Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Rajgruha, Gate no-5, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104
Email- pdorganicfarmingmission@gmail.com

Invitation of applications for appointment of Specialists and Associates on contractual basis

The Maharashtra government has set up Dr. Panjabrao Deshmukh Organic Farming Mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018 under the state sponsored scheme of organic farming/poison free farming. The mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha for the promotion of Organic Agriculture on cluster basis.

Mission invites applications for appointment of specialists and associates on purely contractual basis for following positions:

<table>
<thead>
<tr>
<th>Sr.no</th>
<th>Contractual Position</th>
<th>No. of posts</th>
<th>Monthly Remuneration up to Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Manager</td>
<td>1</td>
<td>100000</td>
</tr>
<tr>
<td>2</td>
<td>Manager Organic Agriculture Business</td>
<td>1</td>
<td>70000</td>
</tr>
<tr>
<td>3</td>
<td>Knowledge Management &amp; Monitoring and Evaluation Officer</td>
<td>1</td>
<td>60000</td>
</tr>
<tr>
<td>4</td>
<td>Management Information Systems (MIS) and Information Technology (IT) Specialist</td>
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<td>Civil Engineer</td>
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<tr>
<td>10</td>
<td>Office Attendants</td>
<td>9</td>
<td>10000</td>
</tr>
</tbody>
</table>

Details of Terms of Reference (TOR) and application forms are available on the website www.krishi.maharashtra.gov.in, or can be obtained from PMU office in personal from address mentioned below.

The interested candidates shall submit their applications in prescribed format along with photocopies of all necessary documents to the address mentioned below by post or Email on address pdorganicfarmingmission@gmail.com till 30th September 2019, by 05.30 PM.

Project Director of the mission reserves the right to make necessary changes in the number of positions, terms of reference, change in date of submission of application or even cancel the whole selection process without any prior notice.

Sd
Project Director
Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Rajgruha, Gate no-5, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104
INVITATION OF APPLICATIONS FOR THE APPOINTMENT OF SPECIALISTS AND ASSOCIATES

Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
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<table>
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<th>Details</th>
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<tbody>
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<td>1</td>
<td>Overview of the Dr. Panjabrao Deshmukh Organic Farming Mission</td>
<td>4-5</td>
</tr>
<tr>
<td>2</td>
<td>Project Manager</td>
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Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018 under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production, certification, processing and marketing of farm products such as fruits, vegetables, pulses and grains, which would be free from pesticides and insecticides. In the first phase, the mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and in further stages it will be expanded to whole state of Maharashtra. The mission will focus on human health, soil health and doubling of farmers’ income through low-cost technology for enhancing farm income, create a system for recycling of farm waste, create a marketplace for selling of organic farm products and explore export opportunities. A total budgetary provision of Rs.100 crores has been made by the state government for the mission to be implemented in four years period.

Objectives

1) Restricting the use of chemicals in agriculture by adopting the organic farming methods and improve soil health and human health.
2) Capacity building of individual farmers and organic producer groups in onfarm input generation for plant nutrition and plant protection by using organic farming methods and making them self reliant for agricultural inputs.
3) 500 organic producer groups to be formed on cluster basis covering nearly 25000 acres (10000 ha) and 12000 farmers in 6 Districts of Vidharbha. Akola, Buldhana, Washim, Amravati, Yavatmal and Wardha.
4) Establishment of Cluster Aggregation Centre (CAC) after every 10 producer groups.
5) Organic Farming Certification by Participatory Guarantee System (PGS) or Third party certification by accredited certifying agencies.
6) Processing and Value addition of Organic produce and developing a market chain with the help of Cluster Aggregation Centre (CAC).
7) To prepare an appropriate and strong Exit Plan for proper functioning of producer groups, Cluster Aggregation Centre (CAC) and Farmer Producer Companies at the end of the project.
8) Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Components
The mission objectives are sought to be achieved by and through the following three major components

i. Institutional and Individual Capacity Building and Partnerships

ii. Market linkages and sustainable agriculture and

iii. Programme Management

The programme management of the mission will be achieved by means of staff deployed in the Project Management Unit (PMU) who will be responsible for proper planning, timely execution, compiling data from the field and making marketing and processing arrangements of the produce. PMU of Dr. Panjabrao Deshmukh Organic Farming Mission will be recruiting the following positions on contract basis for 11 months and their contract may be renewed periodically subject to the performance of the individual and the requirements of the project.

The details of the positions to be recruited are as follows:

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<tr>
<th>Sr.no</th>
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Project Management Unit (PMU)
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104
Email- pdorganicfarmingmission@gmail.com
Project Background:
The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018 under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production, certification, processing and marketing of farm products such as fruits, vegetables, pulses and grains, which would be free from pesticides and insecticides. In the first phase, the mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and in further stages it will be expanded to whole state of Maharashtra. The mission will focus on human health, soil health and doubling of farmers’ income through low-cost technology for enhancing farm income, create a system for recycling of farm waste, create a marketplace for selling of organic farm products and explore export opportunities. A total budgetary provision of Rs.100 crores has been made by the state government for the mission to be implemented in four years period.

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Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Scope of Position:
The assignment involves working with organic farmers, producer groups, Cluster Aggregation Centre (CAC), Farmer Producer Companies (FPO), Non Government Organizations (NGO), Organic Certification Bodies (CB), Regional Councils (RC) of Participatory Guarantee System (PGS), Buyers, Exporters, Private Companies, Agriculture Universities and various Government departments related to Agriculture with an objective of capacity building of farmers in organic agriculture methods, community organization of organic farmers in producer groups and marketing, processing and value addition of organic produce and help the farmers in doubling their income in 3 years.

The Project Manager will be an important link between Mission Project Management Board (MPMB), Project Management Unit (PMU), District Management Unit (DMU), Project Implementation Agencies (PIA) and subordinate staff.

Qualifications, Experience, Skills

Essential

A) Educational Qualification
Masters degree in Agronomy/Horticulture/Soil Science/Agriculture Extension/ Agriculture Chemistry/ Entomology/ Plant Pathology/Plant Physiology/ Agriculture Economics/Agricultural Biochemistry or Agriculture graduate with Post graduate in MBA (Marketing) or Agribusiness Management or any related field from any recognized university/approved/recognised institutions

B) Working Experience
Minimum experience of 5 years working in the field of organic agriculture in any govt. Programme or reputed institutions or organic certification bodies or reputed NGO working in the field of Organic Agriculture.

C) Computer Skills
Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Powerpoint and other related applications.

D) Language
Fluency in spoken and written English and Hindi language is essential. Knowledge of Marathi language is highly desirable.

E) Age:
Age of the candidate should not be more than 50 years by 1st September 2019.

Desirables –
Experience of working in project(s) assisted by any international/national organization and/or any international/national NGO institution and/or experience in working in private sector in the field of Organic Agriculture.
Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively
Ability to work effectively in teams as well as independently
Good communication and social skills
The candidate must show initiative, synthesis, organization and personal dynamism and self-motivated, as well as capacity to work with teams and prepare adequate planning and activity reports.
Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi-tasking.
An understanding and experience in the use of innovative technologies in promoting organic agriculture
- Field experience is highly desirable.

**Key Job Responsibilities**

➢ The principal task will be to assist the project director/ deputy director, Mission Project Management Board (MPMB) and Project Management Unit (PMU) in achieving the mission objectives.
➢ The Project Manager will be responsible for proper planning and implementation of capacity building of farmers and officials of the mission in a given time frame in consultation with project director/deputy director
➢ Project Manager will finalize the reporting arrangements, structures, channels and formats for producer groups, Lead Resource Person (LRP), Master Trainers, Cluster Aggregation Centres (CAC), project implementation agencies (PIA), Certification Bodies (CB) and Regional Councils (RC), including from producer group level to state level reporting and ensure that all the reports are submitted timely.
Based on reports Project Manager would appraise the Project Director/Deputy Director and Chairperson and Vice Chairperson of Mission Project Management Board (MPMB).
➢ Project Manager would document the case studies, success stories and innovative models emerging from the clusters initiative of the mission and disseminate them at various platforms. Project Manager may be required to draft press notes in consultation with the project director/deputy director on major milestones achieved in the mission.
➢ Ensuring systematic maintenance of the mission components related records and documentations for audit and make sure that timely audit is done of the PMU.
➢ Arrange monthly review meetings of staff and PIA at the PMU and quarterly meetings of the Mission Project Management Board (MPMB) and record proceedings of the meetings and convey it timely to all concerned agencies.
➢ Project Manager will act as an information officer as per the RTI act of the government and ensure that timely information is given to the person applying under the RTI act.
➢ Project Manager will be responsible for liaison with organic farmers, producer groups, Cluster Aggregation Centre (CAC), Farmer Producer Companies (FPO), Non Government Organizations (NGO), Organic Certification Bodies (CB), Regional Councils (RC) of Participatory Guarantee System (PGS), Buyers, Exporters, Private Companies, Agriculture Universities and various Government departments for smooth functioning of mission.
➢ Project Manager will create an independent website of Dr. Panjabrao Deshmukh Organic Farming Mission and also formulate various applications to be used on various computers and mobiles which will be useful for the stakeholders of the mission.
➢ Project Manager will handle all administrative and legal matters of PMU in consultation with the Project Director/ Deputy Director.
➢ Preparation Of Exit Plan for proper functioning of the project by the beneficiaries themselves with the help of infrastructure and institutions developed at the end of the mission period.
➢ Perform any other duties assigned by the Project Director/ Deputy Director and Chairperson /Vice Chairperson of Mission Project Management Board (MPMB).

Knowledge Dissemination –
Preparation of knowledge materials related to organic farming methods and practices, Organic farming certification, marketing, storage, processing, packaging and branding of organic products.
Dissemination of best practices and cross learning across clusters, districts and states
Participate in workshops and learning/exchange forums as needed

Travel Requirement
Project Manager will be required to undertake field-visits and tours as per the mission requirements in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and outside the mission districts also within the state with prior approval of the Project Director/ Deputy Director and outside the state and country with prior permission of Chairperson/ vicechairperson of Mission Project Management Board (MPMB).

Duration of the Assignment –
The contract period of the Project Manager is intended for entire duration of the project. However, continuity of the Project Manager beyond 11 Months from the date of joining the service as Project Manager, shall depend upon his/her performance. The Project Manager will have to serve the Mission on full time basis under the overall command of the Project Director/ Deputy Director and Chairperson/vicechairperson of Mission Project Management Board (MPMB).
The Resignation/Termination shall be as per the contract agreement/HR Policy of the Mission.

Remuneration, payment terms and leave: -
Depending on the qualifications, experience, competency, and the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the Project Manager will be determined and mutually agreed, which could be upto Rs.12 lakh per annum. However, for outstanding candidates the range may be extended to some extent.
- This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc.
Taxes as applicable will be dealt with as per applicable laws.
The remuneration may be enhanced on an annual basis, based on the HR Policy of the Mission.
- The Project Manager will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave or absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted to Project Manager. However, in exceptional circumstances Project Director/Deputy Director may relax this condition.

Facilities to be provided by the PMU
PMU will give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
- Provide desk space with one laptop /computer and office internet facility may also be provided depending on the intensity of the service, as determined by Project Director/ Deputy Director.

**Reporting and Performance Review:**
- Project Manager will report to the of the Project Director/ Deputy Director of PMU on a day to day basis. The quality of service and performance of the Project Manager will be reviewed by Project Director/ Deputy Director and will be reported to Government of Maharashtra on a periodic basis and the periodic performance review will be done as per the HR Policy of the Dr. Panjabrao Deshmukh Organic Farming Mission.

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**Dr. Panjabrao Deshmukh Organic Farming Mission**
**Project Management Unit (PMU)**
**Application form**

To
Project Director
Dr. Panjabrao Deshmukh Organic Farming Mission
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)

Latest Passport Size photograph of applicant self attested
Subject – Submission of Application for the position: Project Manager

1. Applicant Details

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<td>Place of birth</td>
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*Note: All further communication will be thro Email, Please take care to mention Valid Email IDs*

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

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<th>Subjects/ Specialization</th>
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3) Other Courses / Additional Qualification

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<th>Year of passing</th>
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4) Workshops & Trainings Attended

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5) Experience Details:
A) General Experience:

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<th>Name of Organization</th>
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B) Details of Relevant Experience:

I) Experience related to Organic Agriculture sector.

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13
II) Experience related to working with Govt. Department or program on leading position.

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Summary of Experience

Total work Experience: ____________Years ___________Months
Total Relevant work experience __________Years_________Months

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


7) Details of the current / last employment:

<table>
<thead>
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<th>Current/Last Employer Name and Place</th>
<th>Per month Salary in Rs.</th>
<th>Annual Salary in Rs.</th>
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8) Languages Known

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<th>Write</th>
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<td>2</td>
<td>Marathi</td>
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9) Extra-Curricular Activities / Interests

10) Any other information the applicant would like to mention :
(Research papers, Publications, Membership with professional organizations, International exposure etc.)

11) Computer Skills Details:
1) 
2) 
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12) References:

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

Date: 
Place: 
Signature

Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104
Email- pdorganicfarmingmission@gmail.com

Terms of Reference: Manager Organic Agriculture Business

Project Background:
The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018.
under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production, certification, processing and marketing of farm products such as fruits, vegetables, pulses and grains, which would be free from pesticides and insecticides. In the first phase, the mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and in further stages it will be expanded to whole state of Maharashtra. The mission will focus on human health, soil health and doubling of farmers’ income through low-cost technology for enhancing farm income, create a system for recycling of farm waste, create a marketplace for selling of organic farm products and explore export opportunities. A total budgetary provision of Rs.100 crores has been made by the state government for the mission to be implemented in four years period.

