

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: Consultancy services Preparation of a Medium Term Expenditure Framework (MTEF) for five key Departments in Uttarakhand

Reference No. (as per Procurement Plan) IN-CTRFA-272377-CS-QCBS

Request for Expression of Interest for Preparation of a Medium Term Expenditure Framework (MTEF) for five key Departments in Uttarakhand

(CONSULTING SERVICES – FIRM SELECTION)

Application Deadline:	27 th January 2022
Type of Contract:	Consulting Service-Firm Selection
Nature of Contract	Lump Sum Contract
Method of Procurement:	QCBS
Expected Duration of Assignment:	12 Months

Reference No.: IN-CTRFA-272378-CS-QCBS

Date: 8th January 2022

Assignment Title: Preparation of a Medium Term Expenditure Framework (MTEF) for Five key Departments in Uttarakhand

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 Consulting services for Preparation of a Medium Term Expenditure Framework (MTEF) for five departments in Uttarakhand

1. The present assignment aim at

Preparation of a Medium Terms Expenditure Framework for five departments in Uttarakhand. The list of departments are tentative . The list t of five department will be provided during RFP stage.

1. Education, Sports, Art & Culture;
2. Medical and Family Welfare;
3. Urban;

4. Public Works;
 5. Rural Development and Panchayati Raj ;
- a) Building the capacity of personnel of the respective departments in preparation of MTEF, its monitoring and updating, to facilitate a continuous review of on an annual basis.

The detailed TOR is attached.

The Finance Department through the Center for Training and Research in Financial Administration (CTRFA) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. 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 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 27th January 2022 up to 1700 Hrs. IST .

Project Director
Uttarakhand Public Financial Management Strengthening Project
91 Race Course, Near Police Line
Dehradun Pin 248001, Uttarakhand
[Tel:+91-135-](tel:+91-135-XXXXXXX) (O), **Mob: +91-9358119541, 9718323174**
E-mail- ukpfmswb@gmail.com

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 Annual Turnover of at least Rs. Five Crores and positive net worth during the last three financial years (2020-21, 2019-20, and 2018-19.	Certified copy of the audited financial statements OR certificate from a Chartered Accountant in the format provided.
3)	Overall experience	Should have at least 05 years' experience of working in PFM area with Center or State Governments	Self-certification of details of the experience
4)	Technical Capability	Should have proven track record of having successfully carried out minimum one (1) assignments of developing Medium Terms Expenditure Framework either at Center or State Government Level in last five years	Work completion certificates from client (OR) In case of ongoing consultancy, the copy of the work order to be submitted.
5)	Staff	Should have at least 10 staff/consultants with relevant qualifications and at least 5 years' experience in PFM area in Center /State / Local Bodies Government.	Self-certification of list of such staff with qualification and experience as per format provided.

Instructions

1. Please provide the minimum 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 annexures.
3. Please provide all documents requested as annexures.

General Particulars of Consultant

Name of the Consultant	
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	

Particulars of Consultant

Date of Consultant's establishment	
Consultants Years of experience	
Registration No. (Company/Society)	
PAN No.	
GST No.	
Number of full time staff	
Do you have a branch office in the State	Yes/No. If yes, please provide the address

If you have a JV please fill the above table for each JV partner separately.

Financial Particulars of the Consultant

Financial year	Turnover	Net worth
2020-21		
2019-20		
2018-19		

Staff Brief Profile ***

Name of Staff	Age	Years of experience	Qualification	Number of years associated with the Consultant	Name of clients handled with nature of work done

*** Please provide detail CVs separately as per format given below

Relevant assignments – Last five years***

Project Name	Funding agency Name (Central/State/Multilateral/Bilateral funding agency)	Client Name	Nature of work	Year of Work	Status (Completed/Ongoing)	Fees

*** Please provide detail citation of work separately in the format given below

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 ^o 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 ^o 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:	

Draft Terms of Reference

Consultancy services Preparation of a Medium Term Expenditure Framework (MTEF) for five key Departments in Uttarakhand

