



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

TERMS OF REFERENCE (ToR)

Internship Program for Farm Managers- (*Agro-Based Cooperative Societies*)

1. Background

The Meghalaya Basin Development Authority (MBDA)/Meghalaya Basin Management Agency (MBMA) is implementing various livelihood and rural development initiatives aimed at strengthening Agro-Based Cooperative Societies, Farmer Producer Organizations (FPOs), and community institutions across the State.

To enhance grassroots-level implementation and promote sustainable agriculture practices, the authority proposes to engage Farm Manager Interns to support farm operations, extension services, and cooperative management.

2. Objective of the Assignment

- To provide practical exposure to young professionals in farm and cooperative management.
- To strengthen agricultural extension services and rural development interventions.
- To improve productivity, value chain development, and institutional capacity of cooperative societies.

3. Scope of Work

The selected interns will support the following:

A. Farm Management & Production

- Assist in crop planning, scheduling, and seasonal farm operations.
- Monitor input usage (seeds, fertilizers, irrigation) and productivity.
- Promote climate-resilient and sustainable agricultural practices.

B. Rural Development & Extension Services

- Facilitate farmer training, awareness programs, and demonstrations.
- Support community mobilization and strengthening of SHGs/FPOs/Cooperatives.
- Act as a link between technical experts and farming communities.
- Disseminate best practices, government schemes, and new technologies.

C. Cooperative & Agri-Business Support

- Assist in aggregation, grading, storage, and marketing of produce.
- Support business planning and value chain development.
- Maintain records related to procurement, sales, and logistics.

D. Data Management & Reporting

- Maintain MIS records, field data, and progress reports.
- Use basic digital tools for reporting and monitoring.
- Submit periodic performance and field activity reports.

4. Deliverables

- Monthly field progress reports
- Data records on farm activities and production
- Reports on training, mobilization, and extension activities
- Final internship completion report with key learnings and outcomes