Objectives
1) Restricting the use of chemicals in agriculture by adopting the organic farming methods and improve soil health and human health.
2) Capacity building of individual farmers and organic producer groups in onfarm input generation for plant nutrition and plant protection by using organic farming methods and making them self reliant for agricultural inputs.
3) 500 organic producer groups to be formed on cluster basis covering nearly 25000 acres (10000 ha) and 12000 farmers in 6 Districts of Vidharbha. Akola, Buldhana, Washim, Amravati, Yavatmal and Wardha.
4) Establishment of Cluster Aggregation Centre (CAC) after every 10 producer groups.
5) Organic Farming Certification by Participatory Guarantee System (PGS) or Third party certification by accredited certifying agencies.
6) Processing and Value addition of Organic produce and developing a market chain with the help of Cluster Aggregation Centre (CAC).
7) To prepare an appropriate and strong Exit Plan for proper functioning of producer groups, Cluster Aggregation Centre (CAC) and Farmer Producer Companies at the end of the project.

Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Scope of Position:
The assignment involves working with organic farmers, producer groups, Cluster Aggregation Centre (CAC), Farmer Producer Companies (FPO), Non Government Organizations(NGO), Organic Certification Bodies (CB), Regional Councils (RC) of Participatory Guarantee System(PGS), Buyers, Exporters, Private Companies, Agriculture Universities and various Government departments related to Agriculture with an objective of capacity building of
farmers in organic agriculture methods, community organization of organic farmers in producer groups and marketing, processing and value addition of organic produce and help the farmers in doubling their income in 3 years. Manager Organic Agriculture Business will be responsible for developing equitable and non exploitative marketing facilities and develop value for organic commodities like food grains, pulses, vegetables and fruits.

Qualifications, Experience, Skills Essential
A) Educational Qualification
- Manager Organic Agriculture Business must be a Agriculture Graduate with Post-Graduate in Agribusiness/ Agribusiness Management /Agricultural Marketing & Cooperation/ Agribusiness Economics or MBA (Marketing) a closely related field from any recognized university/ approved Institution. Preference will be given to candidates having MBA ( International Business Management).

A) Working Experience
Minimum experience of 5 years working in the field marketing of agriculture produce in any govt. Programme or reputed institutions or reputed NGO working in the field of Agriculture. Experience in marketing and export of organic produce is highly desirable.

B) Computer Skills –
Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Powerpoint and other related applications.

C) Language –
Fluency in spoken and written English and Hindi language is essential. Knowledge of Marathi language is highly desirable.

D) Age: 
Age of the candidate should not be more than 50 years by September 2019.

Desirables –
Should have experience including marketing of organic farm/ off farm products, Commodity trading/ marketing
Should have experience of promoting producers’ companies, facilitating their operations and establishing market linkages for better price of organic produce.
Should also possess skill of establishing business network and liaison with Business enterprises, government and service provider agencies.
Experience of working in project(s) assisted by any international/national organization and/or any international/national NGO institution and/or experience in working in private sector in the field of Organic Agriculture.
Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively
Ability to work effectively in teams as well as independently
Good communication and social skills
The candidate must show initiative, synthesis, organization and personal dynamism and self-motivated, as well as capacity to work with teams and prepare adequate planning and activity reports.
Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi-tasking.
An understanding and experience in the use of innovative technologies in promoting organic agriculture
- Field experience is highly desirable.

Key Job Responsibilities
1) Manager Organic Agriculture Business will assess the market opportunities and potential for establishing market linkages of the organic produce.
2) Help in improving the capacity of the staff, organic farmers and producer groups for marketing, processing and value addition of organic produce.
3) Prepare end to end subprojects to capture market opportunities for the organic produce in local, domestic as well as export markets.
4) Formation of cluster aggregation centres in the project area villages
5) Help in formation of farmer producer companies (FPO) along with necessary documentation and registration required.
6) Inviting proposals from the private sector, NGO and other institutions for marketing of organic produce.
7) Providing technical support to organic farmers in establishment of different value chains and contract farming of organic produce.
8) Prepare detail project reports for bankable projects of storage, processing, value addition and marketing of organic produce.
9) Help the farmers in availing the benefits from different convergence schemes of the various government department.
10) Help the organic growers in organising sale points, weekly bazaar, haats, mahotsavs or festivals for marketing sale of organic produce.
11) Organise Buyer-Seller meets of Organic produce buyers and producers.
12) Coordinate the organic certification of PGS/ ICS and documentation of farmers for certification and make sure that the transaction certificates (TC) is issued to the buyer in time.
13) Carry out a SWOT analysis of identified agri enterprise clusters in the project districts, product and market segmentation for the clusters, gap analysis, competitive positioning (of the clusters) analysis and work on opportunities for institutional collaborations.
14) Assist the project director/deputy director, Mission Project Management Board (MPMB) and Project Management Unit (PMU) in achieving the mission objectives for marketing of Organic farm produce.

15) Perform any other duties assigned by the Project Director/Deputy Director and Chairperson/Vice Chairperson of Mission Project Management Board (MPMB).

**Knowledge Dissemination** –
Preparation of knowledge materials related to organic farming methods and practices, Organic farming certification, marketing, storage, processing, packaging and branding of organic products.
- Dissemination of best practices and cross learning across clusters, districts and states
- Participate in workshops and learning/exchange forums as needed

**Travel Requirement**
Manager Organic Agriculture Business will be required to undertake field-visits and tours as per the mission requirements in the districts of Buldahana, Akola, Washim, Amravati, Yavatmal and Wardha and outside the mission districts also within the state with prior approval of the Project Director/Deputy Director and outside the state and country with prior permission of Chairperson/Vice Chairperson of Mission Project Management Board (MPMB).

**Duration of the Assignment** –
The contract period of the Manager Organic Agriculture Business is intended for entire duration of the project. However, continuity of the Manager Organic Agriculture Business beyond 11 Months from the date of joining the service as Manager Organic Agriculture Business shall depend upon his/her performance. The Manager Organic Agriculture Business will have to serve the Mission on full time basis under the overall command of the Project Director/Deputy Director and Chairperson/Vice Chairperson of Mission Project Management Board (MPMB).
The Resignation/Termination shall be as per the contract agreement/HR Policy of the Mission.

**Remuneration, payment terms and leave:** -
Depending on the qualifications, experience, competency, and the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the Manager Organic Agriculture Business will be determined and mutually agreed, which could be upto Rs.8.40 lakh per annum. However, for outstanding candidates the range may be extended to some extent.
- This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc.

Taxes as applicable will be dealt with as per applicable laws.

The remuneration may be enhanced on an annual basis, based on the HR Policy of the Mission.

- The Manager Organic Agriculture Business will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted to Manager Organic Agriculture Business. However, in exceptional circumstances Project Director/Deputy Director may relax this condition.

**Facilities to be provided by the PMU:**

PMU will give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.

- Provide desk space with one laptop /computer and office internet facility may also be provided depending on the intensity of the service, as determined by Project Director/ Deputy Director.

**Reporting and Performance Review:**

- Manager Organic Agriculture Business will report to the Project Director/ Deputy Director of PMU on a day to day basis. The quality of service and performance of the Manager Organic Agriculture Business will be reviewed by Project Director/ Deputy Director and will be reported to Government of Maharashtra on a periodic basis and the periodic performance review will be done as per the HR Policy of the Dr.Panjabrao Deshmukh Organic Farming Mission.

  Dr. Panjabrao Deshmukh Organic Farming Mission  
  Project Management Unit (PMU)  
  Application form

To  
Project Director  
Dr. Panjabrao Deshmukh Organic Farming Mission  
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)  
Akola -444104

Latest Passport Size photograph of applicant self attested
Subject – Submission of Application for the position: Manager Organic Agriculture Business

1. Applicant Details

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* Note : All further communication will be thro Email , Please take care to mention Valid Email IDs

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

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3) Other Courses / Additional Qualification
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4) Workshops & Trainings Attended

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5) Experience Details:

A) General Experience:

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<th>Sr. No</th>
<th>Name of Organization</th>
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<th>Leaving date</th>
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<th>Position held</th>
<th>Detailed Role &amp; Responsibilities handled.</th>
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B) Details of Relevant Experience:

1) Experience related to Organic Agriculture sector.

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<th>Sr. No</th>
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II) Experience related to working with Govt. Department or program on leading position.

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Summary of Experience
Total work Experience: ____________Years ___________Months
Total Relevant work experience ____________Years ___________Months

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

7) Details of the current / last employment:

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<th>Current/Last Employer Name and Place</th>
<th>Per month Salary in Rs.</th>
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8) Languages Known

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

Date: ____________________________
Place: ____________________________
Signature: ________________________

Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104
Email- pdorganicfarmingmission@gmail.com

Terms of Reference: Knowledge Management & Monitoring and Evaluation Officer

Project Background
The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018
under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production, certification, processing and marketing of farm products such as fruits, vegetables, pulses and grains, which would be free from pesticides and insecticides. In the first phase, the mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and in further stages it will be expanded to whole state of Maharashtra. The mission will focus on human health, soil health and doubling of farmers’ income through low-cost technology for enhancing farm income, create a system for recycling of farm waste, create a marketplace for selling of organic farm products and explore export opportunities. A total budgetary provision of Rs.100 crores has been made by the state government for the mission to be implemented in four years period.

Objectives

1) Restricting the use of chemicals in agriculture by adopting the organic farming methods and improve soil health and human health.

2) Capacity building of individual farmers and organic producer groups in onfarm input generation for plant nutrition and plant protection by using organic farming methods and making them self reliant for agricultural inputs.

3) 500 organic producer groups to be formed on cluster basis covering nearly 25000 acres (10000 ha) and 12000 farmers in 6 Districts of Vidharbha, Akola, Buldhana, Washim, Amravati, Yavatmal and Wardha.

4) Establishment of Cluster Aggregation Centre (CAC) after every 10 producer groups.

5) Organic Farming Certification by Participatory Guarantee System (PGS) or Third party certification by accredited certifying agencies.

6) Processing and Value addition of Organic produce and developing a market chain with the help of Cluster Aggregation Centre (CAC).

7) To prepare an appropriate and strong Exit Plan for proper functioning of producer groups, Cluster Aggregation Centre (CAC) and Farmer Producer Companies at the end of the project.

Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Scope of Work:

The Knowledge Management & Monitoring and Evaluation Officer will work in close coordination with PMU under the supervision and guidance of the Project Director/Deputy Director for the attainment of mission goal. He will serve as the main focal point for all monitoring and evaluation related activities of the mission and will assist and report to the
Project Director (PD)/Deputy Director regarding the Monitoring and evaluation of project activities implemented by the project. The Knowledge Management & Monitoring and Evaluation Officer will be responsible for carrying out monitoring and evaluation of all the project activities to be conducted in accordance with the Results Framework of the mission.

Qualifications, Experience, Skills Essential

A) Educational Qualification
   PG in Agriculture / Statistics/ Social Science/Economics, or Engineering or a closely related field from any recognized university/ approved Institution.

B) Working Experience
   Experience of minimum 5 years in natural resources management, Mentoring & Evolution Functions, result based management approach, project cycle management, developing community based monitoring systems and tools development, in any govt. Programme, or National / International Programme or reputed institutions or reputed NGO working in the field.

C) Computer Skills –
   Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Powerpoint and other related applications.

D) Language –
   Fluency in spoken and written English and Hindi language is essential. Knowledge of Marathi language is highly desirable.

E) Age:
   Age of the candidate should not be more than 50 years by September 2019.

Desirables

Experience of working in project(s) assisted by any international/national organization and/or any international/national NGO institution and/or experience in working in private sector in the field of Organic Agriculture. Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively

Ability to work effectively in teams as well as independently

Good communication and social skills

The candidate must show initiative, synthesis, organization and personal dynamism and self-motivated, as well as capacity to work with teams and prepare adequate planning and activity reports.
Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi-tasking.

An understanding and experience in the use of innovative technologies in promoting organic agriculture
- Field experience is highly desirable.

**Key Job Responsibilities**

The key responsibilities of the **Knowledge Management & Monitoring and Evaluation Officer** will be as follows

1. Development of baselines for the project and tracking changes to assess project impacts (using controls to track with and without project for comparison)
2. Survey development: Methodology, stratification of sample area, selection of sample villages, identification of control area, etc.
3. Concurrent progress monitoring: of all the project activities to be conducted in accordance with the Results Framework of the Project at 3 monthly intervals, and quarterly reports (if required) for process monitoring.
4. Ensure conduct of baseline survey for finalizing the baseline values for the Result Framework indicators and finalize the indicator-wise targets which can be achieved during the project period in consultation with Project Director/ Deputy Director.
5. Provide M&E related inputs for preparation of Project Implementation Plan and Operational Manuals.
6. Coordinate all monitoring and evaluation project activities during the project implementation period. This includes developing a framework aligned with the overall M & E of the project, finalizing both process and performance indicators to be monitored by the project, overseeing the design and implementation of data collection activities, undertaking regular analysis and reporting on MIS. Regular reporting will involve reporting on project performance and identifying any bottlenecks occurring in project implementation.
7. Mid-term evaluation
8. End-term impact evaluation to assess progress towards achieving project’s objective.
9. Participatory monitoring
10. Special assignments (if any)
11. Environment and Social Management Framework (ESMF) Audit
12. Assist the project director/ deputy director, Mission Project Management Board (MPMB) and Project Management Unit (PMU) in achieving the mission objectives for marketing of Organic farm produce.
13. Perform any other duties assigned by the Project Director/ Deputy Director and Chairperson /Vice Chairperson of Mission Project Management Board (MPMB).

