ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body under Govt. of Assam)

Project Management Unit (PMU) of the Asian Development Bank financed

Assam Sustainable Wetland and Integrated Fisheries Transformation (SWIFT) Project

Agriculture complex, Khanapara, G.S.Road, Guwahati-781022(Assam, India) Tel:+91361-2332004;website:www.arias.in

Draft Indicative Terms of Reference (ToR)
Financial Management Executive (FME)

A) BACKGROUND OF THE PROJECT AND CONTEXT OF ENGAGEMENT:

1. The Sustainable Wetlands and Integrated Fisheries Transformation (SWIFT) project seeks to promote the sustainable management of Assam's wetland (beel) ecosystems and fisheries development by actively engaging local communities in the management process and enhancing their economic and livelihood conditions. SWIFT's integrated approach combines institutional strengthening for ecosystem conservation with the development of the beel fisheries value chain. This dual focus benefits both the environment and the local community, ensuring long-term sustainability and economic growth.

2. Specifically, the project is aligned with the following impact: income of small-scale food producers of Assam enhanced (Assam Vision 2030, Fisheries Sector); and the project will have the following outcome: beel fishery productivity and community-based sustainable wetland management enhanced in the state of Assam. Three outputs are envisaged.

3. **Output 1: Institutional capacity and regulatory framework for sustainable beel ecosystem and fisheries management strengthened**. The output aims to reform the current government system on beel management, particularly the leasing system. It will support the following activities: (i) updating relevant beel management and fishery acts, regulations, and rules for community-based management, and preparing public awareness-raising materials; (ii) preparing rules or guidelines for community-based beel management system, considering various hydrology of wetlands, channels, agro ecological situations, and providing necessary training on the subject; (iii) preparing a sustainable operational model as a project exit plan; (iv) capacity building and training of the Department of Fisheries (DoF) staff and other allied public institutions, including the state's wetland authority, in latest fisheries stocking and conservation techniques, community-based beel management best practices, and use of digital technologies; (v) supporting research and development in beel management and fisheries, including carbon sequestration benefits from beel management, climate change impacts and adaptation measures, seed production and breeding, and ex-situ conservation of endangered species; (vi) strengthening beel community-based institutions – specifically Beel Development Committees (BDCs); and (vii) operating beel management monitoring system through the development of project information system and beel fisheries knowledge platform, complementing state wetland authority's wetland notification process.

4. **Output 2: Community-based fisheries business developed and beel community income diversified**. The project will ensure the sustainability of beel community-based institutions by enhancing their financial viability and strengthening women's and marginalized groups' participation in economic activities. The project will: (i) support the development or strengthening of the Beel Development Committees (BDCs), some of whom are or will operate as fisheries cooperatives; (ii) conduct capacity building for these BDCs through training in organizational and financial management, as well as branding, marketing and processing along the value chain; (ii) provide public sector support for the development of community-based fisheries value chain infrastructure, including fish landing sites and local aggregation points/centers; (iii) promote private sector led fisheries commercialization by creating matching grant facilities for hatchery, feed mill, primary processing and other value addition initiatives; and (iv) support other income generation activities for self-help groups through strengthening or revitalizing self-help groups based on their needs assessment

5. **Output 3:** Beel conservation and restoration planned and managed. The project addresses habitat loss caused by the loss of connectivity with the adjacent river and decreasing water depth, and macrophyte growth that hinders fisheries productivity in beel's. The beel restoration approaches will focus on: (i) beel demarcation; (ii) beel rejuvenation, such as de-weeding and desilting; and (iii) beel's water inflow and outflow control improvement, including desilting, constructing embankments, installing silt traps, building water retaining structures and peripheral bunds, and installing bio-filters.

6. **Implementation arrangements:** A dedicated SWIFT Project Management Unit (PMU) has been be established within ARIAS Society, headed by the State Project Director (SPD), ARIASS, and is responsible for overall project execution and ensuring the achievement of project objectives. Further, the Project Implementation Unit (PIU) (currently housed in the ARIAS Society) is also established under the leadership of the Director of Fisheries (DoF), Guwahati. Moreover there are, five (5) Cluster Project Implementation Unit (CPIUs) spread across the five Zonal Offices of the Fisheries Department, each headed by the Deputy Director of Fisheries (DDF). The CPIU managed by DDF shall be reporting to the PIU headed by the Director of Fisheries.

