

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

Terms of Reference (ToR) for hiring of Consultants in the State Project Management Unit (SPMU), WD&CW Dept., Govt. of Andhra Pradesh

Position: Consultant (Accountant)

I. Background

The Ministry of Women and Child Development (MWCD), Govt. of India (GoI) has received a credit from the International Development Association (World Bank) for implementation of the "ICDS Systems Strengthening and Nutrition Improvement Project (ISSNIP)". This project is designed to support select States and districts with high burden of malnutrition in strengthening the existing ICDS programme with an overall goal of improving child development and nutrition outcomes. A total of 10 districts in Andhra Pradesh have been selected for implementation in the project. The project has a phased implementation design. Phase I of the project, to be implemented over a three year period (2012-15), will focus on critical policy and institutional reforms and on testing innovative pilots and Phase II, will be implemented subsequently over a four year period. To support and manage project implementation, a State Project Management Unit (SPMU) has been set up within the WD&CW Dept., Govt. of Andhra Pradesh. The SPMU, headed by the State Project Director (SPD) will comprise of the State Government officials and a team of Consultants contracted by the project.

II. Objective

A Consultant for the position of Accountant will be recruited on contractual basis to support the SPMU with finance and accounts related tasks under the aegis of the ISSNIP.

III. Detailed Scope of Work

The Accountant will be responsible for supporting the concerned Joint Project Coordinator (JPC) and the Financial Management Consultant in the SPMU in all accounting related functions under the project, which will include:

- i. Provide support to timely preparation of project annual budget estimate keeping in view of the approved allocations and past expenditure under the project, revised estimates (if any) and ensure its submission to the department.
- ii. Keep track and maintain database of funds released under the project by GoI to the extent of 90% of the approved allocations.
- iii. Ensure timely allocation of the budget to the district and blocks and maintain the budget allotment register.
- iv. Process bills for timely payment/re-imbursement of all expenditures incurred in the SPMU including monthly remuneration of the Consultants and other project staff, ensuring adequate internal controls to support the payments.
- v. Collection of monthly financial reports from the districts and blocks and ensuring reconciliation with the treasury and AG (A&E) at least on a quarterly basis.
- vi. Consolidate and control over advance contingency bills and receipt of utilization certificates (UC) from NGOs/other agencies where funds are released to NGOs/other agencies.

- vii. Prepare and submit quarterly Interim Unaudited Financial reports (IUFR) and Utilization Certificates to CPMU
- viii. Liaison with the State AG (Civil Audit) for annual audit of the project financial statements:
- ix. Any other financial related activities of the project that may be assigned by the project,

IV. Background and Experience

- Post Graduate degree in Commerce/Accounting or C.A/ ICWA (Intermediate level) pass./
- At least 3 years' experience in accounting in State/Private Sector/International Organization with exposure to budgeting, audit and treasury controls;
- Knowledge of administrative system and procedures of State government;
- Strong computer skills, especially in the use of MS Word, Power Point and Excel;
- Excellent oral and written communication skills in English Language.

V. Timeline and Deliverables

This is a full-time position, purely on contract basis. The service is initially for a period of one year. The contract is renewable till end of Phase I of the project i.e. December 31, 2015, subject to satisfactory performance, for the duration of the project. Performance review will be conducted by the Project Director, SPMU.

VI. Reporting

S/he will report to the Joint Project Coordinator and will be stationed at the SPMU office.

VII. Remuneration and Payment terms

The consolidated remuneration of the Accountant will be Rs. 40,000/- per month. Travel expenditure, per diem and other cost incidental to the travel undertaken by the Consultant will be reimbursed as per the norms of the project and TDS will be deducted as per the Income Tax law. No other allowances would be reimbursed. An annual increment of about 8% is envisaged, subject to satisfactory performance.