



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body under Govt. of Assam)

Project Management Unit (PMU) of the World Bank financed

Assam Citizen-Centric Service Delivery Project (ACCSDP)

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

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Draft Indicative Terms of Reference (ToR) for Chief Financial Management Specialist (CFMS)

Background and Objective of the Project:

1. The Govt. of Assam (GoA) has created the Assam Rural Infrastructure and Agricultural Services (ARIAS) Society in November 1998, as an autonomous body, headed by the Chief Secretary, Assam as its President (Project Guidance Council) and the Agriculture Production Commissioner, Assam as the Chairman (Governing Body). The Project Management Unit (PCU) is headed by a State Project Director. The key mandate of the Society is to function as an apex autonomous body of the Govt. of Assam for monitoring, coordination and/or implementation of World Bank or any other externally financed/aided Projects or other Projects of any department as may be authorized by Govt. of Assam from time to time.
2. The Society has successfully completed two World Bank aided projects (ARIASP: 1995-2004 and AACP: 2005-2011 including AACP-AF: 2012-2015) and the World Bank has rated performance of these projects as Satisfactory. The Society contributed in mainstreaming many of the good practices that emerged from the projects into various schemes of the State Government. ARIAS Society has proved to be a path finder and innovator in the areas of targeting the intended beneficiaries, employment generation, reaching out to the vulnerable and the disabled and overall good governance and social accountability.
3. The Government of Assam (GoA) is committed to improve governance in the state and public sector performance. It has already embarked upon a number of specific initiatives to support this objective. They include: the Right to Public Service Act (RTPS), RTI, a public grievance redress system, e-District, Common Service Centers, and establishment of State e-Governance infrastructure.
4. Affordable access to public services, especially for the poor people, is one of the key imperatives for inclusive growth. The Government of Assam (GoA) is committed to improve governance in the state and public sector performance and has recognized the need to strengthen the delivery of citizen-centric service, and had therefore enacted the Assam Right to Public Services Act, 2012 (ARTPS) to ensure citizens' access to public services in timely, efficient and accountable manner. The Act enables the citizens of Assam to get notified public services within a stipulated timeframe and also fixes responsibilities on public servants to provide these services in a time-bound manner. GoA has also embarked upon a number of specific initiatives to support this objective, a public grievance redress system, e-District, Common Service Centers, and establishment of State e-Governance infrastructure.
5. To strengthen and deepen these initiatives, GoA has received a \$39.20 million loan from the World Bank financed towards the 'Assam Citizen-Centric Service Delivery Project' (ACCSDP) [Project ID: P150308, IBRD Loan No. 8754-IN]. The ACCSDP aims to improve citizen access to targeted services under the ARTPS, particularly in remote areas. Citizens, especially the rural communities who are heavily dependent on government services, will be the principal beneficiary group of the project. The project will place citizens at the center of the service delivery process by strengthening feedback mechanisms and grievance redress.
6. ACCSDP will facilitate implementation of the ARTPS Act with efficiency and accountability for better delivery of citizen-centric services under ARTPS Act and will support the line Deptts. A high-level delivery unit will be established to monitor the implementation of the ARTPS Act. A blend of technological interventions and administrative reforms for 18 key services will be taken-up initially under the project in four Govt. agencies, viz. Transport, Revenue & Disaster Management, and Welfare of Plain tribes & Backward Classes (WPT&BC Deptts). and the Guwahati Municipal Corporation. The project will assist implementing line departments/agencies in restructuring business processes so that citizens can access services digitally within the given timeline of ARTPS Act.
7. The Project Development Objective is to improve access in the delivery of selected public services in Assam. ACCSDP also aims to strengthen institutional operations and improve citizen awareness and participation in order

to expand access to services to benefit the rural poor. This inclusive approach will contribute to access improvements in four key ways: (i) by expanding the number of Right to Public Services Act (RTPS) services which are digitized and available on-line; (ii) by improving connectivity infrastructure especially in underserved areas to enhance citizen access to services; (iii) by engaging local populations in service delivery (through both participatory and digital approaches) so that targeted priority services for the rural communities are accessible; and (iv) by rationalizing and strengthening service delivery by front-line institutions. This project design is pivoted around four interrelated components: (i) strengthening RTPS implementation; (ii) improving service delivery processes in targeted departments; (iii) setting up one-stop-service centers to receive requests for RTPS services and electronically deliver select services to the citizens closer to their homes; and (iv) promoting citizen engagement.