**Knowledge Dissemination** –
Preparation of knowledge materials related to organic farming methods and practices, Organic farming certification, marketing, storage, processing, packaging and branding of organic products.
- Dissemination of best practices and cross learning across clusters, districts and states
- Participate in workshops and learning/exchange forums as needed

**Travel Requirement**
Knowledge Management & Monitoring and Evaluation Officer will be required to undertake field-visits and tours as per the mission requirements in the districts of Buldahana, Akola, Washim, Amravati, Yavatmal and Wardha and outside the mission districts also within the state with prior approval of the Project Director/ Deputy Director and outside the state and country with prior permission of Chairperson/ Vice Chairperson of Mission Project Management Board (MPMB).

**Duration of the Assignment** –
The contract period of the Knowledge Management & Monitoring and Evaluation Officer is intended for entire duration of the project. However, continuity of the Knowledge Management & Monitoring and Evaluation Officer beyond 11 Months from the date of joining the service as Knowledge Management & Monitoring and Evaluation Officer shall depend upon his/her performance. The Knowledge Management & Monitoring and Evaluation Officer will have to serve the Mission on full time basis under the overall command of the Project Director/ Deputy Director and Chairperson/Vice Chairperson of Mission Project Management Board (MPMB).
The Resignation/Termination shall be as per the contract agreement/HR Policy of the Mission.

**Remuneration, payment terms and leave:**
Depending on the qualifications, experience, competency, and the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the Knowledge Management & Monitoring and Evaluation Officer will be determined and mutually agreed, which could be up to Rs.7.2 lakh per annum. However, for outstanding candidates the range may be extended to some extent.
- This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc.

Taxes as applicable will be dealt with as per applicable laws.

The remuneration may be enhanced on an annual basis, based on the HR Policy of the Mission.

- The Knowledge Management & Monitoring and Evaluation Officer will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted to Knowledge Management & Monitoring and Evaluation Officer. However, in exceptional circumstances Project Director/Deputy Director may relax this condition.

Facilities to be provided by the PMU:
PMU will give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.

- Provide desk space with one laptop/computer and office internet facility may also be provided depending on the intensity of the service, as determined by Project Director/Deputy Director.

Reporting and Performance Review:
- Knowledge Management & Monitoring and Evaluation Officer will report to the Project Director/ Deputy Director of PMU on a day to day basis. The quality of service and performance of the Manager Organic Agriculture Business will be reviewed by Project Director/ Deputy Director and will be reported to Government of Maharashtra on a periodic basis and the periodic performance review will be done as per the HR Policy of the Dr. Panjabrao Deshmukh Organic Farming Mission

Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Application form

To
Project Director
Dr. Panjabrao Deshmukh Organic Farming Mission
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104

Latest Passport Size photograph of applicant self attested
Subject – Submission of Application for the position: **Knowledge Management & Monitoring and Evaluation Officer**

1) Applicant Details

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B) Details of Relevant Experience:
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9) Extra-Curricular Activities / Interests

10) Any other information the applicant would like to mention:
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I, the undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge.

Date:
Place:

Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola - 444104
Email: pdorganicfarmingmission@gmail.com

Terms of Reference: Management Information Systems (MIS) and Information Technology (IT) Specialist

Project Background:
The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018 under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production, certification, processing and
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Objectives

1) Restricting the use of chemicals in agriculture by adopting the organic farming methods and improve soil health and human health.

2) Capacity building of individual farmers and organic producer groups in onfarm input generation for plant nutrition and plant protection by using organic farming methods and making them self reliant for agricultural inputs.

3) 500 organic producer groups to be formed on cluster basis covering nearly 25000 acres (10000 ha) and 12000 farmers in 6 Districts of Vidharbha. Akola, Buldhana, Washim, Amravati, Yavatmal and Wardha.

4) Establishment of Cluster Aggregation Centre (CAC) after every 10 producer groups.

5) Organic Farming Certification by Participatory Guarantee System (PGS) or Third party certification by accredited certifying agencies.

6) Processing and Value addition of Organic produce and developing a market chain with the help of Cluster Aggregation Centre (CAC).

7) To prepare an appropriate and strong Exit Plan for proper functioning of producer groups, Cluster Aggregation Centre (CAC) and Farmer Producer Companies at the end of the project.

Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Scope of Position

- MIS and IT specialist will be placed in project management unit (PMU) and will support in development of MIS for project components e.g. Capacity Building, Technology Transfer and adoption of Organic Agriculture & Support to farmer for Allied Agriculture activities, Organic Certification, Market Linkages, Establishment of primary & secondary processing units, Action Research etc.

- MIS and IT specialist will have to liaison with various agencies, department s and district level units in the proposed mission districts in planning and
implementation of the above mentioned project activities with reference to organic agriculture.
- The MIS and IT Specialist will be an important link between the participating agencies.

Qualifications, Experience, Skills

Essential

A) Educational Qualification
- A Master’s Degree in Computer, Economics, Information Technology or Engineers (Computers / IT) / related disciplines

B) Working Experience
- Minimum experience of 5 years in any govt. Programme, or National / International Programme /Cooperative Sector / Bank or reputed institutions or reputed NGO working in the related field.

- Good understanding of government policies, processes and procedures including its monitoring and evaluation policies.
- Ability to think strategically and conduct dialogue on developing multi-sectoral management information system for comprehensive projects
- Demonstrated capacity to undertake operational and analytical tasks, work in teams, coach junior staff, and share knowledge.
- Track record of dealing effectively with external and internal clients.
- Demonstrated ability to work independently with limited supervision on a wide range of social development activities, and achieving results with agreed upon objectives and deadlines.

C) Computer Skills
- Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Powerpoint and other related applications.
- Big data analysis using the latest data mining and visualization techniques Expertise in Mapping tools such as Google Maps, arcgis, QGIS, Geoserver etc.

D) Language
- Fluency in both spoken and written Hindi and English languages is essential. Knowledge of Marathi language is highly desirable.

E) Age: Age of the candidate should not be more than 50 years as on September 2019

Desirable
- Experience of working in project(s) assisted by any international/national organization and/or any international/national NGO institution and/or experience
in working in private sector agribusiness and rural transformation organisations etc.

- Proficiency in a project management software like Microsoft Project would be preferable
- Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively;
- Ability to work effectively in teams as well as independently;
- Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism and self-motivated, as well as capacity to work with teams and prepare adequate planning and activity reports.
- Field experience highly desirable.

**Key Job Responsibilities**

1. Prepare management information system aligned with project results framework by identifying indicators following the logical framework approach with due consideration to finalized project objectives and project components.
2. Coordinate all monitoring and evaluation project activities during the project implementation period. This includes developing a framework aligned with the overall M & E of the project, finalizing both process and performance indicators to be monitored by the project, overseeing the design and implementation of data collection activities, undertaking regular analysis and reporting on MIS. Regular reporting will involve reporting on project performance and identifying any bottlenecks occurring in project implementation.
3. Coordinate all project related MIS activities of the various line departments involved in the Project and the central Project Coordinating Unit.
4. Identify MIS needs of the project and integrate it in the IT system
5. Identify MIS training needs of line departments and other project stakeholders and coordination these training activities.
6. Provide technical support for system functional, operational and technical issues.
7. Develop MIS process improvements for increased efficiency.
8. Maintain and support MIS activities.
9. Coordinate with cross-functional teams to resolve complex problems/issues.
10. Provide technical support to ensure that hardware and software systems are fully functional.
11. Manage security administration activities for systems.
12. Create and generate reports in timely and accurate manner.
13. Conduct system training to appropriate staff on regular basis.
14. Manage system maintenance and security activities.
15. Train users on new applications and upgrades.
16. Create a separate website of Dr. Panjabrao Deshmukh Organic Farming Mission giving information on organic farming methods, techniques, schemes, beneficiaries, success stories etc.
17. Develop separate mobile based applications for mission to be used by organic farmers, Lead resource persons (LRP), Master trainers, project implementation agencies etc.
18. Map agriculture commodities value chains across the project area with a view to improve efficiencies
19. Use advanced GIS techniques for resource mapping and creation of dynamic database
20. Design and develop system automation strategy of the project in line with the IT policy of the state
21. Link village information and inputs with maps and prepare analytical thematic map and analysis as required.
22. Analysis of the data & trends and generate various reports and visualization
23. Analyze remote sensing satellite data and carry out change detection based on baseline data.
24. Create and maintain a geo-referenced database depicting position of works and activities carried out under the project
25. Provide IT support to project team at PMU & field level and coordinate IT related activities
26. Assist the project director/deputy director, Mission Project Management Board (MPMB) and Project Management Unit (PMU) in achieving the mission objectives.
27. Perform any other duties assigned by the Project Director/Deputy Director and Chairperson/Vice Chairperson of Mission Project Management Board (MPMB).

Knowledge Dissemination
Preparation of knowledge materials and products linked to managing project information on project interventions including agriculture marketing, agribusiness, value chains and cluster development.
Dissemination of best practices and cross learning across clusters, districts and states
Participate in workshops and learning/exchange forums as needed

Travel Requirement
- The MIS and IT Specialist will be required to undertake field-visits and tours as per the project requirements, with prior approval of the Project Director/Deputy Director
Duration of the Assignment
- The contract period of the MIS and IT Specialist is intended for entire duration of the project. However, continuity of the MIS and IT Specialist beyond 11 Months from the date of joining the service as MIS and IT Specialist, shall depend upon his/her performance. MIS Specialist will have to serve the mission on full time basis under the overall command of the Project Director/Deputy Director and Chairperson /Vice Chairperson of Mission Project Management Board (MPMB).
The Resignation/Termination shall be as per the contract agreement/HR Policy of Dr. Panjabrao Deshmukh Organic Farming Mission

Remuneration, payment terms and leave:
- Depending on the qualifications, experience, competency, and the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the MIS Specialist will be determined and mutually agreed, which could be upto Rs. 6.0 lakh per annum. However, for outstanding candidates the range may be extended to some extent.
- This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis, based on the HR Policy of the Dr. Panjabrao Deshmukh Organic Farming Mission
- The MIS and IT Specialist will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted to consultants. However, in exceptional circumstances Project Director/Deputy Director may relax this condition.

Facilities to be provided by the PMU –
PMU will give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
- Provide desk space with one laptop /computer and office internet facility may also be provided depending on the intensity of the service, as determined by Project Director/ Deputy Director.

Reporting and Performance Review:
- MIS and IT Specialist will report to the Project Director/ Deputy Director of PMU on a day to day basis. The quality of service and performance of the MIS Specialist will be reviewed by Project Director/ Deputy Director and will be reported to Government of Maharashtra on a periodic basis and
the periodic performance review will be done as per the HR Policy of the Dr. Panjabrao Deshmukh Organic Farming Mission.

Dr. Panjabrao Deshmukh Organic Farming Mission  
Project Management Unit (PMU)  
Application form

To  
Project Director  
Dr. Panjabrao Deshmukh Organic Farming Mission  
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)  
Akola -444104

Subject – Submission of Application for the position: Management Information Systems (MIS) and Information Technology (IT) Specialist

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6) Processing and Value addition of Organic produce and developing a market chain with the help of Cluster Aggregation Centre (CAC).
7) To prepare an appropriate and strong Exit Plan for proper functioning of producer groups, Cluster Aggregation Centre (CAC) and Farmer Producer Companies at the end of the project.

Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Scope of Position
An Accounts Assistant is an essential position in the mission and will be responsible for maintaining an efficient, organised and accurate finance function and managing variety of day-to-day financial operations.

Qualifications, Experience, Skills
Essential
A) Educational Qualification
Graduation or post graduation in Commerce (B.Com) /(M.com) from a recognized institution or university.
B) Working Experience
Minimum experience of 5 years, in Cooperative Sector / Government / Bank or Any national/International programme/ any reputed NGO as an accountant or account assistant
- Good understanding of government policies, processes and procedures including its monitoring and evaluation policies.
- Ability to think strategically and conduct dialogue on developing multi-sectoral management information system for comprehensive projects.
- Demonstrated capacity to undertake operational and analytical tasks, work in teams, coach junior staff, and share knowledge.
- Track record of dealing effectively with external and internal clients.
- Demonstrated ability to work independently with limited supervision on a wide range of social development activities, and achieving results with agreed upon objectives and deadlines.

Preference will be given to retired person of any govt. Department who has worked as an accountant.

C) Computer Skills
- Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Powerpoint and other related applications.
- Big data analysis using the latest data mining and visualization techniques
- Expertise on work on accounting software computer such as Tally, ERP9 etc.

D) Language
- Fluency in both spoken and written Hindi and English languages is essential.
- Knowledge of Marathi language is highly desirable.

E) Age: Age of the candidate should not be more than 50 years as on September 2019. The age limit will be relaxable for retired persons.

