration of farmers/mahila kisans for organic farming.
- Training and support to existing DMMU/BMMU staff in procedures and paper work necessary for each farmer's organic guarantee.
- Translate PGS India related documents on organic farming in local language.
- Participate in sampling of Local Group farm appraisals.
- Provide Local Groups with guidelines for "Non-compliance Sanctions"
- To ensure complete transparency of the certification process
- Submission of annual reports on PGS activity in a prescribed format to MSRLM.
- Organize sufficient training to farmers on organic farming activity, assist in annual action plan preparation, packing, marketing, logo preparation, transportation etc.
- Assist farmers/LGs to upload data relating to PGS activity in PGS web portal.
- Establishing linkages with organic purchasers.
- Support in branding, packing, labeling, transporting, storing and all other activities of organic food chain development on the concept of farm to fork integration.
- Support in Geo tagging/GPS mapping work to the department of the fields identified for farming.
- To ensure necessary documentation with the help of the identified accredited firm and ensure organic certification with ensured market for the certified organic produces.

- The consultant will be responsible for technology infusion, value addition and marketing solutions for the producers.
- Shall be responsible for overall project reporting to the SMMU regularly in the form of MPR's, QPR's and other relevant reports.

### **Key Deliverables**

- Preparation of detailed work plan for Organic Village Cluster Development
- Number of VO/FPO /CLF supported for Organic Village Cluster Development
- Number of Organic enterprises promoted - Group and individual
- Number of Market linkages established
- Number of consultative workshop /Training/Exposure visits conducted
- Number aggregation and collection centre promoted
- Number of organic cluster developed
- Desk review of existing Organic Clusters analysis
- Intervention needs as per the organic value chain gap analysis
- Increase in livelihood value generation
- Number of training module developed
- Capacity building of BMMU/ DMMU staff
- Number of field Visits
- Documentation of case studies

### **Reporting**

The consultant will report to the State Mission Manager-Livelihoods, Maharashtra state Rural Livelihoods Mission.

### **Age limit**

The age of the applicant should not be more than 55 years as on 1<sup>st</sup> Jan 2019.

### **Termination / Discontinuance/ Notice**

In case of discontinuance, either party is required to give one month notice of one month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

### **Duration of the Assignment:**

Consultant's services would be required for 12 months form date of signing of the agreement which may be extended as per the need of mission and performance of consultant. Decision of annual honorarium increment will be taken by CEO, MSRLM based on the performance of consultant.

## **Review Committee and Procedure for Review**

The proposed assignment will be reviewed and monitored by a review committee on a Half Yearly/ quarterly basis at suitable place. Review committee will keep a watch on the deliverables, of the assignments, take actions for the speedy settlement of the issues raised by consultant and timely follow up. Committee is set up under Chief Executive officer with following members.

<b>Members</b>	<b>Designation</b>	<b>Representation</b>
<b>Chief Executive officer</b>	<b>Chairperson</b>	<b>MSRLM</b>
<b>Additional Director</b>	<b>Co Chairman</b>	<b>MSRLM</b>
<b>Deputy Director - Thematic</b>	<b>Member Secretary</b>	<b>MSRLM</b>
<b>Deputy Director - F &amp; A</b>	<b>Member</b>	<b>MSRLM</b>
<b>State Mission Manager - HR</b>	<b>Member</b>	<b>MSRLM</b>
<b>State Mission Manager - Livelihoods</b>	<b>Member</b>	<b>MSRLM</b>
<b>Mission Manager - Farm</b>	<b>Member</b>	<b>MSRLM</b>
<b>Mission Manager - Non farm</b>	<b>Member</b>	<b>MSRLM</b>
<b>Mission Manager - Marketing</b>	<b>Member</b>	<b>MSRLM</b>

### **Required qualification and experience:**

Qualification, experience of a consultant required for the assignment:

#### **Essential:**

1. Should be a Graduate in Agriculture/horticulture / Forestry/ Agri-business management / Environment Science/ Rural Management / Rural Marketing from a recognized university / institute.
2. Minimum 7 years experience in a senior management role in Agriculture development.
3. Experience of using internet-based applications using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power point and other related applications.
4. Knowledge of English and Marathi is essential.

