

**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 – Individual)**

**India**

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

**Assignment Title: Consultants for Project Management Unit (PMU) in Finance Department, Uttarakhand, Dehradun**

**Request for Expression of Interest for Consultants for Project Management Unit (PMU) in Finance Department, Uttarakhand, Dehradun**  
**(CONSULTING SERVICES – INDIVIDUAL)**

<b>Application Deadline:</b>	13 <sup>th</sup> Jan 2023
<b>Type of Contract:</b>	Individual Contract
<b>Method of Procurement:</b>	Open Competitive Selection of Individual Consultants

**Reference No : IN-CTRFA-333590-CS-INDV**

**Date: 24/12//2022**

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 **Project Management Unit (PMU) in Finance Department, Uttarakhand, Dehradun**.

Individual experts and supporting staff as listed in the Annexure 'A' are proposed to be hired for a period of one year, which may be extended subject to satisfactory performance and budgetary support.

The required qualifications and other details are provided in the Annexure 'A'.

The Finance Department through the Center for Training and Research in Financial Administration (CTRFA) now invites eligible Individuals 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 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.

The individuals will be selected in accordance with the **Open Competitive Selection of Individual Consultants** method set out in the Procurement Regulations of World Bank .

Further, any queries may be sought through email [ukpfmswb@gmail.com](mailto:ukpfmswb@gmail.com) within 5 days from the publication of this notice.

Interested individuals should submit their CV as per the format given in Annexure 'B' through email [ukpfmswb@gmail.com](mailto:ukpfmswb@gmail.com) latest by 13<sup>th</sup> Jan 2023 by **17:00 Hrs IST**.

**Terms of Reference**

## **Background**

1. GoUK is embarking on an ambitious program of creating a PMU in Finance Department, which will cover Finance management, particularly Cash & Debt management. For this purpose, we intend to hire individual consultants and supporting staff.
2. The Government of Uttarakhand (GoUk) has received the loan to fund the Uttarakhand Public Financial Management Strengthening Project (UkPFMS) and intends to apply a part of the loan proceeds for this assignment. The long-term vision of the government is to strengthen cash and debt management institution. The proposed reforms will need to be spearheaded and managed centrally at the level of the Finance Department with support from experts in respective areas.

### **3 . Objective of Project Management Unit (PMU)**

- The PMU will support the Finance Department in planning, economic policy framing, financial management.
- It will strengthen cash & debt management practices.
- To introduce best practices in respective areas.
- It will help in preparation regarding upcoming Finance Commission.

### **4. GENERAL TERMS & CONDITIONS**

- The individual consultant undertakes to perform the services with the highest standards of professional and ethical competence and integrity.
- The individual consultant shall not, during the term of this contract and within two years after expiration, disclose any proprietary or confidential information relating to the service, this contract or the client's business or operations without the prior written consent of the client.
- The total leave will be 14 days in a year. The individual Consultant cannot avail leave more than 05 days in continuation without permission from Nodal Officer .
- The consultant will carry out all the work assigned by the Nodal Officer.

### **5. Administrative Information**

- **Remuneration fees:** As given annexure A. In case of retired Govt. servant, the ceiling will be fee minus pension.
- **Reimbursable:** The reimbursable for each of the consultant for the services rendered at rate per person month spent for Mobile, Internet Connectivity, Outstation Travelling expenses as per State Government policy (Level -11 officer) will be the limit. All reimbursements will be paid on bill basis after due verification from competent authority in Finance Department.

- **Payment Schedule:** The consultants will be paid fees on monthly basis
- **Duration of the Assignment:** 1 (one year), which may be extended subject to satisfactory performance and budgetary support.

#### **6. Review and Monitoring:**

- The consultant will be primarily accountable to Finance Department. An officer would be nominated as the nodal officer for administration, monitoring and review of consultant's work. The consultant will work on full time basis with the Nodal officer and from time to time report to Secretary Finance or any person nominated by him.

#### **7. Services & Support to be provided by Client**

- The assignment will) be administratively coordinated by the Project Director for the Uttarakhand PFM project.
- Technical coordination will be done by the Nodal officer.
- The Nodal Officer will certify monthly tasks carried out by the expert. The consultant has to provide her/his monthly report to the Nodal Officer of various works carried out.
- The Nodal Officer shall provide the tasks to be completed by the consultants in writing or email for clarity purpose.

