

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 (Financial Management)

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 under the project.

II. Objective

A Financial Management Consultant 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 Financial Management Consultant would be responsible for supporting the State Project Director and the concerned Joint Project Coordinator (JPC) in all financial management functions under the project, which will include:

- i. ***Preparation of annual budgets:*** 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. ***Tracking of funds released by GoI:*** Keep track and maintain database of funds released under the project by GoI to the extent of 90% of the approved allocations.
- iii. ***Allocation of budget to districts and blocks:*** Once the budget is approved by the state legislature and released by the finance department, ensure timely allocation of the budget to the district and blocks and maintain the budget allotment register.
- iv. ***Liaison with Finance Deptt.*** for budget allocation, re-allocations and other approvals as may be necessary from time to time.
- v. ***Collection of expenditure reports and reconciliation with Treasury and AG:*** 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:*** Consolidate the financial reports received from the

districts; prepare and submit IUFRR in the prescribed format to the CPMU in MWCD within 30 days of the end of the quarter. Also, ensure timely submission of UCs to CPMU.

- viii. ***Liaison with the State AG (Civil Audit) for annual audit of the project financial statements:*** *this will involve preparation of annual financial statements, reconciliation of project expenditures with the AG (A&E), schedules of pending AC Bills and UCs as of March 31, 2013 and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of each year and submit it to CPMU by August 31 of each year.*
- ix. ***Any other financial related activities of the project*** *that may be assigned by the project, including payment of bills etc. and ensuring adequate internal controls to support the payments.*
- x. ***Oversight & capacity building of districts/ blocks:*** *Ensuring (by way of training & support to the District Accountants) that common reporting formats as provided in financial guidelines are used by districts in order that consolidation of accounts is facilitated at state level and reviewing the accounts and records of the DPO/CDPO on a periodic basis by way of field visits.*
- xi. ***Addressing audit objections:*** *Coordinating with the DPOs to address the audit objection/internal control weaknesses, issues of disallowances, if any.*
- xii. ***Coordination with the CPMU:*** *Maintain close coordination with the Financial Management Consultant in the CPMU.*

IV. Background and Experience

- Retired Officer from the State Finance/Treasury/Audit Services/AG with experience in budgeting, audit and treasury functions;
- Knowledge of State budgetary, treasury and finance rules;
- Familiar with the use of MS Office especially Excel, Word etc.

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

The Financial Management Consultant will report to the Project Director and will be stationed at the SPMU office.

VII. Remuneration and Payment terms

The consolidated remuneration of the Financial Management Consultant will be maximum of Rs. 60,000/- per month subject to the prevailing conditions of employing the retired officials in the State Govt. and will be paid on a monthly basis. 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.