

ARIAS SOCIETY
Assam Rural Infrastructure and Agricultural Services Society
(An Autonomous Body under Govt. of Assam)
Project Coordination Unit (PCU)

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)
Tel: +91 361-2332125; Fax: +91 361-2332564; website: www.arias.in; email spd@arias.in

Proposed Assam Agribusiness and Rural Transformation Project (APART):
Draft Indicative Terms of Reference (ToR) for Chief Finance Manager (CFM)

(A) Background:

1. The Government 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 Coordination Unit (PCU) is the head quarter of the Society, which is headed by a State Project Director. The key mandate of the Society is to function as an apex autonomous body of the Government of Assam for monitoring, coordination and/or implementation of World Bank or any other externally financed/aided Projects or other Projects of any department (i.e. ARIAS Society Projects) as may be authorized by the Government 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. After completion of above two projects, the Government of Assam (GoA) through Government of India (GoI) has applied for a loan from the World Bank for a new project i.e. the Assam Agribusiness and Rural Transformation Project (APART). The ARIAS Society now intends to apply a portion of this loan for hiring of a **Chief Finance Manager (CFM) hereinafter called 'CFM'** purely on contractual basis to be placed in ARIAS Society, Guwahati, Assam.
4. The development objective of APART is "increasing value-added and improve resilience of selected agricultural value chains, focusing on small holder farmers and agro-entrepreneurs in targeted districts of Assam".
5. There are four components to the APART. The first component is Enabling Agri enterprise Development, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment fund (iv) establishing stewardship councils. The second component is Facilitate Agro Cluster Development with sub-components being- (i) support establishment of Industry Associations (IAs), (ii) supply chain support. The third component is Fostering Market Led Production and Resilience Enhancement with sub components being (i) promoting climate resilient technologies and their adoption (ii) facilitating market linkages through market intelligence and product aggregation (iii) Facilitating access to and responsible use of financial services. The fourth component is project Management, Monitoring and Learning.
6. The project will achieve the proposed PDO by: (i) enabling investments in agri-enterprises, improving the investment environment and investment promotion, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, pushing for process, regulatory changes; (ii) facilitating the growth of agri enterprise clusters to increase competitiveness, revenue and employment growth; and supporting development of modern supply chains; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability.
7. The project interventions will be carried out in the following 16 undivided districts of Assam (as of 1st April, 2016): Nagaon, Sonitpur, Barpeta, KarbiAnglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon and Nalbari.

8. The project will be monitored & coordinated in each district by a District Level Coordination Committee (DLCC) headed by the respective Deputy Commissioner (DC) and the Addl. Deputy Commissioner (ADC) (Development) as Member Secy. The District Level offices of the implementing Agencies, representatives from the lead commercial banks in the District will be the members of the DLCC.
9. The Financial Management policies & procedures of APART 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 all entities involved in the Project including the Project Co-ordination Unit and the Accounting Centers 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 APART. The Project Financial Statements (PFS) at the district level will be collated and channeled to the PCU ARIAS Society for compilation of monthly accounts etc.
10. Given the enhanced complexities and new initiatives on more extensive engagement with private sector under the APART, the ARIAS Society is considering to engage a qualified Chief Financial Manager (CFM) on a full time basis to head the financial management function of the Society. The CFM will be supported by senior and junior finance consultants in the PCU and also by 16 District Accounts Managers. Given this context the TOR has been framed.

(B) Scope of Position

11. The **Chief Financial Manager (CFM)** will *inter alia* assist the project to maintain financial discipline and control and to ensure proper maintenance of accounts and also to ensure that Project Financial Management (PFM) is closely inter-connected with the aims and objectives of the project. The professional contracted will 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 APART are complied with.