Desirables
- Enthusiastic, committed and a fast learner with previous experience of a busy environment
- Computer literate with an aptitude for numbers
- Basic understanding of bookkeeping and accountancy procedures
- Strong communication skills
- Ability to work with individuals across departments and liaise with all stakeholders of the mission.
- Solid organisational skills and the ability to prioritise a varied workload
- Hold or be studying towards a relevant accountancy qualification

Key Job Responsibilities
1. Maintain, manage and record day-to-day transactions.
2. Prepare, maintain and manage general ledger accounting.
3. Inspect, verify and reconcile accounts receivable records and its balances.
4. Coordinate with field level staff and collect information regarding financial disbursals to the beneficiaries.
5. Assist in preparation of annual accounts and annual budget.
6. Manage office expenditure within the expenditure budgetary limits.
7. Maintain, manage and update records of all inventories.
8. Perform reconciliation of banking transactions.
9. Prepare various financial statements and records periodically.
10. Perform and provide analysis support to PMU in managing budgets.
11. Maintaining spreadsheets for the mission
12. Managing petty cash and daily writing of cashbook
13. Preparation of accounts
14. Managing the department’s post and prepare salary bills for all mission staff
15. Writing and handling cheques
16. Reconciliation of finance accounts
17. Processing invoices & expense forms
18. Following and using Accounts systems
19. Disbursing the financial aids to beneficiaries by means of Direct Beneficiary Transfer (DBT)
20. Distribution of all govt. Funds by Public Fund Management System (PFMS)
21. Help in carrying out periodical audits timely and maintain necessary records of the audit and compliance of the audit report
22. Prepare all necessary utilisation certificates (UC) required by the government
23. Assist in all tendering processes of the PMU.
24. Providing administrative support to the PMU
25. Assist the Account Officer / Additional Account Officer in carrying out day to day work
26. Assist Additional Account officer, Mission Project Management Board (MPMB) and Project Management Unit (PMU) in achieving the mission objectives.
27. Perform any other duties assigned by the Additional Account Officer / Project Director/ Deputy Director and Chairperson /Vice Chairperson of Mission Project Management Board (MPMB).

**Travel Requirement**
- The Accounts Assistant will be required to undertake field-visits and tours as per the project requirements, with prior approval of the Project Director/ Deputy Director

**Duration of the Assignment**
- *The contract period of the* Accounts Assistant *is intended for entire duration of the project.* However, continuity of the Accounts Assistant beyond 11 Months from the date of joining the service as Accounts Assistant, shall depend upon his/her performance. Accounts Assistant will have to
serve the mission on **full time basis** under the overall command of the Project Director/Deputy Director and Chairperson /Vice Chairperson of Mission Project Management Board (MPMB).
The Resignation/Termination shall be as per the contract agreement/HR Policy of Dr. Panjabrao Deshmukh Organic Farming Mission

**Remuneration, payment terms and leave:**
- Depending on the qualifications, experience, competency, and the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the MIS Specialist will be determined and mutually agreed, which could be upto **Rs.4.8 lakh per annum.** *However, for outstanding candidates the range may be extended to some extent.*
- This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis, based on the HR Policy of the Dr. Panjabrao Deshmukh Organic Farming Mission
- The Accounts Assistant will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted to consultants. However, in exceptional circumstances Project Director/Deputy Director may relax this condition.

**Facilities to be provided by the PMU**
PMU will give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
- Provide desk space with one laptop /computer and office internet facility may also be provided depending on the intensity of the service, as determined by Project Director/ Deputy Director.

**Reporting and Performance Review:**
- Accounts Assistant will report to the Account Officer/ Additional Account Officer of PMU on a day to day basis. The quality of service and performance of the Accounts Assistant will be reviewed by Project Director/ Deputy Director and will be reported to Government of Maharashtra on a periodic basis and the periodic performance review will be done as per the HR Policy of the Dr. Panjabrao Deshmukh Organic Farming Mission.
Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Application form

To
Project Director
Dr. Panjabrao Deshmukh Organic Farming Mission
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104

Subject – Submission of Application for the position: **Accounts Assistants**

1) Applicant Details

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4) Workshops & Trainings Attended

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5) Experience Details:
   A) General Experience:

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B) Details of Relevant Experience:
   I) Experience related to relevant sector.

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II) Experience related to working with Govt. Department or program on leading position.

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Summary of Experience
Total work Experience: ____________Years ___________Months
Total Relevant work experience __________Years_________Months

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

7) Details of the current / last employment:

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<th>Current/Last Employer Name and Place</th>
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<th>Annual Salary in Rs.</th>
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8) Languages Known

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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.)
11) Computer Skills Details:
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2) 
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12) References:
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I, the undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge.

Date:
Place:
Signature

Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104
Email- pdorganicfarmingmission@gmail.com

Terms of Reference: District Mission Manager

Project Background:
The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018 under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production, certification, processing and marketing of farm products such as fruits, vegetables, pulses and grains, which would be free from pesticides and insecticides. In the first phase, the mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and in further stages it will be expanded to whole state of Maharashtra. The mission will focus on human health, soil health and doubling of farmers’ income through low-cost technology for enhancing farm income, create a system for recycling of farm waste, create a marketplace for selling of organic farm products and explore export opportunities. A total budgetary
provision of Rs.100 crores has been made by the state government for the mission to be implemented in four years period.

**Objectives**
1) Restricting the use of chemicals in agriculture by adopting the organic farming methods and improve soil health and human health.
2) Capacity building of individual farmers and organic producer groups in onfarm input generation for plant nutrition and plant protection by using organic farming methods and making them self reliant for agricultural inputs.
3) 500 organic producer groups to be formed on cluster basis covering nearly 25000 acres (10000 ha) and 12000 farmers in 6 Districts of Vidharbha. Akola, Buldhana, Washim, Amravati, Yavatmal and Wardha.
4) Establishment of Cluster Aggregation Centre (CAC) after every 10 producer groups.
5) Organic Farming Certification by Participatory Guarantee System (PGS) or Third party certification by accredited certifying agencies.
6) Processing and Value addition of Organic produce and developing a market chain with the help of Cluster Aggregation Centre (CAC).
7) To prepare an appropriate and strong Exit Plan for proper functioning of producer groups, Cluster Aggregation Centre (CAC) and Farmer Producer Companies at the end of the project.

Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

**Scope of Position:**
The assignment involves working with organic farmers, producer groups, Cluster Aggregation Centre (CAC), Farmer Producer Companies (FPO), Non Government Organizations(NGO), Organic Certification Bodies (CB), Regional Councils (RC) of Participatory Guarantee System(PGS), Buyers, Exporters, Private Companies, Agriculture Universities and various Government departments related to Agriculture with an objective of capacity building of farmers in organic agriculture methods, community organization of organic farmers in producer groups and marketing, processing and value addition of organic produce and help the farmers in doubling their income in 3 years

**Qualifications and Experience:**
**Essential qualification and Experience:**
- Master of Science in Agriculture or Master of Science in Horticulture or Master of Science in Fisheries or Master of Science in Forestry or Master in Veterinary Science or
• Master in Rural Management or Master in Business Administration in Rural Management or Master in Business Studies in Rural Management or Master in Business Management in Rural Management or
• Master in Business Administration in Agri Business Management or Master in Business Studies in Agri Business Management or Master in Business Management in Agri Business Management or Post Graduation diploma in Agri Business Management(Two Years) from recognized university
• With total 5 years working experience for promotion of organic agriculture practices and allied activities based livelihoods or managing commodity business in scale or certification or sourcing or value addition or marketing, experience working in any part of the value chains of organic produce,
• Experience of roll-out of PGS or Third party certification with at least 500 farmers, experience in handled procurement / marketing / supply chain for organic agricultural produce, developing a business / vertical for promotion of organic farming, practices within an organization / corporate institution would be preferred, Proven experience of leading professional staff and builds their initiative and enables them to function as members of efficient and effective teams,
• Developed and managed partnerships in market side, supply side, for technical know-how of implementation of organic farming, Demonstrable experience of project management, ensuring the delivery of high quality programmes as well as managing internal learning processes across virtual teams,
• Managed a team of at least 5 members.
• Knowledge of MS Office is Essential and Knowledge of Marathi is desirable.
• Experience will be calculated as on 1st March 2019.

Desired Domain Knowledge And Experience:
• Knowledge of organic certification standards - both third party and PGS certification systems
• Knowledge of compliances for both export and domestic markets for organic produce.
• Knowledge of organic farming methods, agro-ecological practices
• Experience in setting up systems and processes to roll-out organic farming in the States Good data analysis and conceptualization skills
• Ability to write concept notes, proposals etc., and make effective presentations
• Ability to build and sustain effective partnerships with Government Agencies and private sector organizations
• Proven ability to coordinate the work of others and to work as part of a team and share knowledge with others
• Demonstrated openness to change and ability to manage complex situations

**Desired Competency and Attributes:**
• Ability to recognize complexity, analyze and act – Proactive in identifying issues and bottlenecks with ability to think Out of Box for innovative solutions.
• Intensity, Integrity and Intelligence – Willingness to travel ‘extra mile’ in order to work for communities with the ability to translate knowledge into purposeful action
• Inclusive Approach – Sensitive to needs to vulnerable and marginalized communities and including them in the development process
• Team Player- Thrives working in a large team with the ability to demonstrate leadership skills wherever required.
• Integrative Skills - Understands relevant cross-sectoral areas how they are interrelated;
• Articulate and demonstrate clear results – Possesses effective communication skills to deal with different stakeholders with ability to achieving objectives in challenging situations

**Duties and Responsibilities:**
1) Act as an important link between PMU and cluster aggregation centres (CAC)
2) District Mission Manager will be responsible for making reporting arrangements, structures, channels and formats for producer groups, Lead Resource Person (LRP), Master Trainers, Cluster Aggregation Centres (CAC), project implementation agencies (PIA), Certification Bodies (CB) and Regional Councils (RC), including from producer group level to state level reporting and ensure that all the reports are submitted timely. Based on reports District Mission Manager would appraise the Project Director/Deputy Director and Chairperson and Vice Chairperson of Mission Project Management Board (MPMB) and Project Manager.
3) Planning, execution and monitoring of the organic producer groups in the cluster through regular field visit and review
4) Cluster level planning and roll out of cluster aggregation centre
5) Rolling out certification in the clusters
6) Support the LRP, Master trainers and Manager Organic agriculture business in development of value addition and market linkage strategies for organic produce
7) Development of protocols, package of practices for organic farming. Also, facilitate workshops, consultations necessary for developing the same.
8) Mapping of value chains, analyzing value chain competitiveness, project strategy, business plans, and standard operating processes for Producer Enterprises and Producer Groups taking up marketing of organic produce

9) Maintain information regarding produce of the Organic producer groups, cluster aggregation centres for marketing (prices and trends), and commodity-wise details.

10) Identifying institutional buyers / local buyers, conducting buyer seller meets

11) Development of new proposals in organic cluster development

12) Developing and executing capacity building plans for the project staff, LRP, Master trainers and producer groups and value chain development

13) Develop manuals and guidelines to facilitate implementation of value chain development Identify and document best practices

14) Co-ordination with the Project implementation agencies for development and implementation of organic clusters

15) Ensuring data collection and entry into MIS for monitoring and evaluation

16) District Mission Manager will document the case studies, success stories and innovative models emerging from the clusters initiative of the mission and disseminate them at various platforms. District Mission manager may be required to draft press notes in consultation with the project director/ deputy director on major milestones achieved in the mission.

17) Ensuring systematic maintenance of the mission components related records and documentations for audit and make sure that timely audit is done

18) District Mission Manager will be responsible for liaison with organic farmers, producer groups, Cluster Aggregation Centre (CAC), Farmer Producer Companies (FPO), Non Government Organizations (NGO), Organic Certification Bodies (CB), Regional Councils (RC) of Participatory Guarantee System(PGS), Buyers, Exporters, Private Companies, Agriculture Universities and various Government departments for smooth functioning of mission.

19) Assist the project director/ deputy director, Mission Project Management Board (MPMB) and Project Management Unit (PMU) in achieving the mission objectives.

20) Perform any other duties assigned by the Project Director/ Deputy Director and Chairperson /Vice Chairperson of Mission Project Management Board (MPMB).

**Knowledge Dissemination –**
Preparation of knowledge materials related to organic farming methods and practices. Organic farming certification, marketing, storage, processing, packaging and branding of organic products.
Dissemination of best practices and cross learning across clusters, districts and states
Participate in workshops and learning/exchange forums as needed

**Travel Requirement**
District Mission Manager will be required to undertake field-visits and tours as per the mission requirements with prior approval of the Project Director/ Deputy Director and outside the state and country with prior permission of Chairperson/ Vice Chairperson of Mission Project Management Board (MPMB).

**Duration of the Assignment** –
The contract period of the District Mission Manager is intended for entire duration of the project. However, continuity of the District Mission Manager beyond 11 Months from the date of joining the service as District Mission Manager, shall depend upon his/her performance. The District Mission Manager will have to serve the Mission on full time basis under the overall command of the Project Director/ Deputy Director and Chairperson/vice chairperson of Mission Project Management Board (MPMB).
The Resignation/Termination shall be as per the contract agreement/HR Policy of the Mission.

**Remuneration, payment terms and leave:** -
Depending on the qualifications, experience, competency, and the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the District Mission Manager will be determined and mutually agreed, which could be upto Rs.4.8 lakh per annum. However, for outstanding candidates the range may be extended to some extent.
This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc.
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**Facilities to be provided by the PMU:**

PMU will give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. Provide desk space with one laptop /computer and office internet facility may also be provided depending on the intensity of the service, as determined by Project Director/ Deputy Director.

**Reporting and Performance Review:**

- District Mission Manager will report to the of the Project Manager/ Director/ Deputy Director of PMU on a day to day basis. The quality of service and performance of the District Mission Manager will be reviewed by Project Director/ Deputy Director and will be reported to Government of Maharashtra on a periodic basis and the periodic performance review will be done as per the HR Policy of the Dr.Panjabrao Deshmukh Organic Farming Mission.
To 
Project Director
Dr. Panjabrao Deshmukh Organic Farming Mission
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104

Subject – Submission of Application for the position: **District Mission Manager**

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4) Workshops & Trainings Attended

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5) Experience Details:
A) General Experience:

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B) Details of Relevant Experience:

I) Experience related to Organic Agriculture sector.

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II) Experience related to working with Govt. Department or program on leading position.