8. These key components of the project namely digitization of services, ICT infrastructure, citizen engagement, front-line delivery institutions, and change management would be managed through the Project Management Unit (PMU) under the ARIAS Society, led by a State Project Director (SPD) and would have *inter alia* the following staff/consultants:

- Business Process Re-engineering and IT Specialist
- ICT Infrastructure Specialist
- Social Development and Communication Specialist
- Monitoring and evaluation (M&E) Specialist
- Citizen engagement and Change management
- Procurement & Contract Management Specialist
- Financial Management Specialist
- PMU Support Staff

9. The Financial Management policies & procedures of ACCSDP would be guided by Financial Management Manual of the project. The same is divided into two parts. The First part is a reference guide and the Second part works as field manual to be used by the Project Management Unit for the day to day management of the project. The project accounts (books of accounts) would provide the basis for preparation of Project Financial Statements (PFS) and would be established to reflect the financial transactions in respect of the project as per the Financial Management Manual (FMM) of ACCSDP.

10. The PMU of the ACCSDP is seeking an interested and qualified professional for the position of **Financial Management Specialist** hereinafter referred as '**CFMS**' on a full time basis to lead the procurement management function of the Society.

Job Summary

11. The **CFMS** shall inter alia support the PMU of ACCSDP and shall be primarily responsible for maintaining the financial discipline, control and accounts as per the Financial Management Manual (FMM) of ACCSDP, so as to ensure that the aims and objectives of the project are achieved. The professional contracted shall be responsible for ensuring that project funds are used for the purposes intended, that the annual project financial statements are free from material misstatement, and that the terms of the loan agreement with the World Bank and the Project Financial Manual (FMM) of ACCSDP are complied with.

Key Tasks and Responsibilities

12. *The key tasks and responsibilities include the following:*

- a) All works relating to Financial Management of ACCSDP.
- b) Work closely with participating government departments, senior management and PMU colleagues to ensure good financial management practice in support of ACCSDP objectives;
- c) Scrutinize the Sanction and Fund Release Proposals (FRPs) for specific activities of the project, as & when related files are marked by SPD, and recommend approvals to the SPD
- d) Vetting of financial documents related to the ACCSDP as & when related files are marked by SPD.
- e) Preparation of Accounts of ACCSDP and place it before the Statutory Bodies of the ARIAS Society.

- f) Inspect with approval of SPD the accounts of the implementing agencies/departments using project funds, to ensure that the accounts are being maintained as per the norms applicable for the ACCSDP/PFM.
- g) Monitor and report (to SPD) regarding any violation of the FMM.
- h) Prepare Financial Statements of the PMU and implementing department/agency wise as required.
- i) Assess Training needs of the financial Staff of PMU/ implementing department/agency and organize Training/capacity building workshops accordingly.
- j) Liaise with the Finance Department (GoA) on the matters concerning financial management of ACCSDP.
- k) Monitor the works of the Financial Auditors engaged under ACCSDP.
- l) Preparation, Consolidation and updating the Financial Management Statements of the project.
- m) Ensure that reimbursement claims for the expenditures under ACCSDP are submitted to the Government of India (GoI) as per applicable norms [with intimation to the Finance Department (GoA)] and Liaise with the office of Controller of Aid Accounts & Audit, GoI, as and when necessary.
- n) As directed by the SPD through a specific Office Order, the CFMS may be required to jointly sign cheques/fund limit orders along with the SPD for the activities sanctioned by the ARIAS Society under ACCSDP and FRPs approved by SPD.
- o) Periodic checking of the bank balance through online banking, reconciliation of Bank Accounts and reporting to the SPD.
- p) Any other relevant work assigned by the SPD.

13. Learning and Knowledge sharing within the team and with partners:

- a) Participate in workshops/ training programs under the ARIAS Society for knowledge sharing with various stakeholders of ARIAS Society/team members of PMU on good practices, better governance, etc.
- b) Lead communication with government and other partners in sharing project progress, and seeking feedback to improve financial functions.
- c) Identify and participate in opportunities for cross-learning with projects similar to ACCSDP

14. The **CFMS** will have to attend PMU, ARIAS Society on all working days from 10 AM to 5 PM unless he is on official tour as approved by SPD or allowed to work from home by SPD. He may also be required to attend office on holidays as and when so desired by SPD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.