(C) Essential Qualifications

8. **Educational Qualification and Work Experience:** The following would be the preferred order of educational qualification and experience. *That is, in case sufficient candidates from category 'a' below are not found suitable for the position, candidates from category 'b' will be considered and so on:*
 - a. A professional **Chartered Accountant (CA)** with minimum 5 (five) years of post qualification experience in the field of finance and accounts. Applicants with higher experience will be given preference.
 - b. A member of the **Institute of Cost Accountants of India (ICAI)/Cost & Management Accountant (CMA)** having minimum 7 (seven) years of post qualification experience in the field of finance and accounts.
 - c. Full time **MBA (Finance)** from recognized University/Institute with atleast 55% marks having minimum 10 (ten) years of post qualification experience in the field of finance and accounts.
 - d. **Retired Finance & Accounts Officer/Manager from any Public Sector Agency.**
 - e. **Retired Officer from Assam Financial Services (AFS) cadre** having served in any Department of the State Government in the field of finance and accounts.
9. **Computer Skills:** The CFM must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
10. **Age:** Age of the candidates at para 8(a), 8(b) and 8(c) should not be more than **45** years as on 1st January, 2017. In case of candidates at para 8(d) and 8(e) the age should not be more than **65** years as on 1st January, 2017.
11. **Language:** High level of fluency in English and Hindi

(D) Desirable Qualifications, Experience, Skills etc:

12. The following would be the desirable qualifications, Experience, Skills etc. and candidates having these qualities would be given preference:

- a. Experience as a head of or independent charge of finance and accounts wing of an organization;
- b. Experience of working with public sector agencies;
- c. Externally aided projects/Government projects/Government Institutes or undertakings;
- d. Knowledge of Government Financial Rules and Regulations;
- e. Experience of working in multi stakeholder environment and multi tasking;
- f. Good analytical and planning skills; the candidate must be self-motivated and should possess ability to work independently as well as in teams.

(E) Key Job Responsibilities

13. *The key responsibilities include the following:*

- a. All works relating to Financial Management of ARIAS Society Projects.
- b. Recommending financial approvals to the SPD/ vetting of financial documents for matters related to the ARIAS Society Projects.
- c. Compilation of Accounts of ARIAS Society Projects and place before the Statutory Bodies of the ARIAS Society.
- d. Inspect Accounts of the Accounting Centers of ARIAS Society Projects, with approval of SPD, to ensure accounts are being maintained as per the norms applicable for the ARIAS Society Projects.
- e. Monitor and report (to SPD) regarding any violation of the Financial Management Manual (FMM) by the Accounting Centers of ARIAS Society Projects.
- f. Prepare Financial Statements of PCU and ARIAS Society Projects as required.
- g. Assess Training needs of the financial Staff of PCU/Accounting Centers and organize Training/capacity building workshops.
- h. Liaise with the Finance Department, Government of Assam on the matters concerning financial management of ARIAS Society Projects.
- i. Monitor the works of the Auditors engaged by the ARIAS Society.
- j. Preparation, Consolidation and updating the Financial Management Statements of the ARIAS Society projects.
- k. Supervise the processing of reimbursement claims to be submitted to the Government of India (Gol) for ARIAS Society Projects funded through externally aided sources, as applicable and Liaise with the office of Controller of Aid Accounts & Audit, Gol.
- l. Scrutinize the Sanction and Fund Release Proposals (FRPs), as & when related files are marked so by SPD.
- m. As directed by the SPD through a specific Office Order, the CFM will be required to jointly sign cheques/fund limit orders along with the SPD for the activities sanctioned by the ARIAS Society and FRPs approved by SPD.
- n. Periodic checking of bank balance through online banking, reconciliation of Bank Accounts and reporting to the SPD.
- o. Any other relevant work assigned by the SPD.

(F) Duration of assignment

14. The contract period of the CFM is intended for entire duration of seven years of the APART with the provision of annual extension based on performance appraisal every year. The CFM will have to serve the ARIAS Society on full time basis and reporting to the State Project Director, ARIAS Society and provide services from the Project Coordination Unit (PCU) at Khanapara, Guwahati. The Resignation/Termination shall be as per the HR Policy of the ARIAS Society.