Background

1. Government of Uttarakhand (GoUK) has a various Departments which deal with their respective subjects.. Each Department is headed by a Secretary and is assisted by various department officials.
2. The Finance Department (FD) of the Government of Uttarakhand (GoUk) prepares the General Budget of the State every year. The General budget preparation process begins in late September with the issuance of the Budget Call letter by FD to all administrative departments. Following its issuance, Drawing and Disbursing Officers (DDOs) raise a demand in the system pertaining to their budget requirement for the next financial year and submit the same to the Head of Department (HOD). The HOD approves the demand in principle and forwards the same to the Section / Administrative Budget Officer, who in turn forwards it to the Budgeting Officer in FD.
3. The Budgeting Officer evaluates the demand and finalizes allocations along with the Secretary, Finance Department a few days prior to the announcement of the State Budget. At this penultimate stage, scheme allocations are altered - trimmed or enhanced, and last-minute inclusions by legislative representatives accommodated. The General Budget is published by the FD after approval from the Executive in March. In addition to the General Budget, each department prepares an Outcome Budget under the guidance of the Planning Department. The Outcome budget seeks to link government outlay with outputs and outcomes, thus establishing a clear linkage between expenditures and results.
4. Planning and Budget preparation: All Departments follow the budget calendar and process of the Government of Uttarakhand. It has been observed that planning and budget preparation is done on an incremental basis rather than on schemes. There is no medium-term budgeting which hinders a long-term view on budgeting for the sectors. In terms of schemes there is no prioritization which leads to distortion in coverage. Also cost and time overruns affects the planning and budgeting cycle and requirements. Due to the annual nature of budgeting, spending priorities were being re-defined year-on-year, even in case of multi-year programmes and projects.
5. Budget Allocation: The budget is allocated to each department based on the approved budget. The Secretary of the Department is the budget holder who further allocates budget various DDOs who work in the Department. Each sector has number of DDOs and budget holders and organisation structure is different.
6. Currently, budgeting and resource allocation, is done on incremental basis in Uttarakhand. Annual assessment of resources and their allocation to the sector is based on the priorities indicated by the State Government on an annual basis. Implicit in this is that priorities may change affecting the

outcome and quality of expenditure. In order to get over the shortcomings of an annual budgeting system, it is proposed to follow a medium term budgeting system, specifically Medium Term Expenditure Framework (MTEF) for five major sectors in the state to facilitate a continuous review of policy, programs, objectives and outcomes and budgetary allocations on an annual basis.

7. In this backdrop, the Government of Uttarakhand proposes to engage a MTEF Consultant to carry out the work described herein below. For this, GoUk intends to hire a consultant who shall work with officers of five key sectors to draw up a Medium-Term Expenditure Framework (MTEF) for each sector in line with state priorities and ensure future sustainability of this approach for planning and budgeting by building the officers' capacities for monitoring and revising the same independently.
8. In February 2019, the Government of Uttarakhand (GoUk) secured a loan from the World Bank to fund the Uttarakhand Public Financial Management Strengthening Project (UkPFMS). A subcomponent under this project pertains to the 'Strengthening of Planning and Budgeting processes' and GoUk intends to apply a part of the loan proceeds towards this.

Objective of the assignment

9. The present assignment aims at –

- a) Preparation of MTEF for: ***(Departments are tentative the final list will be provided during the RFP Stage)***
 - Education, Sports, Art & Culture;
 - Medical and Family Welfare;
 - Urban;
 - Public Works;
 - RuralDevaloment , Panchayati Raj;
- b) Building the capacity of personnel of the respective departments in preparation of MTEF, its monitoring and updating, to facilitate a continuous review of on an annual basis.

Scope of Work

10. The assignment involves –

- (i) preparation of MTEF for the abovementioned sectors¹ in consultation with the HOD and officers of respective departments, and
- (ii) Knowledge transfer to the personnel of the abovementioned sectors for preparation of MTEF, its use, monitoring and revision.

¹ Sector means it will cover the entire sector and include all the departments and agencies which are working under the particular sector.

11. For successful completion of the above tasks, the Consultant must carry out following activities -

- a) Review the Budget Manual of Finance Department, GoUK as well as understand the existing process of sector budgeting and allocation;
- b) Study the last 3 years' budget allocations to each sector, releases by State or Central Government and funds expended against releases;
- c) Study the identified departments' Outcome budget;
- d) Study Uttarakhand's Vision 2030 for the relevant sectors,
- e) Absorptive capacity of the sector
- f) Understand sector priorities based on discussions with department HODs and officials;
- g) Understand the sector needs based on established frameworks, prioritize and project the fund requirements
- h) Develop Medium Term Expenditure Framework for the Sector based on the analysis of past performance of budget execution and future requirements,
- i) Support in explaining MTEF for budget preparation
- j) Train identified staff

Preparation of MTEF (2023-24 to 2026-27)

Top down Budgeting

12. Estimation of availability of plan resources for the Sector over next four years starting from 2023-24 implicitly flowing from government policy goals and priorities; and would include resources from state's own internally generated resources, central support, and external aid.