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Summary of Experience

Total work Experience: ____________ Years ____________ Months
Total Relevant work experience ____________ Years ____________ Months
6) Please write why you find yourself suitable for this position in minimum 200 words:


7) Details of the current / last employment:

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

9) Extra-Curricular Activities / Interests


10) Any other information the applicant would like to mention:

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


11) Computer Skills Details:

   1)
2) 
3) 

12) References:

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

Date: 
Place: 
Signature 

Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola - 444104
Email: pdorganicfarmingmission@gmail.com

Terms of Reference: Office Assistant

Project Background:
The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018 under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production, certification, processing and marketing of farm products such as fruits, vegetables, pulses and grains, which would be free from pesticides and insecticides. In the first phase, the mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and in further stages it will be expanded to whole state of Maharashtra. The mission will focus on human health, soil health and doubling of farmers’ income through low-cost technology for enhancing farm income, create a system for recycling of farm waste, create a marketplace for selling of organic farm products and explore export opportunities. A total budgetary provision of Rs.100 crores has been made by the state government for the mission to be implemented in four years period.

Objectives
1) Restricting the use of chemicals in agriculture by adopting the organic farming methods and improve soil health and human health.
2) Capacity building of individual farmers and organic producer groups in onfarm input generation for plant nutrition and plant protection by using organic farming methods and making them self reliant for agricultural inputs.

3) 500 organic producer groups to be formed on cluster basis covering nearly 25000 acres (10000 ha) and 12000 farmers in 6 Districts of Vidharbha, Akola, Buldhana, Washim, Amravati, Yavatmal and Wardha.

4) Establishment of Cluster Aggregation Centre (CAC) after every 10 producer groups.

5) Organic Farming Certification by Participatory Guarantee System (PGS) or Third party certification by accredited certifying agencies.

6) Processing and Value addition of Organic produce and developing a market chain with the help of Cluster Aggregation Centre (CAC).

7) To prepare an appropriate and strong Exit Plan for proper functioning of producer groups, Cluster Aggregation Centre (CAC) and Farmer Producer Companies at the end of the project. Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Scope of Position
Provides administrative, secretarial and clerical support to others in the office to maintain an efficient office environment.

Qualifications, Experience, Skills
Essential

A) Educational Qualification
Graduation or post graduation in any field from a recognized institution or university.

B) Working Experience
- Minimum experience of 5 years, in Cooperative Sector / Government / Bank/National or International Programmes or any reputed NGO as Office assistant/ Computer Operator/Assistant.
- Good understanding of government policies, processes and procedures including its monitoring and evaluation policies.
- Ability to think strategically and conduct dialogue on developing multi-sectoral management information system for comprehensive projects
- Demonstrated capacity to undertake operational and analytical tasks, work in teams, coach junior staff, and share knowledge.
- Track record of dealing effectively with external and internal clients.
- Demonstrated ability to work independently with limited supervision on a wide range of social development activities, and achieving results with agreed upon objectives and deadlines.
Preference will be given to retired person of any govt. Department who has worked in the field pf administration.
Computer Skills
- Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Powerpoint and other related applications.
- Big data analysis using the latest data mining and visualization techniques
- Must has passed the typing exams for English 40 wpm and Marathi 30 wpm.

D) Language
- Fluency in both spoken and written Hindi and English languages is essential. Knowledge of Marathi language is highly desirable.

E) Age: Age of the candidate should not be more than 40 years as on September 2019. The age limit will be relaxable for retired persons.

Desirables
- Organization and planning skills
- Work management and prioritizing skills
- Verbal and written communication skills
- Problem solving ability
- Attention to detail
- Accuracy
- Flexibility
- Reliability
- Teamwork

Key Job Duties and Responsibilities
- Answer phones and transfer to the appropriate staff member
  1. Take and distribute accurate messages
  2. Greet public and clients and direct them to the correct staff member
  3. Coordinate messenger and courier service
  4. Receive, sort and distribute incoming mail and all correspondence received in the office
  5. Monitor incoming emails and answer or forward as required
  6. Prepare outgoing mail and correspondence for distribution
  7. Fax, scan and copy documents
  8. Maintain office filing and storage systems
  9. Update and maintain databases such as mailing lists, contact lists and client information
  10. Retrieve information when requested
  11. Update and maintain internal staff contact lists
  12. Type documents, reports and correspondence
  13. Organize travel arrangements for staff
  14. Co-ordinate and organize appointments and meetings
  15. Assist with event planning and implementation
  16. Monitor and maintain office supplies
17. Ensure office equipment is properly maintained and serviced
18. Perform work related errands as requested such as going to the post office and bank
19. Keep office area clean and tidy
20. Assist the project manager, Mission Project Management Board (MPMB) and Project Management Unit (PMU) in achieving the mission objectives.
21. Perform any other duties assigned by the Project Manager / Project Director / Deputy Director and Chairperson / Vice Chairperson of Mission Project Management Board (MPMB).

**Travel Requirement**
Office Assistant will be required to undertake field-visits and tours as per the mission requirements with prior approval of the Project Director/ Deputy Director and outside the state and country with prior permission of Chairperson/ Vice Chairperson of Mission Project Management Board (MPMB).

**Duration of the Assignment** –
The contract period of the Office Assistant is intended for entire duration of the project. However, continuity of the Office Assistant beyond 11 Months from the date of joining the service as Office Assistant, shall depend upon his/her performance. The Office Assistant will have to serve the Mission on full time basis under the overall command of the Project Director / Deputy Director and Chairperson / Vice Chairperson of Mission Project Management Board (MPMB).
The Resignation/Termination shall be as per the contract agreement/HR Policy of the Mission.

**Remuneration, payment terms and leave:**
Depending on the qualifications, experience, competency, and the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the Office Assistant will be determined and mutually agreed, which could be upto Rs.2.4 lakh per annum. However, for outstanding candidates the range may be extended to some extent.
This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc.
Taxes as applicable will be dealt with as per applicable laws.
The remuneration may be enhanced on an annual basis, based on the HR Policy of the Mission.
The Office Assistant will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted to Office Assistant. However, in exceptional circumstances Project Director/Deputy Director may relax this condition.

**Facilities to be provided by the PMU:**
PMU will give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. Provide desk space with one laptop /computer and office internet facility may also be provided depending on the intensity of the service, as determined by Project Director/ Deputy Director.

**Reporting and Performance Review:**
Office Assistant will report to the of the Project Manager of PMU on a day to day basis. The quality of service and performance of the Office Assistant will be reviewed by Project Director/ Deputy Director and will be reported to Government of Maharashtra on a periodic basis and the periodic performance review will be done as per the HR Policy of the Dr.Panjabrao Deshmukh Organic Farming Mission.
To
Project Director
Dr. Panjabrao Deshmukh Organic Farming Mission
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola - 444104

Subject – Submission of Application for the position: **Office Assistant**

1) Applicant Details

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<td>Age as on 01/09/2019</td>
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<td>Place of birth</td>
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<td>Gender</td>
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<td>Permanent address</td>
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Latest Passport Size photograph of applicant self attested
Current address (If different than permanent address)

Mobile No.
Email ID

* Note: All further communication will be thro Email, Please take care to mention Valid Email IDs

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

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3) Other Courses / Additional Qualification

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5) Experience Details:

A) General Experience:

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### Summary of Experience

Total work Experience: ____________Years ____________Months  
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Please mention fluency level (Very Good/Good/Poor)

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Date: 
Place: 
Signature

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Project Management Unit (PMU)  
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)  
Akola - 444104  
Email: pdorganicfarmingmission@gmail.com

Terms of Reference: Additional Account Officer

Project Background:
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Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Scope of the position
The Additional Account Officer shall be the assisting officer to the accounts Officer of the PMU. He shall be full-time salaried officer and shall work directly under the control Project Director/ Deputy Director.
The Additional Account Officer shall be responsible for financial reporting, presenting the annual budget, statement of accounts and audit reports, to the PMU

Qualifications, Experience, Skills
Essential
A) Educational Qualification
Chartered Accountant (CA) or Post graduation in Commerce (M.com) from a recognized institution or university.
B) Working Experience
- Minimum experience of 5 years, in Cooperative Sector / Government / Bank or National /International Programme or any reputed NGO as an accountant.
- Good understanding of government policies, processes and procedures including its monitoring and evaluation policies.
- Ability to think strategically and conduct dialogue on developing multi-sectoral management information system for comprehensive projects
- Demonstrated capacity to undertake operational and analytical tasks, work in teams, coach junior staff, and share knowledge.
- Track record of dealing effectively with external and internal clients.
- Demonstrated ability to work independently with limited supervision on a wide range of social development activities, and achieving results with agreed upon objectives and deadlines.
Preference will be given to retired person of any govt. Department who has worked as an account officer.
C) Computer Skills
- Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Powerpoint and other related applications.
- Big data analysis using the latest data mining and visualization techniques
Expertise on work on accounting software computer such as Tally, ERP9 etc.

D) Language
- Fluency in both spoken and written Hindi and English languages is essential. Knowledge of Marathi language is highly desirable.

E) Age: Age of the candidate should not be more than 50 years as on September 2019. The age limit will be relaxable for retired persons.

Desirables
- Enthusiastic, committed and a fast learner with previous experience of a busy environment
- Computer literate with an aptitude for numbers
- Basic understanding of bookkeeping and accountancy procedures
- Strong communication skills
- Ability to work with individuals across departments and liaise with all stakeholders of the mission.
- Solid organisational skills and the ability to prioritise a varied workload
- Hold or be studying towards a relevant accountancy qualification

Duties and Responsibilities
The duties of the Additional Account Officer shall be to
1. Exercise general supervision over the funds of the mission and shall advise
2. The project director/deputy director as regards the finances of the mission
3. Ensure that the limit fixed by the government for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
4. Ensure that the registers of buildings and, equipment land machinery are maintained up-to-date and that the stock taking of equipment and other consumable materials in the office
5. Propose to the project director/deputy director that explanation be called from any employee or service provider of the mission for un-authorised expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault;
6. Prepare, maintain and manage general ledger accounting.
7. Inspect, verify and reconcile accounts receivable records and its balances.
8. Coordinate with field level staff and collect information regarding financial disbursals to the beneficiaries.
10. Manage office expenditure within the expenditure budgetary limits.
11. Maintain, manage and update records of all inventories.
12. Perform reconciliation of banking transactions.
13. Prepare various financial statements and records periodically.
14. Perform and provide analysis support to PMU in managing budgets.
15. Close Coordination with Account Assistant for Settlement of Expenses in Accordance to Mission Guidelines
16. Managing the department’s post and prepare salary bills for all mission staff
17. Reconciliation of finance accounts
18. Disbursing the financial aids to beneficiaries by means of Direct Beneficiary Transfer (DBT)
19. Distribution of all govt. Funds by Public Fund Management System (PFMS)
22. Ensure that the expenditure are in accordance to Mission policies
23. Help in carrying out periodical audits timely and maintain necessary records of the audit and compliance of the audit report
24. Prepare all necessary utilisation certificates (UC) required by the government
25. Assist in all tendering processes of the PMU.
26. Providing administrative support to the PMU
27. Assist the Account Officer in carrying out day to day work
28. Assist the project director/ deputy director, Mission Project Management Board (MPMB) and Project Management Unit (PMU) in achieving the mission objectives.
29. Perform any other duties assigned by the Project Director/ Deputy Director and Chairperson /Vice Chairperson of Mission Project Management Board (MPMB).

**Travel Requirement**

- The Additional Account Officer will be required to undertake field-visits and tours as per the project requirements, with prior approval of the Project Director/ Deputy Director

**Duration of the Assignment**

*The contract period of the Deputy Account Officer is intended for entire duration of the project.* However, continuity of the Accounts Assistant beyond 11 Months from the date of joining the service as Additional Account Officer shall depend upon his/her performance. Additional Account Officer will have to
serve the mission on **full time basis** under the overall command of the Project Director/Deputy Director and Chairperson /Vice Chairperson of Mission Project Management Board (MPMB).

The Resignation/Termination shall be as per the contract agreement/HR Policy of Dr. Panjabrao Deshmukh Organic Farming Mission

**Remuneration, payment terms and leave:**
Depending on the qualifications, experience, competency, and the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the Additional Account Officer will be determined and mutually agreed, which could be upto **Rs.8.4 lakh per annum**. However, for outstanding candidates the range may be extended to some extent.

This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis, based on the HR Policy of the Dr. Panjabrao Deshmukh Organic Farming Mission.

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**Facilities to be provided by the PMU**
PMU will give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
Provide desk space with one laptop /computer and office internet facility may also be provided depending on the intensity of the service, as determined by Project Director/ Deputy Director.

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Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Application form

To
Project Director
Dr. Panjabrao Deshmukh Organic Farming Mission
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104

Subject – Submission of Application for the position Additional Account Officer

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Summary of Experience

Total work Experience: ____________Years ___________Months
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6) Please write why you find yourself suitable for this position in minimum 200 words:
7) Details of the current / last employment:

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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:

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

Date:
Place:
Signature

Dr. Panjabrao Deshmukh Organic Farming Mission  
Project Management Unit (PMU)  
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)  
Akola -444104  
Email- pdorganicfarmingmission@gmail.com

**Terms of Reference: Civil Engineer**

**Project Background:**
The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018 under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production, certification, processing and marketing of farm products such as fruits, vegetables, pulses and grains, which would be free from pesticides and insecticides. In the first phase, the mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and in further stages it will be expanded to whole state of Maharashtra. The mission will focus on human health, soil health and doubling of farmers’ income through low-cost technology for enhancing farm income, create a system for recycling of farm waste, create a marketplace for selling of organic farm products and explore export opportunities. A total budgetary provision of Rs.100 crores has been made by the state government for the mission to be implemented in four years period.