(G) Remuneration and payment terms:

15. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed remuneration of the CFM will be determined and mutually agreed, which could be in the range of
- a. **Rs. 11.40 lakh to Rs. 25.80 lakh per year** for the category of candidates indicated at para 8(a), 8(b), 8(c) and 8(d) above.
 - b. In case of category of candidates indicated at para 8(e) above, the remuneration will be fixed based on the principle of last monthly pay-drawn (Gross Pay) from the Government minus the Pension that the individual is getting (*For example, if the last drawn salary of the officer at the time of retirement was Rs.80,000/- per month and currently he/she is drawing a pension of Rs.40,000/- per month then he/she will be eligible for Rs.40,000/- per month*). In addition, such category of contractual employees will be entitled for a 'Project Allowance' as per HR Policy of the ARIAS Society.
 - c. The remunerations cited above shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at Guwahati, 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 ARIAS Society.

16. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.

17. The CFM will be eligible for annual Leave as per provisions of ARIAS Society.

(H) Facilities to be provided by the client: PCU will –

18. Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
19. Provide one office cubicle in the PCU along with computer, printer, computer/office consumables, and internet access. In addition, one laptop computer, along with Internet Data Card (maximum 4 GB per month) may also be provided depending on the intensity of the service, as determined by SPD.
20. Provide conveyance arrangements for official travel within Guwahati city on pool basis, whenever available and also for field visits approved by the SPD.

(I) Reporting and Performance Review:

21. The CFM will report to the State Project Director, ARIAS Society. The performance of the CFM will be reviewed by the SPD as per the HR Policy of the ARIAS Society.

FORMAT FOR SUBMISSION OF CV

1. **Full Name** (In Block Letters):
2. **Gender:**
3. **Nationality** (attach a copy of evidence):
4. **Permanent Postal Address** (attach a copy of evidence):
5. **Police Station:**
6. **Current Address:**
7. **Telephone/ Cell No.:**
8. **Email address:**
9. **Passport No.** (If available) (attach a copy of evidence):
10. **Date of Birth** (attach a copy of evidence):
11. **Current Designation:**
12. **Current Employer's Full Address with contact email and phone number:**
13. **Educational qualification** (attach a copies of evidences):

Paste self attested Recent Passport Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Professional Qualification (Please specify)					

14. **Training details relevant to the position applied** (attach a copy of evidence):

Sl.	Training Field	Period of Training
1.		
2.		

15. **Total Experience (in years):** *in Finance and Accounts*
16. **Experience (in years)** [(a) Experience as a head of or independent charge of finance and accounts wing of an organization/ (b) Experience of working with public sector agencies/ (c) Externally aided projects/Government projects/ Government Institutes or undertakings;]:
17. **Languages known:**
18. **Computer proficiency:**
19. **Do you have any criminal or corruption charges pending against you?** (If yes furnish details)
20. **Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law?** (If yes furnish details)
21. **Have you ever been discharged or forced to resign from any position?** (If yes furnish details)
22. **Employment Record (Starting from the latest):**

From:	To:
Employer:	
Position Held:	
Monthly Remuneration (attach copy of the latest salary/remuneration certificate):	
Summary of services provided:	

Add boxes as required

23. **Works/Activities undertaken that best illustrates the experiences in similar position(s) applied for** (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

Name of assignment or project: Year: Employer: Main Features of the project: Positions held: Activities performed:	
---	--

Add boxes as required

<p>Declaration: I certify that the statements made by me in this CV are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ARIAS Society to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ARIAS Society would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p> <p align="right">Signature of the Candidate</p>

Attach self attested certificates/testimonials.

IMPORTANT Note: Candidates shall provide CV (not more than 8 pages) strictly as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. **The complete CV along with certificates/testimonials shall not be more than 20 (twenty) pages or else CV may not be considered.**