## Annexure –A

S. No.	Designation	No. of Position	Consolidated remuneration per month (INR)	Required Educational Qualification & Skills	Required Work Experience	Major tasks
1.	Senior Advisor-Debt Management	1	10 – 15 years : Rs. 2,00,000/-  15 – 20 years: Rs. 2,50,000/-  20 years and above: Rs. 3,00,000/-	(i) Graduation from a recognized institute / university. (ii) Additional qualification in Economics / Finance is an added advantage.	<ul style="list-style-type: none"> <li>• Must have worked in RBI for at least 10 years</li> <li>• Must have worked in IDMD for at least 5 years</li> <li>• Worked on Policy issues relating to Cash and Debt Management operations of Govt of India/ State Government for will be an added advantage</li> <li>(iii) Exposure to Government Bond Market &amp; Financial Market is an added advantage/</li> </ul>	<ul style="list-style-type: none"> <li>(i) Preparation of Cash flow planning for Public borrowing.</li> <li>(ii) Advise on Debt sustainability and strategy.</li> <li>(iii) Management of Debt Portfolio of Govt. of Uttarakhand.</li> <li>(iv) Preparation of Debt Statistics Bulletin.</li> <li>(v) Advise on borrowing during the year from various sources</li> </ul>
2.	Senior Advisor - Economic Policies & Financial Management	1	10 – 15 years : Rs. 2,00,000/-  15 – 20 years: Rs. 2,50,000/-  20 years and above: Rs. 3,00,000/-	(i) Graduation in Economics from a recognized institute / university. (ii) Additional qualification like Masters in Economics / Finance is an added advantage.	<ul style="list-style-type: none"> <li>(i) Minimum 10 years of work experience with exposure to Public Finance /Banking sector.</li> <li>(ii) Experience with / knowledge of Central Finance Commission,</li> </ul>	<ul style="list-style-type: none"> <li>(i) Advise on economic policies</li> <li>(ii) Defining &amp; Monitoring of economic parameters.</li> <li>(iii) Advise on strategizing state revenues.</li> <li>(iv) Advise on state financing and</li> </ul>

					<p>Indian Economy and State Economies / Finances essential.</p> <p>(iii) Experience of working with any state/centre or economic policy making bodies will be an advantage</p>	<p>fiscal management</p> <p>(v) Advise &amp; assist in Budget preparation including resource generation and allocation.</p> <p>(vi) Advise on regulations through budget</p> <p>(vii) Advise on account keeping and auditing issues.</p>
3.	Advisor - Externally Aided Projects	1	<p>10 – 15 years : Rs. 1,50,000/-</p> <p>15 – 20 years: Rs. 2,00,000/-</p> <p>20 years and above: Rs. 2,50,000/-</p>	<p>(i) Graduation from a recognized institute / university.</p> <p>(ii) Additional qualification in Project Structuring / Project Financing / Project Management is an added advantage.</p>	<p>(i) Minimum 10 years of work experience in Externally Aided Projects.</p> <p>(ii) Experience of working with multiple multi lateral agencies is an added advantage.</p> <p>(iii) Experience of working on behalf of central / state governments is an added advantage.</p> <p>(iv) Experience / Knowledge of Project cycle including project structuring, preparation</p>	<p>(i) Analysis and advise on structuring of projects, especially supported by external agencies</p> <p>(ii) Advise on appropriate financial modelling for externally aided projects</p> <p>(iii) Design appropriate monitoring tools for projects, especially externally aided projects</p> <p>(iv) Monitor externally aided projects in the State for effective and efficient execution</p> <p>(v) Generation and submission</p>

					<p>of project proposals, loan negotiations, project monitoring and evaluation.</p> <p>(v) Knowledge of EAP Procurement Rules will be an added advantage</p> <p>(vi) Knowledge of DEA rules of engagement for EAPs will be an added advantage</p>	<p>of MIS reports periodically regarding progress of externally aided projects</p> <p>(vi) Support project implementing authorities in (a) Formulating annual plan in the budgets: (b) Submission of claims; and (c) liaising with Finance Department for adequate and timely release of funds to projects.</p> <p>(vii) Review timely submission of claims to CAAA and reimbursements from the Government of India against each claim through</p>
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						<p>Additional Central Assistance (ACA) and pursuing the same with CAA&amp;A.</p> <p>(viii) Pursue with Project Authorities for completion of accounts and data of project expenditure on annual basis; reconciliati on of expenditure with the Accountant General.</p> <p>(ix) Monitor the submission of audit certificate to external agencies within prescribed timeline.</p> <p>(x) Collate disburseme nt estimates / projections received from Department s and submit to DEA /</p>
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						lenders / multilateral agencies. (xi)
4.	Data Analyst	2	10 – 15 years : Rs. 1,50,000/-  15 – 20 years: Rs. 2,00,000/-  20 years and above: Rs. 2,50,000/-	(i) Post-Graduation (minimum 1-year course) in Statistics / Computer Science / Mathematics / Data Analytics (ii) Knowledge of data analysis program like R, Python, STATA, etc.	(i) Minimum 10 years of work experience in Data Mining and Analysis related to public financing. (ii) Experience / exposure to similar domain in Govt. Department / Organization is an added advantage.	(i) Data Mining and analysis. (ii) Statistical Modelling & forecasting. (iii) Data management. (iv) MIS Reporting (v) Report writing and presentations.
5.	Program Assistant	2	Rs. 30,000/- with an additional Rs. 1,000/- per year of additional work experience.	(i) Graduation from a recognized institute / university. (ii) Proficiency in MS office is an added advantage. (iii) Knowledge of typing both English & Hindi	(i) Minimum 5 years of work experience in data entry, data management including office management.	(i) Assist officers / consultants in office management including required computer-based working.