7. **Context of the Engagement:** For Effective implementation, the SWIFT Project requires robust financial management systems to ensure prudent budgeting, accounting, fund flow management, financial reporting, statutory compliance, maintenance of financial records, and adherence to internal control procedures. The PIU is responsible for day-to-day financial management of project activities, processing of project expenditures, monitoring budget utilization, maintaining accounting records, preparing financial reports, coordinating with the PMU and ARIAS Society on financial matters, and ensuring compliance with the Project Administration Manual (PAM), Financial Management Manual, Government of Assam financial rules, and the financial management and disbursement requirements of the Asian Development Bank (ADB). To strengthen the operational financial management capacity of the PIU and ensure efficient execution of finance and accounting functions, the Project intends to engage **one Financial Management Executive (FME)** at the PIU. The Financial Management Executive will provide day-to-day support to the Financial Management Specialist-PIU in accounting, financial reporting, payment processing, maintenance of financial records, statutory compliance, internal controls, audit coordination, and financial monitoring, while working under the guidance of the Financial Management Specialist and in close coordination with the Finance & Accounts Wing of the ARIAS Society. This Terms of Reference (ToR) has been developed accordingly.

B) Objective of the Assignment:

6. The overall objective of the assignment is to provide professional and operational support for the day-to-day financial management, accounting, budgeting, financial reporting, and internal control functions of the PIU under the Assam SWIFT Project. The **Financial Management Executive (FME)-PIU** shall assist the Financial Management Specialist-PIU in maintaining accurate books of accounts, processing payments, monitoring project expenditures, maintaining accounting records and asset registers, preparing financial statements and reimbursement claims, ensuring compliance with applicable taxation and statutory requirements, coordinating financial reporting with the PMU, ARIAS Society, and CPIUs, and facilitating internal and external audits. The **FME** shall also support budget monitoring, financial analysis, maintenance of accounting software and Management Information Systems (MIS), implementation of internal control procedures, and timely availability of financial information to enable effective financial management and decision-making. The assignment shall ensure that all financial transactions are properly authorized, accurately recorded, adequately documented, and fully compliant with the Project Administration Manual (PAM), Financial Management Manual, ADB Loan Disbursement Handbook, Project Loan/Financing Agreement, ARIAS Society procedures, and the applicable financial rules, regulations, and accounting standards of the Government of Assam.

C) TASKS AND RESPONSIBILITIES:

The Financial Management Executive (FME) will report to the Financial Management Specialist and in his absence, report to the Deputy Project Director (Technical) and provide assistance on finance and accounting functions, including for the following:

7. Technical support in all areas of day to day finance and accounting functions and financial management of PIU, to ensure regular & proper keeping of accounts related records of the PIU, observing the standard accounting principles of double entry systems.
8. Work closely with the accounts team of ARIAS Society and will assist in works related to budget; work plan, grants disbursement and audits.
9. Regularly monitor the financial performance of PIU including monitoring of expenditures, including analysis and preparations of reports required for financial management of the project.
10. Assist in maintenance of the PIU Accounts as per the Financial Management Manual of SWIFT/ARIAS Society and other rules & regulations and guidelines issued by ARIAS Society from time to time.
11. Ensure that the Financial management systems and internal control procedures as applicable to the PIU are being adhered to by the various units.
12. 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.
13. Ensure that goods & services are procured in accordance with the relevant Financing & Project Agreements and as per the ADB guidelines for procurement of goods, works & services.
14. Ensure that all expenditure incurred under SWIFT has been authorized by the SPD, ARIAS Society and entered into the MIS system of ARIAS Society and in Accounting Software (such as Tally).
15. 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.
16. Ensure that the asset sanctioned and created under the SWIFT have been recorded in the Asset Register showing their identification, location and custody.
17. 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.
18. 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 PIU for sending to the Govt. of India/World Bank/ADB.
19. Prepare Power Point Presentation/detailed note in respect of Financial Status of the PIU as and when required.
20. Carry out monitoring visits with the program team and other members of finance team in order to ensure effective financial management of PIU.
21. 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.
22. Any other official responsibilities as assigned by the Director of Fisheries/DPD/Financial Management Specialist-PIU/Sr. Financial Management Specialist-PMU/SPD.

D) ESSENTIAL QUALIFICATIONS, EXPERIENCE & DESIRED SKILL:

23. **Essential Qualifications**: Graduate/Post Graduate in Commerce from any Govt. recognized University with in-depth knowledge of financial management procedures applicable for ADB/World Bank /externally funded projects and having hands on experience of operating Tally accounting software.

24. **Essential Experience:** At least **5 (five**) 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.

25. Experience of operating Tally accounting software and using Internet based applications, and proficiency in MS Word, MS Excel, MS Power Point, etc**.**

26. Proven practical skills in the aspects of finance and accounts.

27. **Desired Skill**: Demonstrated knowledge of - ADB financial management policies, best practice, systems and tools; strong conceptual, analytical skills with clarity of thought process and problem-solving skills and excellent organizational skills and accuracy with keen attention to detail.

