

# **Terms of Reference (ToR) for IT Expert in PIU-HPMC under HPHDP**

## **A. Project background:**

The Government of Himachal Pradesh (GoHP) intends to implement a World Bank funded project on Horticulture Development in the State of Himachal Pradesh (H.P). The project is at implementation stage and detailed project implementation plan is being finalised.

The proposed project will address key, well known gaps and deficiencies in the horticulture sector in Himachal Pradesh and transform the sector (and the overall rural economy) to be more productive, efficient and profitable. By doing so, it will contribute to the key aspects of the GoI, GoHP and the Bank's strategic objectives related to faster and broader agriculture sector growth and inclusive development. The proposed Project Development Objective (PDO) is to "increase the productivity, profitability and market access of selected horticulture commodities in Himachal Pradesh" and the indicative Key Project Indicators (KPI) are - Area under improved clonal rootstock and cultivars of selected horticulture crops; Percentage increase in price realized by producers over control; Share of wholesale price realized by producers; and Number of alternative marketing channels accessed by producers.

The project will achieve the proposed PDO by: (i) improving producers' access to knowledge and climate resilient production technologies so that producers are able to respond to climate changes and climate variability and emerging market opportunities.; (ii) promoting investments in agribusiness, fostering backward and forward linkages in the value chains for horticulture products, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, push for process, regulatory and/or policy change; and (iii) supporting the development of an improved platform for market-related information and intelligence, alternative market channels developed outside of regulated markets, piloting negotiable warehouse receipts for horticulture commodities and improved services provided by modernizing the promising traditional wholesale markets.

## **Overall Project Structure**

There are four proposed project components. The descriptions of the components below will provide a fair overview of the range of activities and actors likely to be involved during the lifecycle of the project. The individual component designs being developed will provide more specific information on this towards developing the overall PIP .

### **Component A: Horticulture Production and Diversification**

The focus of this component is to enhance horticulture competitiveness at the farm level. Enhancing the availability of improved true to type, disease-free genetic materials of horticulture crops for adoption by growers, to increase the farm productivity and simultaneously adapt to climate changes. This includes providing assured irrigation facilities to be created in the production catchment and individual farm. Promoting climate resilient on-farm and community investments through technical support and matching grants to enable producers to invest in productivity enhancing technologies. Demonstration and adoption support for sustainable intensification and diversification of horticulture production.

### **Component B: Value Addition and Agri-enterprise Development**

The focus of this component is to secure increased private sector participation in the development of value chains, processing and marketing. This would be done by improving value realization at the farm level through improved sorting, grading and packing of produce that enhances the average price realized; supporting a supply chain infrastructure that prevents wastage and value erosion in transportation, and allows access to more distant markets; and enabling secondary and tertiary processing that create higher value for the produce.

### **Component C: Market Development and Sector Stewardship**

The focus of this component is to provide an improved platform for market-related information and intelligence, expand market access through alternative marketing channels, improve market infrastructure, mitigate price risks and support the evolution of a competitive set of agriculture markets in the state. Project will support setting up of Economic and Market Information and Intelligence Services (EMIS), the development of negotiable warehouse receipts (NWRs) and up-gradation and modernization of select agricultural wholesale markets.

### **Component D: Project Management, Monitoring and Learning**

This component will ensure the effective implementation of the project activities and monitor and evaluate project implementation progress, outputs and outcomes, building on implementation experience. This component will support: (i) establishment and operations of Project Coordination Unit (PCU), which will oversee and coordinate the activities of the implementing agencies of the project; (ii) establishment and operations of Project Implementation Units in the respective implementing agencies; and (iii) setting up of a monitoring and evaluation (M&E) system for the project, including a project management information system and contracting an external M&E agency to monitor project activities and impact. This component will also finance dedicated staffing for the project activities that are attributable to the outcomes of the project, consultancies, training and related material, office equipment, and operational costs.

## **Scope of Work**

- Monthly update of the database and creation of reports for the project implementation needs.
- Processing of data and creation of a project-specific database based on different databases, the task includes data anonymization, database matching and merging, and monthly updates to the database.
- Supporting PIU-HPMC with project-related processes, such as management of training invitations, and information flows between project-related teams
- Designing of an online interface for the project allowing different project-related teams to connect and enter/access information for project-related needs in a timely manner. The task requires also developing a user manual and troubleshooting for users during the duration of the project.
- Supporting PIU-HPMC in other tasks related to World Bank project, as well as other IT related tasks.
- Recommend process improvements to ensure system reliability, scalability, security, integrity and performance.

## **Deliverables**

The IT Expert will deliver intermediate outputs for the tasks described above on a rolling basis and on a timeline agreed with the PCU/ World Bank team. The IT Expert's work will involve close collaboration with the IT team of PCU, so the selected candidate will be required to be based in Shimla for the duration of the contract.

## **Reporting and performance review**

The IT Expert will report to the Managing Director, HPMC and the Nodal Officer, PIU-HPMC. The work and performance of the IT Expert shall be reviewed by Managing Director, HPMC and the Nodal Officer, PIU-HPMC on a periodic basis as provided in the HP Policy of Himachal Pradesh Horticulture Development Society.

## **Essential Qualifications & Experience:**

Master's degree in a relevant discipline with minimum 7 years related professional work experience in related field out of which at least 5 years of managerial experience or above in related field . Relevant degree includes:

- Master of computer Application (MCA)
- Master of Computer Science.
- B. Tech in Computer Science/information Technology

## **Desirable Qualifications**

- High-level proficiency in MS office etc.
- Experience in e-tendering, e-procurement, SAP.
- Experience with Windows services, web technologies, web services, Net Framework 4 / 4.5;
- Experience using configuration / change management (version control) software tools
- Working knowledge of mobile applications (Android, IOS, Windows Mobile)
- Ability to handle and manage big data with minimal oversight;

- Ability to work under tight deadlines, manage multi-task requirements, high attention to detail and a high degree of pro-activity and initiative;
- Hands-on and results-oriented approach;
- Well-developed interpersonal and team working skills, initiative, persistence and positive attitude;
- Managing & configuring networks (LAN, WLAN etc.)
- Assist in development and enhancement of IT systems.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks
- Prepares reports by collecting, analyzing, and summarizing information.
- Escalate complex support requests to relevant IT staffs for resolutions.

### **Expected Scope and Duration of Assignment**

- The IT Expert will be hired initially for a period of 11 Months from the date of signing of contract agreement and may be further extended for the project period depending upon the performance of IT Expert of PIU (HPMC). During this period the IT Expert would be expected to work full-time on this assignment.
- The selected candidate will be required to be based in Shimla for the duration of the contract.

### **Remuneration and payment terms:**

The selected incumbent shall be paid a monthly fixed consolidated Remuneration of Rs 75,000/- pm. This monthly remuneration/fee shall be subject to applicable TDS deductions.