#### **Desirable:**

1. Experience in organic farming, certification and marketing would be given preference. In case there is non-availability of a candidate with a degree in agricultural or allied sciences, a person with a regular Master's degree and relevant experience in agriculture of 7 years shall be considered for the position.
2. Should have experience in managing a team of professionals.
3. Relevant experience in writing technical reports and specifications assessment in the field of Organic Farming.
4. Candidate having proven experience in similar projects on organic farming will be given preference.

### **Professional Fee**

1. The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
2. A fixed full time Remuneration of Rs. 60,000/- (Rs. Sixty thousand only) per month will be paid against submission of work done for the Month of which the claim of honorarium is being made.
3. Applicable TDS will be deducted while making the payment as per the statutory requirements.
4. Fees to the Consultant shall be paid upon satisfactory delivery of work against key deliverables and a detailed invoice with breakup of expenses and number of workdays for the month.
5. In addition MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TADA rates to Mission Manager. Charges to the field for the purpose of the assignment will be calculated from State Mission Management unit

### **Submission of Application:**

- Application should be submitted in the format provided with this term of reference
- Application should be typed and signed on each page
- Scan copy of application should be send on consultantmsrlm@umed.in only on or before **16/01/2019 up to 11.59 PM.**
- Applications received after due date for whatever reason shall not be accepted.
- Position for which candidate wish to apply should be mention in the subject line of email.
- Incomplete applications will not be considered for further selection process.
- Candidate wish to apply for multiple positions should apply separately for each position

**R.Vimala IAS**  
**Chief Executive Officer**  
**Maharashtra State Rural Livelihoods Mission**

**Maharashtra State Rural Livelihoods Mission (MSRLM)  
State Mission Management Unit (SMMU)  
Application Form**

To,  
The Chief Executive Officer,  
Maharashtra State Rural Livelihoods Mission  
5th Floor, CIDCO Bhavan-Southwing,  
CBD, Belapur,  
Navi Mumbai- 400 614

Latest Passport  
Size photograph of  
applicant self  
attested

**Subject - Application Form for Mid level consultant - Organic Farming**

**1. Applicant Details**

Name (first-middle-last)	
Date of birth (dd-mm-yyyy)	
Age as on 01/01/2019	
Place of birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Permanent address	
	Tel. No.:                      Mobile No.:
Current address (If different than permanent address)	
	Tel. No.:                      Mobile No.:
Email ID	

2. Notice period required in current Job: **days**

3. Educational Details (From S.S.C. onwards)

Sr. No.	College/ Institute	University / Board	Qualification	Mark %	Year of passing	Subjects/ Specialization

4. Other Courses / Additional Qualification

Sr. No.	Title of the course / qualification / award	Institute / University	Part Time/ Full Time	Duration & Year of passing

5. Workshops & Trainings Attended

Sr. No.	Name of the Program	Conducted by	Duration	Year

**6. Experience Details**

Sr. No.	Name of Organization	Joining date	Leaving date	Total Experience in Years, Month and Days	Position held	Detailed Role & Responsibilities handled.

A. Total work Experience: \_\_\_\_\_ Years \_\_\_\_\_ Months

B. Relevant work experience \_\_\_\_\_ Years \_\_\_\_\_ Months

Please write why you find yourself suitable for this position in minimum 200 words:

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**7. Details of the current / last employment:**

Current/Last Employer Place	Per month Salary in Rs.	Annual Salary in Rs.

**8. Languages Known**

Sr. No.	Languages	Speak	Read	Write
1	English			
2	Marathi			
3	Hindi			
4	Any Other			



Please mention fluency level (**Very Good/Good/Poor**)

**9. Extra-Curricular Activities / Interests**

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**10. Any other information the applicant would like to**

**mention:** (Research papers, Publications, Membership with professional organizations, International exposure etc.)

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**11. Computer Skills Details:**

- (1)
- (2)
- (3)

**12. References:**

Sr. No.	Name	Contact No. and email id
1.		
2.		

I, the undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge.

Date:

Place:

Signature

Note: Application should be typed and signed on each page and send scan copy through email to [consultantmsrlm@umed.in](mailto:consultantmsrlm@umed.in)