**Objectives**
1) Restricting the use of chemicals in agriculture by adopting the organic farming methods and improve soil health and human health.
2) Capacity building of individual farmers and organic producer groups in onfarm input generation for plant nutrition and plant protection by using organic farming methods and making them self reliant for agricultural inputs.
3) 500 organic producer groups to be formed on cluster basis covering nearly 25000 acres (10000 ha) and 12000 farmers in 6 Districts of Vidharbha. Akola, Buldhana, Washim, Amravati, Yavatmal and Wardha.
4) Establishment of Cluster Aggregation Centre (CAC) after every 10 producer groups.
5) Organic Farming Certification by Participatory Guarantee System (PGS) or Third party certification by accredited certifying agencies.
6) Processing and Value addition of Organic produce and developing a market chain with the help of Cluster Aggregation Centre (CAC).
7) To prepare an appropriate and strong Exit Plan for proper functioning of producer groups, Cluster Aggregation Centre (CAC) and Farmer Producer Companies at the end of the project.

Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Qualifications, Experience, Skills
Essential
A) Educational Qualification
Bachelor's degree in Civil Engineering or B.tech Agriculture from a recognized institution or university.
B) Working Experience
- Minimum experience of 5 years in govt./reputed private construction company. Preference will be given to retired person of any govt. Department who has worked as an civil engineer
C) Computer Skills
- Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Powerpoint and other related applications.
D) Language
- Fluency in both spoken and written Hindi and English languages is essential. Knowledge of Marathi language is highly desirable.
E) Age: Age of the candidate should not be more than 50 years as on September 2019. The age limit will be relaxable for retired persons.

Desirables:
- Sound mathematical, scientific and IT skills
- The ability to think methodically and to manage projects
- Problem-solving skills
- Ability to work to deadlines and within budgets
- Ability to maintain an overview of entire projects while continuing to attend to detailed technicalities
- Excellent verbal and written communication skills
- Negotiating, supervisory and leadership skills
- Complete knowledge of relevant legislation
Key Job Duties and Responsibilities

1. Undertaking technical and feasibility studies including site investigations for constructions of a cluster aggregation centre (CAC) and Common Facility Centre (CFC)
2. Use a range of computer software for developing detailed designs for a cluster aggregation centre (CAC) and Common Facility Centre (CFC)
3. Liaising with District Mission Manager, Master Trainers and Lead Resource Persons for assessing the needs of the organic farmers for infrastructure in cluster aggregation centre (CAC) and Common Facility Centre (CFC)
4. Supervising tendering procedures
5. Managing budgets and project resources
6. Making sure the project complies with legal requirements, especially health and safety
7. Assessing the sustainability and environmental impact of projects
8. Ensuring projects run smoothly and structures are completed within budget and on time
9. Conduct survey and compile reports, maps, and other data to plan projects
10. Consider construction costs, government regulations, potential environmental hazards, and other factors in planning stages and risk analysis
11. Compile and submit permit applications to local, state, and federal agencies verifying that projects comply with various regulations
12. Perform or oversee soil testing to determine the adequacy and strength of foundations
13. Provide cost estimates for materials, equipment, or labor to determine a project’s economic feasibility
14. Present their findings to the Project Director/Deputy Director on topics such as bid proposals, environmental impact statements, or property descriptions
15. Supervise and suggest corrective measures when the work of cluster aggregation centre (CAC) and Common Facility Centre (CFC) are in progress.
16. Give Technical sanctions for proposals submitted to the PMU for cluster aggregation centre (CAC) and Common Facility Centre (CFC)
17. Record Measurements in the Measurement Book (MB) and give valuation for the work done with Completion certification.
18. Assist the project director/deputy director, Mission Project Management Board (MPMB) and Project Management Unit (PMU) in achieving the mission objectives.

19. Perform any other duties assigned by the Project Director/Deputy Director and Chairperson/Vice Chairperson of Mission Project Management Board (MPMB).

Travel Requirement
- The Civil Engineer will be required to undertake field-visits and tours as per the project requirements, with prior approval of the Project Director/Deputy Director.

Duration of the Assignment
The contract period of the Civil Engineer is intended for entire duration of the project. However, continuity of the Civil Engineer beyond 11 Months from the date of joining the service as Civil Engineer shall depend upon his/her performance. Civil Engineer will have to serve the mission on full time basis under the overall command of the Project Director/Deputy Director and Chairperson/Vice Chairperson of Mission Project Management Board (MPMB).

The Resignation/Termination shall be as per the contract agreement/HR Policy of Dr. Panjabrao Deshmukh Organic Farming Mission.

Remuneration, payment terms and leave:
Depending on the qualifications, experience, competency, and the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the Civil Engineer will be determined and mutually agreed, which could be upto **Rs.4.8 lakh per annum**. However, for outstanding candidates the range may be extended to some extent. This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis, based on the HR Policy of the Dr. Panjabrao Deshmukh Organic Farming Mission.

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To
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Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104

Subject – Submission of Application for the position: **Civil Engineer**

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Summary of Experience
Total work Experience: ____________Years ___________Months
Total Relevant work experience ___________Years__________Months

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9) Extra-Curricular Activities / Interests


10) Any other information the applicant would like to mention:
(Research papers, Publications, Membership with professional organizations, International exposure etc.)


11) Computer Skills Details:
1)
2)
3)

12) References:

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<th>Sr. No.</th>
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<th>Contact No.and email id</th>
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</table>

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

Date:
Place: Dr. Panjabrao Deshmukh Organic Farming Mission  
Project Management Unit (PMU)  
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)  
Akola -444104  
Email- pdorganicfarmingmission@gmail.com

Terms of Reference: Office Attendant

Project Background:
The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018 under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production ,certification, processing and marketing of farm products such as fruits, vegetables, pulses and grains, which would be free from pesticides and insecticides. In the first phase, the mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and in further stages it will be expanded to whole state of Maharashtra. The mission will focus on human health, soil health and doubling of farmers’ income through low-cost technology for enhancing farm income, create a system for recycling of farm waste, create a marketplace for selling of organic farm products and explore export opportunities. A total budgetary provision of Rs.100 crores has been made by the state government for the mission to be implemented in four years period.

Objectives
1) Restricting the use of chemicals in agriculture by adopting the organic farming methods and improve soil health and human health.
2) Capacity building of individual farmers and organic producer groups in onfarm input generation for plant nutrition and plant protection by using organic farming methods and making them self reliant for agricultural inputs.
3) 500 organic producer groups to be formed on cluster basis covering nearly 25000 acres (10000 ha) and 12000 farmers in 6 Districts of Vidharbha. Akola, Buldhana, Washim, Amravati, Yavatmal and Wardha.
4) Establishment of Cluster Aggregation Centre (CAC) after every 10 producer groups.
5) Organic Farming Certification by Participatory Guarantee System (PGS) or Third party certification by accredited certifying agencies.
6) Processing and Value addition of Organic produce and developing a market chain with the help of Cluster Aggregation Centre (CAC).
7) To prepare an appropriate and strong Exit Plan for proper functioning of producer groups, Cluster Aggregation Centre (CAC) and Farmer Producer Companies at the end of the project.

8) Doubling the farmers’ income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Qualifications, Experience, Skills

Essential

A) Educational Qualification
Minimum SSC pass.

B) Working Experience
- Minimum experience of 5 years, in Cooperative Sector / Government / Bank/National or International Programmes or any reputed NGO as Office Attendant or Peon or Office boy

C) Age: Age of the candidate should not be more than 40 years as on September 2019.

Desirables
- Honest, hardworking, polite.

Key Job Duties and Responsibilities

01. Attending the bell of the officers.
02. Ensuring that sitting arrangements in the officers’ room is hygienic and clean before the commencement of office hours.
03. Ensuring that visitor’s lounge/places kept clean and in order before the commencement of office hours.
04. Bringing and serving water, beverages and lunch to the officers and also to the visitors if so desired by the officers.
05. Carrying files and dak etc. to the officer/official concerned in the office as well as in the officers/officials residence.
06. Distribution of dak in different offices.
07. Operating and maintaining photocopier machine.
08. Preparing sets as directed.
09) Perform any other duties assigned by the Project Manager / Project Director/ Deputy Director and Chairperson /Vice Chairperson of Mission Project Management Board (MPMB).

Duration of the Assignment –
The contract period of the Office Attendant is intended for entire duration of the project. However, continuity of the Office Attendant beyond
Months from the date of joining the service as Office Attendant, shall depend upon his/her performance.
The Resignation/Termination shall be as per the contract agreement/HR Policy of the Mission.

**Remuneration, payment terms and leave:**
Depending on the qualifications, experience, competency, and the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the Office Attendant will be determined and mutually agreed, which could be upto Rs.1.2 lakh per annum. This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food, conveyance to attend the office etc.

Taxes as applicable will be dealt with as per applicable laws.

The remuneration may be enhanced on an annual basis, based on the HR Policy of the Mission.

The Office Attendant will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted to Office Attendant. However, in exceptional circumstances Project Director/Deputy Director may relax this condition.
To
Project Director
Dr. Panjabrao Deshmukh Organic Farming Mission
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104

Subject –Submission of Application for the position: **Office Attendant**

<table>
<thead>
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<th>Applicant Details</th>
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<td><strong>Age as on 01/09/2019</strong></td>
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<td><strong>Place of birth</strong></td>
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<td><strong>Gender</strong> [ ] Male [ ] Female</td>
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<td><strong>Current address (If different than permanent address)</strong></td>
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<td><strong>Mobile No.</strong></td>
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<td><strong>Email ID</strong></td>
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* Note : All further communication will be thro Email , Please take care to mention Valid Email IDs
2) Educational Details (From S.S.C. onwards)

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<th>College/ Institute</th>
<th>University / Board</th>
<th>Qualification</th>
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<th>Year of passing</th>
<th>Subjects/ Specialization</th>
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3) Other Courses / Additional Qualification

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<th>Part Time/ Full Time</th>
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4) Experience Details:
A. General Experience:

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<th>Sr. No</th>
<th>Name of Organization</th>
<th>Joining date</th>
<th>Leaving date</th>
<th>Total Experience in Years, Month and Days</th>
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5) Please write why you find yourself suitable for this position in minimum 200 words:
6) Details of the current / last employment:

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<th>Current/Last Employer Name and Place</th>
<th>Per month Salary in Rs.</th>
<th>Annual Salary in Rs.</th>
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7) Languages Known

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

8) Extra-Curricular Activities / Interests

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9) Any other information the applicant would like to mention :

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10) References:

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</table>

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

Date:  
Place:  
Signature
Regional council (RC) For Dr. Panjabrao Deshmukh Organic Farming Mission

Introduction

The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018 under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production, certification, processing and marketing of farm products such as fruits, vegetables, pulses and grains, which would be free from pesticides and insecticides. In the first phase, the mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and in further stages it will be expanded to whole state of Maharashtra. The mission will focus on human health, soil health and doubling of farmers’ income through low-cost technology for enhancing farm income, create a system for recycling of farm waste, create a marketplace for selling of organic farm products and explore export opportunities. A total budgetary provision of Rs.100 crores has been made by the state government for the mission to be implemented in four years period.

Objectives

1) Restricting the use of chemicals in agriculture by adopting the organic farming methods and improve soil health and human health.

2) Capacity building of individual farmers and organic producer groups in onfarm input generation for plant nutrition and plant protection by using organic farming methods and making them self reliant for agricultural inputs.

3) 500 organic producer groups to be formed on cluster basis covering nearly 25000 acres (10000 ha) and 12000 farmers in 6 Districts of Vidharbha. Akola, Buldhana, Washim, Amravati, Yavatmal and Wardha.

4) Establishment of Cluster Aggregation Centre (CAC) after every 10 producer groups.
5) Organic Farming Certification by Participatory Guarantee System (PGS)

6) Processing and Value addition of Organic produce and developing a market chain with the help of Cluster Aggregation Centre (CAC).

7) To prepare an appropriate and strong Exit Plan for proper functioning of producer groups, Cluster Aggregation Centre (CAC) and Farmer Producer Companies at the end of the project.

8) Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Components

The mission objectives are sought to be achieved by and through the following three major components

i. Institutional and Individual Capacity Building and Partnerships

ii. Market linkages and sustainable agriculture and

iii. Programme Management

Scope of Work

The assignment involves working in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha with organic farmers, producer groups, Cluster Aggregation Centre (CAC), Farmer Producer Companies (FPO), Non Government Organizations(NGO), Organic Certification Bodies (CB), Buyers, Exporters, Private Companies, Agriculture Universities and various Government departments related to Agriculture with an objective of capacity building of farmers in organic agriculture methods, community organization of organic farmers in producer groups and marketing, processing and value addition of organic produce and help the farmers in doubling their income in 3 years.

Regional Council (RC) will be responsible for carrying out organic certification activities of the farmers as per the PGS India guidelines and NPOP standards.

