

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

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

Application Deadline:	19 th August 2023
Type of Contract:	Individual Contract
Method of Procurement:	Open Competitive Selection of Individual Consultants

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

Date: 04/08/2023

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 on behalf of Budget Directorate.**

Individual experts and supporting staff as listed in the Annexure 'A' are proposed to be hired **upto the period of 29th Feb 2024 and extended further** subject to approval of the Government, Budgetary Support and , satisfactory performance..

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) on behalf of Budget Directorate 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 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 latest by 19th August 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 at annexure A.
- **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:** upto 29th Feb 2024 and extended further subject to approval of the Government, Budgetary Support and , satisfactory performance.

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	Rs. 2,00,000/- to 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"> • Must have worked in RBI for at least 10 years • Must have worked in IDMD for at least 5 years • Worked on Policy issues relating to Cash and Debt Management operations of Govt of India/ State Government for will be an added advantage • Exposure to Government Bond Market & Financial Market is an added advantage. 	<ul style="list-style-type: none"> (i) Preparation of Cash flow planning for Public borrowing. (ii) Advise on Debt sustainability and strategy. (iii) Management of Debt Portfolio of Govt. of Uttarakhand. (iv) Preparation of Debt Statistics Bulletin. (v) Advise on borrowing during the year from various sources
2.	Senior Advisor - Economic Policies& Financial Management	1	Rs. 2,00,000/- to 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"> (i) Minimum 10 years of work experience with exposure to Public Finance /Banking sector. (ii) Experience with / knowledge of Central Finance Commission, Indian Economy and State Economies / Finances essential. 	<ul style="list-style-type: none"> (i) Advise on economic policies (ii) Defining & Monitoring of economic parameters. (iii) Advise on strategizing state revenues. (iv) Advise on state financing and fiscal management (v) Advise& assist in Budget preparation including resource

					(iii) Experience of working with any state/centre or economic policy making bodies will be an advantage	generation and allocation. (vi) Advise on regulations through budget (vii) Advise on account keeping and auditing issues.
3.	Advisor - Externally Aided Projects (Finance)	1	Rs. 1,50,000/- to Rs. 2,50,000/-	(i) Graduation from a recognized institute / university. (ii) Additional qualification in Project Structuring / Project Financing / Project Management is an added advantage.	(i) Minimum 10 years of work experience in Externally Aided Projects. (ii) Experience of working with multiple multi lateral agencies is an added advantage. (iii) Experience of working on behalf of central / state governments is an added advantage. (iv) Experience / Knowledge of Project cycle including project structuring, preparation of project proposals, loan negotiations, project monitoring and evaluation. (v) Knowledge of EAP Procurement Rules will be an added advantage (vi) Knowledge of DEA rules of engagement for EAPs will be an	(i) Analysis and advise on structuring of projects, especially supported by external agencies (ii) Advise on appropriate financial modelling for externally aided projects (iii) Design appropriate monitoring tools for projects, especially externally aided projects (iv) Monitor externally aided projects in the State for effective and efficient execution (v) Generation and submission of MIS reports periodically regarding progress of externally

					added advantage	<p>aided projects</p> <p>(vi) Support project implementing authorities in (a) Formulating annual plan in the budgets:</p> <p>(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 Additional Central Assistance (ACA) and pursuing the</p>
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						<p>same with CAA&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 / lenders / multilateral agencies.</p>
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4	Advisor - Externally Aided Projects (Monitoring)	1	Rs. 1,50,000/- to Rs. 2,50,000/-	<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 of project proposals, loan negotiations, project monitoring and evaluation.</p> <p>(v) Knowledge of EAP Procurement Rules will be an added advantage Knowledge of DEA rules of engagement for EAPs will be an added advantage</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 of MIS reports periodically regarding progress of externally aided projects</p> <p>(vi) Support project implementing authorities in (a) Formulating</p>
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						<p>annual plan in the budgets:</p> <p>(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 Additional Central Assistance (ACA) and pursuing the same with CAA&A.</p> <p>(viii) Pursue with Project Authorities for completion of accounts and data of</p>
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						<p>project expenditure on annual basis; reconciliation 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 disbursement estimates / projections received from Departments and submit to DEA / lenders / multilateral agencies.</p>
5.	Jr. Data Analyst	2	Rs. 1,00,000/- to Rs. 1,50,000/-	<p>(i) Post-Graduation (minimum 1-year course) in Statistics / Computer Science / Mathematics / Data Analytics</p> <p>(ii) Knowledge of data analysis program like R, Python, STATA, etc.</p>	<p>(i) Minimum 05 years of work experience in Data Mining and Analysis related to public financing.</p> <p>(ii) Experience / exposure to similar domain in Govt. Department / Organization is</p>	<p>(i) Data Mining and analysis.</p> <p>(ii) Statistical Modelling & forecasting.</p> <p>(iii) Data management.</p> <p>(iv) MIS Reporting</p> <p>(v) Report writing and presentations.</p>

					an added advantage.	
6.	Data Entry Operator	2	Rs. 20,000 to 25,000	(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 3 years of work experience in data entry, data management including office management.	(i) Assist officers / consultants in office management including required computer-based working.

Note:

1. In case of GST applicable to the selected candidates, the total remuneration will be within the monthly remuneration mentioned above against each of the post.
2. The task of the Sr. Advisors is mainly to liaison with Institution like RBI, Centre Govt, State Govt. and other departments and advising the State Govt. The Sr. Advisor may be facilitated to work onsite / offsite as per requirement with the consideration of Competent Authority as per requirement.
3. Outstation consultants for the post of Sr. Advisors may be facilitated with lodging , boarding and Travelling as per requirement, availability subject to approval of Competent Authority.
4. The Competent Authority may further facilitate selected candidates with additional qualifications, experience and suitability to the assignment with additional perks and facilities as per requirement.

Annexure –B

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?	Yes / No 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.

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 the response to question 20.

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 **upto 29th Feb 2024 and extended further** subject to approval of the Government, Budgetary Support and , satisfactory 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 .**
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) and their emails for any information updates.

Place:

Date:

Signature of the Applicant