15. Duration of Assignment

- a) The contract period with **CFMS** is intended for entire duration of the project and coterminous with the project period of ACCSDP. However, continuity of the **CFMS** beyond one (1) year from the date of signing the agreement will depend upon his performance. The decision of the SPD will be final and binding in this regard.
- b) The contract with **CFMS** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Govt. of Assam/ PMU/ ARIAS Society. The assignment is purely contractual in nature and will not, under any circumstance, be extended beyond the ACCSDP's closing date. The ARIAS Society or the Government of Assam will not undertake any responsibility for subsequent deployment of the consultant.
- c) The **CFMS** shall not assign or sub-contract, in whole or in part, his obligations to perform under this Contract, except with the SPD's prior written consent. The **CFMS** will have to serve the ARIAS Society on full time basis under overall command of State Project Director, ARIAS Society and provide services from the PMU at Khanapara, Guwahati. The resignation/termination shall be as per HR Policy of the ARIAS Society.
- d) The **CFMS** may be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD.

Essential Qualifications & Experience

16. Essential Qualifications:

- a) A professional Chartered Accountant (CA) from any Govt. recognized Institute **or**
- b) A member of the Institute of Cost Accountants of India (ICAI)/Cost & Management Accountant (CMA) **or**

- c) Post Graduates in Commerce or MBA (Finance) from any Govt. recognized University.
17. **Essential Experience:** Atleast 7 years of experience in the field of finance and accounts in public/ reputed private sector agency(ies) at leadership position
18. **Other essential requirements**
- Must possess initiative and the ability to work independently as well as team;
 - Good written and verbal communication and proficiency in report writing skills.
 - Computer Skills:** Proficiency in internet based applications, MS Word, MS Excel and MS Power Point etc
19. **Desirable Qualifications, Experience, Skills, etc.:**
- Experience as a head of or independent charge of finance and accounts wing of an organization;
 - Experience of working with public sector agencies/ World Bank or Externally aided projects/Government projects/ Government Institutes or undertakings;
 - Knowledge of Government Financial Rules and Regulations;
 - Experience of working in multi stakeholder environment and multi tasking;
 - Good analytical and planning skills; self-motivated and ability to work independently as well as in teams.
20. **Age:** The candidate shall not be of more than **45** years of age as on **1st August'2017**. However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed.
21. **Remuneration and payment terms:**
- Depending on the qualifications, experience, competency, and also the remuneration/ CTC of the last assignment, the consolidated fixed annual Cost to project (CTP) of the **CFMS** will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.11.40 lakh to Rs.19.20 lakh** per year. The agreed annual CTP shall be inclusive of remuneration, performance-linked-incentive, communication allowance, health/service related allowance, all taxes, cost of accommodation and food at Guwahati, conveyance to attend the PMU, etc. *However, in case of exceptionally brilliant and talented candidate having wide relevant experience the upper limit of the CTP range may be enhanced.*
 - The remuneration will be given in equal monthly installments and the performance-linked-incentive will be given on quarterly basis based on the performance and achievement against the mutually agreed deliverables by the ICTI Specialist. Taxes as applicable shall be dealt with as per applicable laws. The remuneration may be enhanced on an Annual Basis, based on the HR Policy of the ARIAS Society.
 - Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement. For travel outside the State, the Travelling and Boarding & Lodging expenses will be reimbursed as per the HR Policy of the ARIAS Society and as provided in the contract agreement.
22. **Travel Requirements:** The **CFMS** may be required to undertake field-visits as per the project requirements, with prior approval of the SPD and the travel costs will be reimbursed as per the HR Policy of the ARIAS Society
23. **Reporting and Performance Review**
- The **CFMS** will report to the State Project Director, ARIAS Society. The quality of service and performance of the **CFMS** will be reviewed by the SPD on a quarterly basis and the annual performance review will be done as per the HR Policy of the ARIAS Society
24. **Facilities to be provided by the PMU:** The PMU, ARIAS Society
- Will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.
 - Will be provided with one office cubicle in the PMU along with computer, printer, computer/office consumables, and internet access.
 - Will pay the fixed monthly remuneration as per the contract agreement. No house rent allowance or any other allowance shall be paid by the PMU. No other payment whatsoever (except reimbursement of travelling expenses and project allowance) shall be paid, except as agreed with the **CFMS** and by the SPD, ARIAS Society.
 - Will not be provided with any clerical assistance.