Nature of work and responsibilities to be discharged

1) Formation of Organic Producer groups of nearly 50 acres in each village.
2) Cluster formation and registration of farmers.
3. Training and support to organic producer groups in procedures and paper work necessary for each farmer’s organic guarantee.
4. Translate and print PGS India related documents on organic farming in local language.
5. Register local groups and issue user ID and password for data uploading on PGS India website.
6. Facilitate local groups in data uploading on PGS website.
7. Implementing and supervision of Internal Control Systems for Organic Production.
8. Support to farmers on National Programme for Organic Production (NPOP) activities.
9. Confirms that the Local Group Summary Worksheet listing all the farms that are to be Certified Organic is complete and was conscientiously maintained by the group
10. Activate and/or issue certification LG Code number to each approved organic producer group (received from the instant LG Code Pool maintained on PGS Website).
11. Print and distribute annual Organic Certificates for individual farmers.
12. Participate in sampling of Local Group farm appraisals.
13. Provide Local Groups with guidelines for “Non-compliance Sanctions”
14. Participate in online system to provide Summary Worksheet information to interested parties and helps to connect interested parties with the Local Groups for access to individual farmers” Organic Guarantee
15. To ensure complete transparency of the certification process
16. To facilitate Mutual Recognition and Support for the various groups (and individual farmers) on a national level by allowing Regional Councils to audit the Organic Guarantee of certified farms in other Regional Councils.
17. To quickly build trust and credibility in the system as a whole ensure access to members of the public and media.
18. Submission of annual reports on PGS activity in a prescribed format to District Mission Management Unit (DMU) and Project Management Unit (PMU)
19. Organize sufficient training to farmers on organic farming activity, assist in annual action plan preparation, packing, marketing, logo preparation, transportation etc.,
20. Assist farmers/organic producer groups to upload data relating to PGS activity in PGS web portal.
21. Support to farmers for organic food marketing.
22. Establishing linkages with organic purchasers.
23. Support in branding, packing, labeling, transporting, storing and all other activities of organic food chain development on the concept of farm to fork integration.
24. To buy bulk produces of farmers at their door step and to get them handsome price for the products.
25. Certification process support for organic practices.
26. The broad scope of work for the organization will be in line with the requirements of Participatory Guarantee Scheme of Government of India and State of Maharashtra.
27. The Agency is expected to support implementation of protocols determined by the Government for establishing Internal Control Systems (ICS) in the mission districts for target areas and groups.
28. To assist the PMU in Capacity Building of farmers for organic farming.
29. To conduct trainings for the organic farmers covering different aspects of organic farming, technological support and programme implementation.
30. The agency will be required to mobilize farmers at the grass roots level and market the project ideas amongst the targeted beneficiaries (i.e. farmers).
31. Ensure necessary technology transfer to target beneficiaries.
32. Support in Geotagging/GPS mapping work to the department of the fields identified for farming.
33. Support in overall implementation of specific scheme objectives.
34. Support in preparing documentation for backing the claims of the covered areas as organic.
35. Preparing and implementing reports and recommendations as may be desired by the employer in this case the Agriculture Department, Government of Maharashtra.
36. To help farmers use organic / Bio-inputs for specific crops.
37. To support Production programme on cluster based approach.
38. To ensure necessary documentation with the help of the identified accredited agency and ensure organic certification with ensured market for the certified organic produces.
39. Responsible for technology infusion, value addition and marketing solutions for the producers.
40. Certify the Cluster Aggregation Centre (CAC), primary and secondary processing unit.
41. Any other work relevant to attaining the objective of the specific scheme mentioned in the agreement executed for the specific work.
42. Perform any other duties assigned by the Project Director/ Deputy Director and Chairperson/Vice Chairperson of Mission Project Management Board (MPMB).

**Eligibility Criteria:**

The qualification criteria for the participating agencies is as under:

1) The agency should be registered with National Center of Organic Farming (NCOF)

2) Participating agency should have a legal registration as trust, company or cooperative.

3) The agency should have clearly mentioned in their constitution or memorandum of registration about their intention to work in the field of organic agriculture.

4) Agencies should have at least **3 years’** experience of working as a Regional Council (RC).

5) Agency should have experience of working with atleast 5000 farmers in the field of organic certification

6) Average Annual Turnover of the agency for the last 3 years i.e. for the FY 2015-16, 2016-17 & 2017-18 should not be less than 50 lakhs per year.
7) Agencies should have completed at least 1 similar assignment for Central Govt. /State Govt. / CPSU/ State PSU/ Autonomous /Statutory Bodies/ Public Sector Banks/ Public Sector Companies.

8) Agency should have sufficient number of experienced necessary staff and office well equipped with computers and internet facilities.

9) Agencies should have linkage and previously worked atleast for 3 years with renowned buyers of organic produce.

10) Agencies should not be blacklisted by NCOF, APEDA or any government in any programme or scheme and should not be involved in any misappropriation charges.

**Preferentials.**

1) Agencies registered with Niti Aayog.

2) Agencies who have received any awards from the government for their contribution in the field of organic agriculture.

3) Agencies ready to work in the in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha.

4) Agencies working as a service provider and having sufficient staff and office facilities can also work as a regional council.

**Selection of Regional Council (RC)**

Regional Council (RC) will be selected based on the top ranking firms in EOI by Mission Project Management Board (MPMB). However, Mission Project Management Board (MPMB) reserves the right to select agencies for more than one district depending upon the merit of the agency in terms of experience in related field and capacity to implement the project in the districts for which they have applied.

**Financial Norms:**

Payment to the selected agencies will be made as per the latest cost norms finalized by the Mission Project Management Board (MPMB) in the guidelines of Dr. Panjabrao Deshmukh Organic Farming Mission and approved by the Dept. Of Agriculture of Govt. Of Maharashtra.

**Terms of payment and conditions for release of Assistance**

To give fast pace to the project, After completion of the work and submission of invoice, payment shall be given on quarterly basis through due verification, assessment of the executed work of the implementing agency by the District Mission Management Unit (DMU) and Project Management Unit (PMU) and subject to the work done as per the activities/norms of the Dr. Panjabrao Deshmukh Organic Farming Mission guidelines.
No advance payment will be done to any agency by the PMU.

Govt. Policy of DBT will be strictly followed.

Completion of the activities will be verified initially by District Mission Manager and 10 percent random verification by PMU and based on the verification report payment of the completed activities will be released from the PMU after completion of all accounting procedure.

**Review and Monitoring of Work**

The Mission Project Management Board (MPMB) will review the work of the Regional Council (RC) on a quarterly basis. The District Mission Management Unit (DMU) and Project Management Unit (PMU) will review the monthly progress and monitor the progress of the agencies from time to time and provide necessary advice. The PMU may also seek comments and inputs on the Regional Council (RC) work from the experts appointed by the PMU. In case the performance of the Regional Council (RC) is found unsatisfactory the Mission Project Management Board (MPMB) and Project Management Unit (PMU) reserves the right to discontinue the services and blacklist the agency.

**Reporting**

The agency will report to the District Mission Management Unit (DMU) and Project Management Unit (PMU). All reports (including the baseline survey, Inception Report, monthly progress reports, quarterly report, annual report, mid-cycle project assessment report, and final report) are to be submitted by the Regional Council (RC).

Annexure -1
Covering Letter on Regional Council (RC) letter head
To

Project Director

Dr. Panjabrao Deshmukh Organic Farming Mission

Project Management Unit (PMU)

Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)

Akola -444104

Subject: Submission of Expression of interest for Regional Council (RC) in Dr. Panjabrao Deshmukh Organic Farming Mission

Dear Sir,

Having examined the EOI, the undersigned, offer to be shortlisted for Regional Council (RC) in Dr. Panjabrao Deshmukh Organic Farming Mission. I have read the provisions of EOI and Terms of reference and confirm that these are acceptable to us. I hereby declare that all the information and statement made in this EOI are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of shortlisting and even later.

I understand you are not bound to accept any proposal you receive. Also, at any stage, the shortlisting process may be terminated without assigning any reason and without any liability to agencies, whatsoever, it may be.

Signature

Duly authorized to sign proposal for and on behalf of Regional Council (RC)

Date:

Place:

Postal Address:

Telephone Number:

Mobile:

Email Id:

Annexure-2

Mandatory Information to be submitted by the consulting firm along with the EOI on Agency letter head
Submission Requirements
Regional Council (RC) Profile:
   1. **Organizational:** *Provide a brief description of the background and organization of your agency*

Brief Data Sheet of Regional Council (RC)

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<th>Sl. No.</th>
<th>Particulars</th>
<th>To be filled up by service provider</th>
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<td>Name of Agency</td>
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<td>Postal Address</td>
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<td>3</td>
<td>Telephone: Mobile / Fax/ E-mail Website</td>
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<td>4</td>
<td>Year of Incorporation</td>
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<td>5</td>
<td>Legal Status (for profit company; not for profit company; registered trust; registered trust; others (specify))</td>
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<td>6</td>
<td>Name of the Contact person</td>
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2) **Financial:** Provide previous three financial years turnover of the firm on the basis of the audited accounts of the previous three financial years as follows.

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<td>Turnover 2016-17</td>
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<td>Turnover 2017-18</td>
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3. **Regional Council (RC) Experience:**
### a. Details of total major assignments/Projects delivered by the agency up to March 2019.

Documentary evidence (copy of award of contract and satisfactory completion report etc.) required to be attached.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Project / Assignment</th>
<th>Name of the Client</th>
<th>Services Provided/ Key task undertaken</th>
<th>Duration of The Assignment from to</th>
<th>Value of the Contract (INR)</th>
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### b. Experience of **Regional Council (RC)** in Organic Agriculture certification domain delivered up to March, 2019.

Documentary evidence (copy of award of contract and satisfactory completion report etc.) required to be attached.

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Name of the Project / Assignment</th>
<th>Name of the Client</th>
<th>Number of farmers certified</th>
<th>Services Provided/ Key task undertaken</th>
<th>Duration of Assignment from to</th>
<th>Value of the Contract (INR)</th>
<th>Status as on 31st March 2019</th>
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### 4. Staff and Key Expert Profile:

Details of the Staff and key expert relevant for this assignment
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<th>S. No.</th>
<th>Name of professional / Expert</th>
<th>Qualification</th>
<th>Total Years of Experience</th>
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*(Please add more rows if required)*

Detailed CVs are required to be attached with the proposal.

I / we certify that I / we have read the terms of condition of Expression of Interest for shortlisting of agency in ---------------------- as amended up to date and shall abide by us. I / We certify that the information given above is true to the best of our knowledge. I / We also understand that if any of the information is found false, I am / we are liable to debarred from selection process.

Name and Signature of agency’s Authorised representative
Date & place:
Seal of agency

Annexure-3
Total Turnover Certificate  
(On chartered Accountant Firms letter head)  

To  

Project Director  
Dr. Panjabrao Deshmukh Organic Farming Mission  
Project Management Unit (PMU)  
Rajgruha, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)  
Akola -444104  

Dear Sir,  

We hereby certify that M/s_________________________________________ (the name of consulting firm) who is submitting Expression of interest for Regional Council (RC) having their office at ____________________________(Address of the firm office) has turnover of the firm on the basis of the audited accounts of the previous three financial years as follows:

<table>
<thead>
<tr>
<th>Particulars</th>
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<td>Turnover 2015-16</td>
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<td>Turnover 2017-18</td>
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</table>

The above information is correct and true.

Date:  

Seal      
Signature of Chartered Accountant  
Name (in capital letters)  

Annexure-4
Declaration Letter

To whom so ever it may be concern
I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/Agency/Institute/Company and hereby declare that "Our firms/Agency/Institute/Company do not face any sanction or any pending disciplinary action from any authority against our firms/Agency/Institute/Company or partners." Further, it is also certified that our firm has not been debarred/blacklisted by any government or any other donor/partner organization in past.
In case of any further changes which affect this declaration at a later date, we would inform the mission accordingly.
We also confirm that the details provided in our response to EOI are true. If the client finds at any time that the information provided is not correct, we shall be bound by any action that the client deems fit and appropriate including termination of contract.

Authorized Signatory
Signature [In full]:
Name and Title of Signatory: Name of Agency / Organization: (Company/Organization Seal)

Following Supporting documents should be submitted along with the EOI else EOI shall be rejected
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<th>Sr. No.</th>
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<td>Detail CVs of the staff and key experts</td>
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<td>Govt. Award Certificate</td>
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Dr. Panjabrao Deshmukh Organic Farming Mission, Akola
Request for Expression of Interests

The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018 under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production, certification, processing and marketing of farm products such as fruits, vegetables, pulses and grains, which would be free from pesticides and insecticides. In the first phase, the mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and in further stages it will be expanded to whole state of Maharashtra.

Project Management Unit (PMU) invites Request for Expression of Interest for following categories from Agencies/Firms related to the domain of Organic Agriculture

1) Service Provider (Mission Implementing Agencies)
2) Regional Council for PGS certification

Project Management Unit (PMU) of Dr. Panjabrao Deshmukh Organic Farming Mission invites applications from the eligible reputed Agencies/Firms to submit expression of interest for above mentioned categories. Separate EOI is to be submitted for each category.

Details and Terms of Reference are available on the website www.krishi.maharashtra.gov.in, or can be obtained from PMU office in personal from address mentioned below or by sending a request on email address pdorganicfarmingmission@gmail.com

The interested Agencies/Firms shall send the hard copy with a soft copy in CD/Pen drive of their application separately for each category with the subject line of the captioned category on top of sealed envelope to the address mentioned below. REOIs shall be submitted by 30.09.2019 up to 17.30 hours.

The Project Director,
Dr. Panjabrao Deshmukh Organic Farming Mission
Project Management Unit (PMU)
Rajgruha, Gate no-5, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)
Akola -444104
Email- pdorganicfarmingmission@gmail.com
Introduction

The Maharashtra government has set up a mission for promoting organic agriculture in the state by passing a government resolution on 16 October 2018 under the state sponsored scheme of organic farming/poison free farming. The mission has been named Dr. Panjabrao Deshmukh Organic Farming Mission. The mission will help the farmers in production, certification, processing and marketing of farm products such as fruits, vegetables, pulses and grains, which would be free from pesticides and insecticides. In the first phase, the mission will be implemented in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha and in further stages it will be expanded to whole state of Maharashtra. The mission will focus on human health, soil health and doubling of farmers’ income through low-cost technology for enhancing farm income, create a system for recycling of farm waste, create a marketplace for selling of organic farm products and explore export opportunities. A total budgetary provision of Rs.100 crores has been made by the state government for the mission to be implemented in four years period.