Bottom up Budgeting

13. Assessment of Sector in term of status of key indicators and targets set out by the government, to review of adequacy of the existing schemes of sector departments/agencies, identify issues of concern, identify the funding requirements in future and prioritize the objectives of the sector;

14. Identify resource requirements over and above trend projections for financing additional interventions address identified issues and gaps.

Reconciliation & Reprioritization

15. Reconcile bottom-up plan expenditure requirements with top-down plan resource estimates and carry out re-prioritization exercise for the Sector in case of constraining resource envelope.

Knowledge Transfer

16. Three workshops on MTEF will be conducted by the Consultant. The first shall be at the beginning of the assignment to provide conceptual framework on MTEF; the second at the time of submission of the Intermediate report comprising of Draft MTEFs to apprise officers of the process and results of the exercise and take into account any further observations; and the third, after final sign off on the Final report & MTEF from all HODs, Secretary, FD and Secretary, Planning Department.
17. Consultant to train identified staff (maximum 100) in various departments and Finance Department for carrying out MTEF.
18. GoUk will support the Consultant in organizing the workshops and shall meet the expenses of workshop.

Counterpart Support

19. Counterpart official/s from each identified department will be deputed to work closely with the Consultant. GoUk will support the Consultant in providing requisite data and arranging meetings with the senior officials of the department. FD will nominate a Nodal Officer to oversee the project's progress and facilitate coordination between GoUk and the Consultant.

Deliverables

20. Following are the expected deliverables along with timelines –

S. No.	Name of Deliverable	Timeline	Percentage in payment
a)	Inception Report	2 weeks of signing the contract	5%
b)	Draft MTEF Report comprising:- i)MTEF for each department within a sector ii)Consolidated MTEF for each sector (MTEF preparation is expected to be completed to the extent of 90% by this time) iii. First and Second Workshop	6 months from signing of contract	30% (5% for each department to be paid after approval of report by TRC) 5% for first and Second Workshop of 2.5% each
c)	Final MTEF Report and final workshop	9 months from signing the contract	30 % on approval by TRC(5% for each department to be paid after approval of report by TRC) 5% for first and Second Workshop of 2.5% each

d)	A Manual for Preparation, Use and Revision of MTEF	10 months from signing the contract	15% on approval by TRC and conducting of workshop
e)	Trainings(at least 05 trainings of batch of 20 officers of three day each)	Within 15 days of submission of the Final MTEF Report	20% after conducting trainings and completion report of assignment

21. A monthly progress report shall be prepared and submitted to FD by the 5th day of the next month, showing the status of work, issues (if any), suggested resolution and Consultant requests.

Key Staff required

22. The key staff required for the consultancy is given below. The key staff will be supported by adequate number and qualified staff experienced in their specific key areas. Ability to speak and read Hindi would be essential. The expected man months for the key staff are around 20 -man months and required to be supported by staff for 20 man months.

Position	Qualifications/Experience
MTEF Expert – Key Staff	<ul style="list-style-type: none"> CA/CWA/CS/MBA or Master’s in Economics 10+ years overall experience of working with the government. Have carried out at least two assignments of developing MTEF for state governments
Economist – Key Staff	<ul style="list-style-type: none"> Master’s in Economics 5+ years overall experience of working with government finances Has worked on developing MTEF in at least two assignments either in State or Central Government
Support Staff – 2 persons	<ul style="list-style-type: none"> CA/MBA or Master’s in Economics 2+ years overall experience Has good working skills on excel, modelling skills and report writing skills

Duration

23. The assignment will be spread over 12 calendar months.

Technical Review Committee (TRC)

24. A Committee led by the Additional Secretary, Finance Section 1/Additional Director Budget Department will review the deliverables submitted by the Consultant. The review committee will consist the following members:

- a) HODs of the Identified Departments;
- b) Project Director & Deputy Project Director, UkPFMS;
- c) Secretary, Planning Department;
- d) Nodal officer
- e) Any such person as may be nominated by the abovementioned persons

Services & Support to be provided by Client

25. The assignment will be administratively coordinated by the Uttarakhand PFM project.

26. Technical coordination will be done by the nodal officer assigned for this component. The officer assigned will coordinate with all the sectors for the workshops/training and to designate staff for training and facilitate meetings with the stakeholders.

NOTE: We expect the Key experts to be stationed in Dehradun for at least 90% of the man month shown in the table. Work from home base is not encourage