E) DURATION OF CONTRACT, NOTICE PERIOD ETC

28. The initial contract period of the **Financial Management Executive (FME)-PIU** will be for eleven (11) months and the contract shall become effective from the date of signing of the agreement by the **FME-PIU** and the SPD, followed by the date of joining by the **FME-PIU** and shall automatically terminate after eleven (11) months, if not terminated or cancelled or closed earlier by SPD based on the provisions of the contract agreement. The continuity of the **FME-PIU** beyond eleven (11) months will depend upon **FME-PIU** performance, requirement of the position, and availability of project funds, and as decided by the SPD, ARIAS Society based on the feedback from the Director of Fisheries, Head of PIU and the decision shall be final and binding in this regard.

    Note: Further, as per the Executive Order No. FEC (II).670250/5 Dated 26-02-2026 of the Finance Department, Govt. of Assam, any renewal or extension of contract for contractual personnel shall be effected only after a clear break of at least two (2) working days between the expiry of the existing contract and commencement of the renewed/extended contract and availing prior concurrence of Finance dept as per DFPR, 2022.

29. Pursuant to the provision in the contract agreement, the contract agreement with the **FME - PIU** may be terminated by either side at any point of time during the contractual period by serving a 30 (thirty) days' notice without assigning any reason and without thereby incurring any liability to the Director of Fisheries/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the closing date of SWIFT project. The Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of the incumbent.

30. The **FME -PIU** shall not assign or sub-contract, in whole or in part, his/her obligations to perform under this ToR, except with the reporting officer's prior written consent. The **FME - PIU** will have to serve the PIU on full time basis and report to the Deputy Project Director (DPF) under the overall command of the Director of Fisheries, Assam.

31. The assignment is purely contractual in nature and the SPD-ARIAS Society reserves the right to terminate or cancel the assignment and/or shorten its duration or extend the duration, irrespective of whether the assigned tasks of **FME -PIU** as per the ToR has been completed or not, based on the requirements or availability of the project funds or performance and/or conduct of the **FME -PIU** or for convenience as determined by the SPD, ARIAS Society, without thereby causing any liability to the **FME -PIU** or to the Government of Assam or the Government of India or the ADB. Whatever be the reason for termination, the **FME -PIU** shall comply with the termination order forthwith without any reservation.

F) REMUNERATION AND PAYMENT TERMS:

32. Depending on the qualifications, experience, competency, and remuneration of the last assignment of the candidate, the consolidated fixed remuneration of the successful candidates selected for the position of **Financial Management Executive (FME)-PIU** will be determined and mutually agreed with the selected candidate, which shall be within the range of **Rs.60,000/= to Rs.75,000/= per month**. Taxes as applicable shall be dealt with as per applicable laws.

33. In cases the successful/selected candidate's last drawn monthly remuneration is lesser than the advertised range of the consolidated fixed monthly remuneration, the offered remuneration shall be minimum of the range of remuneration mentioned above, unless otherwise approved by the competent authority based on exceptional merit and project requirements.

34. In cases the successful/selected candidate's last drawn monthly remuneration is higher than the advertised range of the consolidated fixed monthly remuneration, the offered remuneration shall be maximum of the range of remuneration mentioned above, unless otherwise approved by the competent authority based on exceptional merit and project requirements.

35. In case the successful/selected candidate happens to be a retired Government Servant, relevant rules of the Government shall be applicable and the monthly fixed remuneration of the incumbent shall be fixed based on the principle of "Last Pay – Minus – Pension" of the Government of Assam.

36. Travelling, Boarding, Lodging and Food expenses for approved official tours outside the Guwahati/PIU/HQ will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement.

G) TRAVEL REQUIREMENT:

37. The **Financial Management Executive (FMS)-PIU** will be required to undertake field-visits and tours to the project sites with the approval of Director of Fisheries. The **FME** may also be required to visit out of state for training/exposure as approved by the SPD.

H) REPORTING AND PERFORMANCE REVIEW:

38. The **FME -PIU** will report to the Financial Management Specialist- PMU and also to the Deputy Project Director (DPD), Directorate of Fisheries under the overall command of the Director of Fisheries, Assam. The **FME -PIU** will also be required to coordinate with the Sr. Financial Management Specialist-PMU. The quality of service and performance of the **FME-PIU** will be reviewed by the DPD and the Director of Fisheries on a quarterly basis and the annual performance review will be undertaken by the SPD based on the feedback provided by the PIU.

I) FACILITIES TO BE PROVIDED BY THE DIRECTORATE OF FISHERIES

39. The **FME -PIU** will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.

40. The **FME -PIU** will be provided with one office cubicle in the PIU along with computer, printer, computer/office consumables, and internet access.

41. The PIU pay the fixed monthly remuneration as per the contract agreement. No house rent allowance or any other allowance shall be paid by the PIU. No other payment whatsoever (except reimbursement of travelling expenses and project allowance) shall be paid, except as agreed between the RFS and the DoF, Directorate of Fishery.

42. Will not be provided with any clerical assistance.

Note: This is a draft ToR and SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.