Objectives

1) Restricting the use of chemicals in agriculture by adopting the organic farming methods and improve soil health and human health.

2) Capacity building of individual farmers and organic producer groups in onfarm input generation for plant nutrition and plant protection by using organic farming methods and making them self reliant for agricultural inputs.
3) 500 organic producer groups to be formed on cluster basis covering nearly 25000 acres (10000 ha) and 12000 farmers in 6 Districts of Vidharbha. Akola, Buldhana, Washim, Amravati, Yavatmal and Wardha.

4) Establishment of Cluster Aggregation Centre (CAC) after every 10 producer groups.

5) Organic Farming Certification by Participatory Guarantee System (PGS)

6) Processing and Value addition of Organic produce and developing a market chain with the help of Cluster Aggregation Centre (CAC).

7) To prepare an appropriate and strong Exit Plan for proper functioning of producer groups, Cluster Aggregation Centre (CAC) and Farmer Producer Companies at the end of the project.

8) Doubling the farmers income by reducing the cost of production and getting better returns for his organic produce by value addition and processing in 3 years.

Components

The mission objectives are sought to be achieved by and through the following three major components

i. Institutional and Individual Capacity Building and Partnerships

ii. Market linkages and sustainable agriculture and

iii. Programme Management

Scope of Work

The assignment involves working in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha with organic farmers, producer groups, Cluster Aggregation Centre (CAC), Farmer Producer Companies (FPO), Non Government Organizations(NGO), Organic Certification Bodies (CB), Regional Councils (RC) of Participatory Guarantee System(PGS), Buyers, Exporters, Private Companies, Agriculture Universities and various Government departments related to Agriculture with an objective of capacity building of farmers in organic agriculture methods, community organization of organic
farmers in producer groups and marketing, processing and value addition of organic produce and help the farmers in doubling their income in 3 years.

Service Provider (Mission Implementing Agency) will be totally responsible for implementation of Dr. Panjabrao Deshmukh Organic Farming Mission and its components in the mission area. The agency will be an important link between Project Management Unit (PMU), District Management Unit (DMU) and beneficiaries.

**Nature of work and responsibilities to be discharged**

1. The agency will be required to organize farmers in cohesive farmer groups.


3. The agency will be required to form Producer Groups (PG) of farmers for fulfilling the objectives of making clusters of land adjoining to the expected size as may be advised by the Project Management Unit (PMU) of the mission

4. Cluster formation after every 10 producer groups

5. Registration of farmers producer groups with ATMA.

6. Selection of Lead resource persons (LRP) for each group and Master Trainers (MT) for each cluster.

7. Training and support to producer groups, Lead resource persons (LRP), Master Trainers (MT) in organic farming practices, organic farming standards and certification and record keeping of groups, clusters and Cluster Aggregation Centres (CAC).

8. Formation of Cluster Aggregation Centres (CAC) in each cluster with facilities of primary processing and storage.

9. Opening of Bank accounts of each producer groups.

10. Support to farmers on National Programme for Organic Production (NPOP) activities.

11. Prepare crop production plans of framers, producer groups and clusters as per the market demands and profitability.

12. Develop infrastructure and facilities for onfarm organic input generation, storage, processing and marketing.

13. Support to farmers for organic food marketing.

15. Support in branding, packing, labeling, transporting, storing and all other activities of organic food chain development on the concept of farm to fork integration.

16. To buy bulk produces of farmers at their door step and to get them handsome price for the products.

17. Mobilize farmers at the grass roots level and market the project ideas amongst the targeted beneficiaries (i.e. farmers).

18. Ensure necessary technology transfer to target beneficiaries.

19. Support in Geo tagging/GPS mapping work to the mission of the fields identified for farming.

20. Support in overall implementation of specific scheme objectives.

21. Support in preparing documentation for backing the claims of the covered areas as organic.

22. Preparing and implementing reports and recommendations as may be desired by the PMU of the mission.

23. To help farmers use organic / Bio-inputs for specific crops.

24. To support Production programme on cluster based approach.

25. Responsible for technology infusion, value addition and marketing solutions for the producers.

26. Help farmers and producer groups in getting financial and technological support from convergence of various schemes and programme implemented by the govt.

27. Formation of Farmer Producer Company in each cluster.

28. Registration of a Farmers Producer Company alongwith all necessary procedure and documents.

29. Preparation of Detailed Project Reports(DPR) for groups and clusters for processing units.

30. Submission of progress reports monthly and periodically as required by PMU in the prescribed formats.
31. Coordinate between Primary processing unit (CAC) and common facility centre (CFC) for required information and materials.

32. Submission of closure reports and exit plan after completion of the project.

33. Document the case studies, success stories and innovative models emerging from the clusters initiative of the mission and disseminate them at various platforms.

34. Work according to guidelines and instructions of the PMU of organic farming mission.

35. Organise meetings of farmers in villages and clusters for the Mission.

36. Carry out Baseline Survey in the project area and accordingly prepare Detail Project Report (DPR) of the project mentioning the measures for doubling the farmers income in 3 years according to the components in guidelines and convergence from various ongoing govt. schemes and programmes.

37. Perform any other duties assigned by the Project Director/ Deputy Director and Chairperson /Vice Chairperson of Mission Project Management Board (MPMB).

38. Any other work relevant to attaining the objective of the specific scheme mentioned in the agreement executed for the specific work.

**Eligibility Criteria:**

The qualification criteria for the participating agencies is as under:

1) Participating agency should have a legal registration as trust, company or cooperative.

2) The agency should have clearly mentioned in their constitution or memorandum of registration about their intention to work in the field of organic agriculture.

3) Agencies should have at least **10 years**’ experience in the field of Organic Agriculture.

4) Average Annual Turnover of the agency for the last 3 years i.e. for the FY 2015-16, 2016-17 & 2017-18 should not be less than 1 crore per year.

5) Agencies should have completed at least 1 similar assignment for Central Govt. /State Govt. / CPSU/ State PSU/ Autonomous /Statutory Bodies/ Public Sector Banks/ Public Sector Companies.
6) Agency should have sufficient number of Master Trainers trained in the field of Organic farming and other experienced necessary supporting staff.

7) Agencies should have linkage and previously worked at least for 3 years with renowned buyers of organic produce.

8) Agencies should not be blacklisted by any government in any programme or scheme and should not be involved in any misappropriation charges.

**Preferentials.**

1) Agencies registered with Niti Aayog.

2) Agencies who have received any awards from the government for their contribution in the field of organic agriculture.

3) Agencies ready to work in the districts of Buldhana, Akola, Washim, Amravati, Yavatmal and Wardha.

4) Agencies working as Regional councils and having sufficient staff and office facilities can also work as a service provider.

**Selection of Service Provider (Mission Management Agency)**

Service Provider (Mission Management Agency) will be selected based on the top ranking firms in EOI by Mission Project Management Board (MPMB). However, Mission Project Management Board (MPMB) reserves the right to select agencies for more than one district depending upon the merit of the agency in terms of experience in related field and capacity to implement the project in the districts for which they have applied.

**Financial Norms:**

Payment to the selected agencies will be made as per the latest cost norms finalized by the Mission Project Management Board (MPMB) in the guidelines of Dr. Panjabrao Deshmukh Organic Farming Mission and approved by the Dept. Of Agriculture of Govt. Of Maharashtra.

**Terms of payment and conditions for release of Assistance**

To give fast pace to the project, after completion of the work and submission of invoice, payment shall be given on quarterly basis through due verification, assessment of the executed work of the implementing agency by the District Mission Management Unit (DMU) and Project Management Unit (PMU) and
subject to the work done as per the activities/norms of the Dr. Panjabrao
Deshmukh Organic Farming Mission guidelines.

No advance payment will be done to any agency by the PMU.

Govt. Policy of DBT will be strictly followed.

Completion of the activities will be verified initially by District Mission
Manager and 10 percent random verification by PMU and based on the
verification report payment of the completed activities will be released from the
PMU after completion of all accounting procedure.

**Review and Monitoring of Work**

The Mission Project Management Board (MPMB) will review the work of the
Service Provider (Mission Implementing Agencies) on a quarterly basis. The
District Mission Management Unit (DMU) and Project Management Unit (PMU)
will review the monthly progress and monitor the progress of the agencies from
time to time and provide necessary advice. The PMU may also seek comments
and inputs on the Service Provider (Mission Implementing Agencies) work from
the experts appointed by the PMU. In case the performance of the Service
Provider (Mission Implementing Agencies) is found unsatisfactory the Mission
Project Management Board (MPMB) and Project Management Unit (PMU)
reserves the right to discontinue the services and blacklist the agency.

**Reporting**

The agency will report to the District Mission Management Unit (DMU) and
Project Management Unit (PMU). All reports (including the baseline survey,Inception Report, monthly progress reports, quarterly report, annual report,
mid-cycle project assessment report, and final report) are to be submitted by the
Service Provider (Mission Implementing Agencies).

Annexure -1

Covering Letter on Service Provider (Mission Implementing Agencies) letter head
To

Project Director

Dr. Panjabrao Deshmukh Organic Farming Mission

Project Management Unit (PMU)

Rajgruha, Gate no-5, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)

Akola -444104

Subject: Submission of Expression of interest for Service Provider (Mission Implementing Agencies) in Dr. Panjabrao Deshmukh Organic Farming Mission

Dear Sir,

Having examined the EOI, the undersigned, offer to be shortlisted for Service Provider (Mission Implementing Agencies) in Dr. Panjabrao Deshmukh Organic Farming Mission. I have read the provisions of EOI and Terms of reference and confirm that these are acceptable to us.

I hereby declare that all the information and statement made in this EOI are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of shortlisting and even later.

I understand you are not bound to accept any proposal you receive. Also, at any stage, the shortlisting process may be terminated without assigning any reason and without any liability to agencies, whatsoever, it may be.

Signature

Duly authorized to sign proposal for and on behalf of

Date:

Place:

Postal Address:

Telephone Number:

Mobile:

Email Id:

Annexure-2

Mandatory Information to be submitted by the consulting firm along with the EOI on Agency letter head
Submission Requirements
Consultant’s Company/Firm Profile:
1. **Organizational**: Provide a brief description of the background and organization of your agency

**Brief Data Sheet of Service Provider (Mission Implementing Agencies)**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>To be filled up by service provider</th>
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<tbody>
<tr>
<td>1</td>
<td>Name of Agency</td>
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<td>2</td>
<td>Postal Address</td>
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<td>3</td>
<td>Telephone: Mobile / Fax/ E-mail Website</td>
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<td>Year of Incorporation</td>
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<td>Legal Status (for profit company; not for profit company; registered trust; registered trust; others (specify)</td>
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<td>Name of the Contact person</td>
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2) **Financial**: Provide previous three financial years turnover of the firm on the basis of the audited accounts of the previous three financial years as follows.

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3. **Service Provider Experience**:
a. Details of total major assignments/Projects delivered by the agency up to March 2019. Documentary evidence (copy of award of contract and satisfactory completion report etc.) required to be attached.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Project / Assignment</th>
<th>Name of the Client</th>
<th>Services Provided/ Key task undertaken</th>
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<th>Value of the Contract (INR)</th>
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(Please add more rows if required)

b. Experience of consulting firms in Organic Agriculture domain delivered up to March, 2019. Documentary evidence (copy of award of contract and satisfactory completion report etc.) required to be attached.

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(Please add more rows if required)

4. **Master Trainers and Key Expert Profile:**
   Details of the Master trainers and key expert relevant for this assignment
Detailed CVs are required to be attached with the proposal.

I / we certify that I / we have read the terms of condition of Expression of Interest for shortlisting of agency in ------------------as amended up to date and shall abide by us.
I / We certify that the information given above is true to the best of our knowledge. I / We also understand that if any of the information is found false, I am / we are liable to debarred from selection process.

Name and Signature of agency’s Authorised representative
Date & place:
Seal of agency

Annexure-3
Total Turnover Certificate
Date:

To

Project Director

Dr. Panjabrao Deshmukh Organic Farming Mission

Project Management Unit (PMU)

Rajgruha, Gate no-5, Dr. Panjabrao Deshmukh Krushi Vidyapith (PKV)

Akola -444104

Dear Sir,

We hereby certify that M/s_______________________________
(the name of consulting firm ) who is submitting Expression of interest for
Service Provider (Mission Implementing Agencies) having their office at
______________________________(Address of the firm office) has turnover of
the firm on the basis of the audited accounts of the previous three financial years
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The above information is correct and true.

Date:

Seal

Signature of Chartered Accountant

Name (in capital letters)

Annexure-4
Declaration Letter

To whom so ever it may be concern
I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners."
Further, it is also certified that our firm has not been debarred/blacklisted by any government or any other donor/partner organization in past.
In case of any further changes which affect this declaration at a later date, we would inform the mission accordingly.
We also confirm that the details provided in our response to EOI are true. If the client finds at any time that the information provided is not correct, we shall be bound by any action that the client deems fit and appropriate including termination of contract.

Authorized Signatory
Signature [In full]:
Name and Title of Signatory: Name of Agency / Organization: (Company /Organization Seal)
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<td>9</td>
<td>Detail CVs of the Master trainers and key experts</td>
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<td>10</td>
<td>Niti Aayog Registration Certificate</td>
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<td>11</td>
<td>Govt. Award Certificate</td>
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