

Government of Uttarakhand, Finance Department
Uttarakhand Public Financial Management Strengthening Project
Center for Training and Research in Financial Administration, (CTRFA)
UTTARAKHAND, INDIA
REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)

India

Uttarakhand Public Financial Management Strengthening Project
Loan No.: IBRD 8928

Assignment Title: Request for Expression of Interest for Consultancy Services for Financial Management Support for Urban Development Directorate

Reference No. IN-CTRFA-219487-CS-QCBS

Request for Expression of Interest for Consultancy Services for Financial Management Support for Urban Development Directorate (CONSULTING SERVICES – FIRM SELECTION)

Application Deadline:	16 th October 2021
Type of Contract:	Consulting Service-Firm Selection
Method of Procurement:	QCBS
Duration	24 Months

Reference No : IN-CTRFA-219487-CS-QCBS
2021

Date: 25th September

The GoUK has received a loan from IBRD for the Uttarakhand Public Financial Management Strengthening Project (UkPFMS) and intends to apply a part of the loan proceeds for this assignment toward the Consultancy service Consultancy Services for Financial Management Support for Urban Development Directorate.

The objective of the assignment is to support the UDD in implementing the accounting manual across ULBs, support the software developer as subject matter expert during development, implementation of municipal accounting software, support the UDD in monitoring of the roll out and address any accounting and financial management issues during roll out, and support UDD in other accounting and financial management issues faced by the department.

The minimum required qualifications/criteria are available in Annexure 1 and terms of reference of the assignment can be accessed on the website <http://www.uttarakhandaudit.uk.gov.in> or can be obtained from CTRFA.

The attention of interested Consultants is drawn to paragraph 3.14 and 3.17 of the World Bank Procurement Regulations, July 2016 revised in November 2017 and August 2018 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultant may associate with other firms to enhance their qualifications but should indicate clearly whether association in the form of Joint Venture and/or sub-consultancy. In case of a Joint Venture, all the partners in a joint venture shall be jointly and severally liable for the entire contract, if selected

A Consultant will be selected in accordance with the **Quality Cost Based Selection (QCBS)** method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *1000 to 1700 hours IST*.

Expression of Interest in the prescribed format along with relevant annexures must be delivered in a document form (hard copy or electronic pdf) at the address or mail id given below (in person, by post or by email) latest by **16th October 2021** .

Project Director
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Annexure 1: Minimum Required Qualifications Criteria

S. No.	Basic Requirement	Specific Requirements	Supporting Documents Required
1)	Entity	Must be a legally constituted entity	Copy of the Certificate of Incorporation and constitutional documents
2)	Turnover	Should have an Average Annual Turnover of at least Rs. Fifty Lakh during the last three financial years (2017-18, 2018-19 and 2019-20).	Certified copy of the audited financial statements OR Certificate from a Chartered Accountant in the format provided.
3)	Overall experience	Should have at least 10 years' experience of supporting ULBs,	Self-certification of details of the experience
4)	Technical Capability	Should have proven track record of having successfully carried out minimum two (2) assignments of similar nature involving support the UDD in implementing the accounting manual across ULBs, support the software developer as subject matter expert during development, implementation of municipal accounting software, support the UDD	Self-certification of details of the experience
5)	Staff	CVs of Senior Finance Expert, and Finance Expert proposed for the assignment should be provided , as evaluation for this sub criterion will be based on the team proposed.	CV of proposed staff with qualification and experience as per format provided

EOI FORMAT

Instructions

1. Please provide the details as required in the format. Non-completion of the format may lead to rejection during evaluation.
2. The consultant can add other materials about the Organization and other relevant details as annexure.
3. Please provide all documents requested as annexure.

