

TERMS OF REFERENCE FOR THE ENGAGEMENT OF A RETIRED GOVERNMENT OFFICIAL/PRIVATE PRACTITIONER AT APEDA, GUWAHATI OFFICE FOR GENERATION, ASSESSMENT, EVALUATION AND FOLLOW UP WITH NER STATE GOVERNMENT AND OTHER STAKEHOLDERS OF EDF PROJECTS

The applications from retired Government officials/private practitioners are invited to be submitted in sealed envelopes which should be superscripted as **“APPLICATION FOR TECHNICAL CONSULTANT FOR Export Development Fund for North Eastern Region (EDF-NER)”** and marked for the attention of Mr Vinod K Kaul, Deputy General Manager, APEDA, 3rd floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, Opp Asian Games Village, New Delhi 110016. The applications in sealed envelopes must reach APEDA Office located at 3rd Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, (Opp Asiad Village), New Delhi 110 016 . The application must contain details of communication address, qualification details , work experience and current occupation with remuneration. **The applications must reach APEDA within 21 days from the date of release of this ad.**

Under the Export Development Fund for North Eastern Region (EDF-NER) techno-economically viable project proposals are required to be generated from the 8 North Eastern States. Details of the charter of EDFE-NER and Standard Operating Procedures (SoPs) are annexed and are placed under the Announcement section on APEDA website www.apeda.gov.in.

Qualifications: The incumbent should be a retired Government officer or a private practitioner with essential qualification as Chartered Engineer/Chartered Accountant and experience in working in North Eastern Region in Industrial/Agriculture/Horticulture related areas. Exposure to high tech agri horticultural products in NER would be added advantage.

Age : Above 45 years.

The work of the Technical consultant would entail the following activities:

1. Identification of products with abundant production and export potential in the 8 NER States.

2. To study and advise on the overall gaps in post harvest supply/value chain management (requirement of collection/sorting/ grading/storage facilities) for major produce of NER States.
3. Identification of constraints in transportation/ marketing of produce clearly focusing on all aspects of these operations as they exist today and suggesting improvements and methodologies to achieve those improvements in domestic/ international marketing of the produce.
4. To liaise with the Senior Government functionaries in all the 8 NER States for generation of Infrastructure development project Proposals as common facilities to be set up in the public sector by appropriately identifying the locations for such facilities and the investment requirements for development of the above stated infrastructure requirements
5. To liaise with the Senior Government functionaries and individual private promoters/entrepreneurs in all the 8 NER States for generation of project Proposals for funding assistance under Export Development Fund for North Eastern Region (EDF-NER)
6. To critically assess the capacity and capability of the promoter for setting up the proposed project including the locus standii of the promoter with regard to the possession of land and check evidences towards the same
7. To ascertain whether the promoter has any previous business experience and the support that he is likely to get in the project from family members /friends etc in running the project
8. In regard to proposal generated to evaluate the availability of raw material in the vicinity/surrounding areas to meet the project needs , once it is established . The details about current availability of raw material for the project must be also established.
9. To evaluate whether the availability of raw material in and around the area of the project site is sustainable for long term survival of the unit
- 10 To assess the financial capacity of the promoter/ Public Sector Agency to invest in the proposed project the committed funds as stated in the DPR.

11. To critically evaluate the availability and resources for remainder funding for the project apart from promoter's own contribution and EDF assistance being sought
12. To assess the viability gap situation in the project
13. To evaluate the technology aspects adopted in the proposal – whether it is primitive technology or modern /state-of-the-art technology sustainable for long term survival of the project.
14. To evaluate whether the overall project cost is in tune with the technology aspects
15. Details of Plant & Equipment being proposed for the project and their contemporary utility for the long term sustainability of the project.
16. To assess and evaluate the marketing arrangements especially external marketing (Exports) for the finished product
17. To ascertain and evaluate the tie up arrangements with buyers – both domestic and international (if any) and efforts being made in this direction/ to be made in this direction
18. To evaluate the status of the promoter vis-à-vis his dealings with the bank/financial institution from where credit is being sought, wherever applicable.
19. To evaluate the bankability of the project proposal and credibility of the implementing agencies and banks.
20. To obtain clear appraisal and recommendation of the proposal from the respective Export Commissioners of the 8 NER States.
21. To ensure that the proposal complete in all respects is forwarded to EDF-Cell in APEDA HO at the earliest

22. Clear Appraisal and recommendation of the Export Commissioners may also be obtained on such project proposals.

23. RECOMMENDATION: To provide overall recommendation on the proposed project in view of the above points.

24. After approval of the proposals by the DoC funds would be disbursed to the promoters/implementing agencies by APEDA. The consultant will be responsible for following up with state Export Commissioners and the promoters/implementing agencies to obtain Utilization Certificates in GFR-19 A format within the stipulated time.

25. Carry out physical verification of the projects in conjunction with the State government through Export Commissioners.

26. Monitoring physical and financial progress of the projects on regular basis

27. Any other related activity/work as assigned by the management from time to time.

Fee : A consolidated consultancy fee of Rs 60,000/- per month (Rupees sixty thousand per month) plus applicable taxes will be payable to the consultant .

TA/DA as applicable to at par with the officers of the level of General Manager in APEDA will be payable

Tenure : The selected candidate will have to enter into a Contract with APEDA which will be initially for a period of 2 years .

5% increase in consultancy fee will be applicable subject to satisfactory annual performance review of the selected candidate.