**APPLICATION FORM FOR ENGAGEMENT BY SELECTION**

1.	Advertisement No.	
2. (a) Name of the assignment applied for and Job code:		Affix a recent passport size photograph duly attested by the candidate
2. (b) Period required to join if selected:		
3.	Name in full (in capital letters)	
4.	Aadhar No.	
5.	Date of birth (DD/MM/YYYY):	
6.	Nationality	
7.	Gender	
8.	Email id <i>(mandatory as all future communication will be on this email id)</i>	
9.	Contact WhatsApp Number	
10.	Postal address for communication with PINCODE	
11.	Permanent address with PINCODE	

12.	Have you ever been convicted by a Court of Law?	<b>Yes / No</b>  If YES please give details in separate sheets.
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**13. Educational/Professional and Technical Qualifications (Starting from Graduation) *Do not attach any copies/originals, they would be required at the time of interview/ verification:***

Sl.	Examination Passed	Name of the Board/ University	Regular /Private	Duration of Degree/ Diploma/ Training	Year of Passing	CGPA/% of Marks & Division/ Class	Specialization

**14. Details of employment from latest organization / assignments (Attach separate sheet, if necessary).**

Sl.	Department / Organization	Post held	Regular/ Temporary /Permanent/ Contract	Period of employment		Total No. of years	Key Job Responsibilities	Scale of Pay / Consolidated Salary
				From	To			

\* For point 13 and 14, if required separate sheets. Please keep the same column in sperate sheet as in format.

15. Pay in the Pay Band and Grade Pay / Pay in the pay scale / total emoluments in the post currently held:		
16. Are you a member of any professional body? If yes, give details:		
17. References: (Only seniors but not related)		
(i)	Name: Designation & Organization: Postal address: Phone number E-mail id	Landline:                      Mobile:
(ii)	Name: Designation & Organization: Postal address: Phone number E-mail id	Landline:                      Mobile:
(iii)	Name: Designation & Organization: Postal address: Phone number E-mail id	Landline:                      Mobile:
18.	Additional remarks such as special qualification or experience not covered in the preceding columns.	
19.	Language competency: English Hindi <i>(pl mention 'Yes' or 'No' against each)</i>	Read                      Write                      Speak

20. Please write one paragraph in reference of TOR in your own handwriting (not more than 250 words) in the space below justifying your suitability for the assignment applied for:

A large empty rectangular box provided for handwriting a paragraph justifying suitability for the assignment.

21. Number of additional sheets enclosed with the application (If space provided is not sufficient).

## DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained above and notes given below and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information, which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any engagement in the project and if already engaged for any assignment in the project, my engagement will be terminated forthwith.

Place:

Date:

Signature of the Applicant

## General Conditions

1. All the assignments are purely on contract basis for an initial period of 1 year with provision of extension depending upon project requirement and individual performance.
2. Candidates are required to provide experience details in a separate sheet as per TOR indicating name of project, periods, roll in the project as nature of experience/task executed etc.
3. The selected applicant will not have any claim or right for a permanent job with the project or the Government of Uttarakhand or any of its organizations.
4. The assignments are open only to Indian nationals. However, candidates are required to have competency in Hindi language in addition to English.
5. How to apply: **Applications only on the prescribed form should be sent through email [ukpfmswb@gmail.com](mailto:ukpfmswb@gmail.com) .**
6. Canvassing in any form and bringing any influence, political or otherwise will be treated as a disqualification for the assignment applied for and Project reserves the right not to consider such applicants for the selection process.
7. Candidates are advised to keep checking the website ([www.uttarakhandaudit.uk.gov.in](http://www.uttarakhandaudit.uk.gov.in)) and their emails for any information updates.

Place:

Date:

Signature of the Applicant