Name of the firm	
Registered Address	
Phone No:	
Email id:	
Name of the Contact Person for this EoI	
Phone no. of the Contact Person for this EoI	
Email id of the Contact person for this EoI	
Do you have a HO in the State	Yes/No. If yes, please provide the address
Do you have a branch office in the State	Yes/No. If yes, please provide the address
Date of Firm's establishment	
PAN	
GST	

Financial Particulars of the Firms

Assessment year	Turnover	
2019-20 (audited)		
2018-19 (audited)		
2017-18 (audited)		

Detailed Format for Citations

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your Consultant under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your Consultant involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Terms of Reference (TOR)
Uttarakhand Public Financial Management Strengthening (UkPFMS) Project
Consultancy Services – (Firm)
Financial Management Support for Urban Development Directorate

Background

1. The Urban Local Bodies (ULB) in Uttarakhand (Uk) are 91 in numbers - 8 Nagar Nigams or Municipal Corporations, 42 Nagar Palika Parishads and 41 Nagar Panchayats. The long-term vision of the government is to improve the revenue potential of the ULBs, enhance accountability and transparency, and reform the ULBs to make them sustainable. The state is looking at two reform areas in the near future: strengthening property tax system to improve efficiency and transparency in collection and mobilization of resources and enhancing financial accountability and transparency.
2. Directorate of Urban Department (UDD) is embarking on many reforms which are listed below:
 - a. Implementing new Uttarakhand Municipal Accounting Manual
 - b. Implementation of GIS for ULBs
 - c. Implementation of computerized revenue management for all ULBs
 - d. Implementation of computerized accounting and other modules for all ULBs.
 - e. Revision of Acts and Rules
3. UDD ultimate aim is to computerize and digitize all the ULBs and bring them on an online platform so that all financial records and revenue records are available for better decision making. Gradually this will also help the ULBs to focus on improving their revenue efficiency, improving their accounts and transparency, and provide faster service to the public.
4. Accounting and financial management reforms plays a big part in the above said reforms. The UDD is leading this reform with guidance from the Secretary of the Department. The Finance Officer is leading the reform and requires (firm) to support him in the reforms. This is a full-time assignment.

Objective

5. The objective of the assignment is to support the UDD in implementing the accounting manual across ULBs, support the software developer as subject matter expert during development , implementation of municipal accounting software, support the UDD in monitoring of the roll out and address any accounting and financial management issues during roll out.
6. The detailed scope includes but not limited to
 - a. Support the developer as subject matter expert
 - b. Train staff on accounts and on the manual
 - c. Support in implementation of the Municipal accounting software

- d. Support in the adoption and Implementation of Uttarakhand Municipal Accounting Manual across ULBs.
 - e. Train staff on the Municipal Accounting software
 - f. Monitor and guide CA firms who carry out accounting for the ULBs
 - g. Manage Auditors who carry out audit of the ULBs
 - h. Support ULBs with a helpdesk to resolve accounting queries
 - i. Support ULBs in completion of accounts and handling audit queries
 - j. Monitor quality of financial statements produced by the ULBs
 - k. Monitor the quality of audits and review reports to address systemic issues
 - l. Visit ULBs and review the work done in the field
 - m. Any other work given by the Director UDD.
7. For the above purpose, the PMU will compose of 2 experts who will report to the Finance Controller /assigned officer namely:
1. Senior Finance Expert
 2. Finance Expert
8. These experts will be placed in Dehradun on a full-time basis and will be required to travel within the state as and when required.

List of key positions, whose CV and experience would be evaluated

Expert	Qualifications
Senior Finance Expert	(S)He shall be a member of ICAI with a minimum experience of ten years. He /She should have specific experience of working with local bodies in ERP or developed accounting software/system, preparing accounts/audit manuals, business process re-engineering and providing training to staff. Should have working knowledge of computerised accounting software. Should be able to guide the team and work as a team member. Preference would be given to the candidates who has association with Municipal Corporations/ULBs/CPSUs/PSUs (Having turnover of more than 100 crores) and who has worked in implementing accounting software
Finance Expert	(S)He should be a member of ICAI with a minimum of 5 years' experience in accounting audit and financial management. Experience of working with ULBs will be advantage. They should have experience delivering training programs. Should have working knowledge of computerised accounting software. Should be able to work with minimum supervision and should be a self-starter.

Contract Duration- The initial contract will be for one year and extendable for another two years based on performance.

Services & Support to be provided by Client

9. The assignment will be administratively coordinated by the UKPFMS.
10. Technical coordination will be done by the Finance Controller (UDD).
11. Working space: The Working space would be provided by the UDD. The Consultant's key experts have to be stationed full time in Dehradun