



**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)**

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**Draft Indicative Terms of Reference (ToR) for Accounts Executive (AE)**

**Background and Objective of the Project:**

1. The Govt. of Assam 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 Public Facilitation Centers (PFC) 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 **Accounts Executive** hereinafter referred as 'AE' on a full time basis to lead the procurement management function of the Society.

## **Key Tasks and Responsibilities**

### **11. Support Coordination and Management**

The Accounts Executive(AE) will report to the Chief Financial Management Specialist (**CFMS**) of the ACCSDP and in his absence, report to the Chief Financial Controller (CSC), ARIAS Society and provide assistance on finance and accounting functions, including for the following :

- a) Technical support in all areas of day to day finance and accounting functions and financial management of ACCSDP, to ensure regular & proper keeping of accounts related records of the ACCSDP, observing the standard accounting principles of double entry systems;
- b) Work closely with the accounts team of ARIAS Society and will assist in works related to budget; work plan, grants disbursement and audits;
- c) Regularly monitor the financial performance of ACCSDP including monitoring of expenditures, including analysis and preparations of reports required for financial management of the project
- d) Assist in maintenance of the ACCSDP Accounts as per the Financial Management Manual of ACCSDP/ARIAS Society and other rules & regulations and guidelines issued by ARIAS Society from time to time;
- e) Ensure that the Financial management systems and internal control procedures as applicable to the ACCSDP are being adhered to by the various units;
- f) Keep strong liaison with the Finance & Accounts personnel of the PMU, ARIAS Society with regards to consolidation of information, claim submission and other accounting issues;

- g) Ensure that goods & services are procured in accordance with the relevant Financing & Project Agreements and as per the World Bank guidelines for procurement of goods, works & services;
  - h) Ensure that all expenditure incurred under ACCSDP has been authorized by the SPD, ARIAS Society and entered into the MIS system of ARIAS Society and in Accounting Software (such as Tally);
  - i) Processing of bills/invoices etc for payment both in Manual and MIS/computerized financial accounting systems; including proper deduction of all applicable taxes and levies including service tax, TDS etc. and timely deposit all the returns to the concerned authorities;
  - j) Ensure that the asset sanctioned and created under the ACCSDP have been recorded in the Asset Register showing their identification, location and custody;
  - k) Ensure that funds disbursed are properly accounted and that necessary supporting documents such as records, vouchers, relevant contract agreements, etc. and books of accounts are properly retained in respect of all project procurements & expenditures, so that these are made available to Audit (Chartered Accountant/Accountant General) on demand as and when required;
  - l) Assist in maintaining cash book on daily basis and will prepare monthly expenditure statements, compilation of monthly accounts & annual financial reports, and preparation of the monthly reimbursement applications and related statements of the ACCSDP for sending to the Govt. of India/World Bank.
  - m) Prepare Power Point Presentation/detailed note in respect of Financial Status of the ACCSDP as and when required;
  - n) Carry out monitoring visits with the program team and other members of finance team in order to ensure effective financial management of ACCSDP;
  - o) Liaise with appointed internal auditors and review internal audit reports and will ensure compliance with corrective measures; review the external audit reports of Accountant General and will ensure compliance with corrective measures;
  - p) Any other official responsibilities as assigned by the SPD, ARIAS Society/ Financial Management Specialist, ACCSDP/Senior Financial Advisor, ARIAS Society.
12. The **AE** will have to attend PMU, ARIAS Society on all working days from 10 AM to 5 PM unless he/she is on official tour as approved by SPD. He/she 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.

### **13. Duration of Assignment**

- a) The contract period with **AE** is intended for entire duration of the project and coterminous with the project period of ACCSDP. However, continuity of the **AE** beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance. The decision of the SPD will be final and binding in this regard.
- b) The contract with **AE** 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 **AE** 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 **AE** 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 **AE** may be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD.

### **14. Essential Qualifications & Experience**

- a) M.Com from any Govt. recognized University with in-depth knowledge of financial management procedures applicable for World Bank/externally funded projects and having hands on experience of operating Tally accounting software. At least 3 years of experience in financial management related activities in any World Bank/Externally aided project or similar Govt. of India funded projects/National level reputed projects, with minimum 1 (one) year in Govt. projects.

- b) **Computer Skills:** Experience of operating Tally accounting software and using Internet based applications, and proficiency in MS Word, MS Excel, MS Power Point, etc.
  - c) Proven practical skills in the aspects of finance and accounts
  - d) Demonstrated knowledge of World Bank financial management policies, best practice, systems and tools
  - e) Demonstrated strong conceptual, analytical skills with clarity of thought process and problem-solving skills;
  - f) Excellent organizational skills and accuracy with keen attention to detail;
  - g) Self motivated, high level of zeal and enthusiasm in all endeavours, unblemished integrity, ability to check quality of own work and ability to organize and prioritize own work to meet deadlines;
  - h) Ability to work both independently and as well as in a team;
  - i) Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts;
  - j) Must possess initiative and the ability to work independently as well as team;
  - k) Good communication and report writing skills in English language
  - l) Good command over English language
15. **Age:** The candidate shall not be of more than **35** years of age as on **1<sup>st</sup> November'2021**. However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed.

**16. Remuneration and payment terms:**

- a) 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 **AE** will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.3.00 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.
  - b) 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 **AE**. 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.
  - c) 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.
17. **Travel Requirements:** The **AE** 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

**18. Reporting and Performance Review**

The **AE** will report to the Financial Management Specialist, ARIAS Society. The quality of service and performance of the **AE** 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

**19. Facilities to be provided by the PMU:** The PMU, ARIAS Society

- a. Will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.
- b. Will be provided with one office cubicle in the PMU along with computer, printer, computer/office consumables, and internet access.
- c. 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 **AE** and by the SPD, ARIAS Society.

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