

Procurement of Finance Manager to head the finance function of the TMDP

TERMS OF REFERENCE

1.Services :

- (i) The consultant shall perform the services specified in Annexure "A", Terms of Reference and Scope of Services, which is made an integral part of this Contract (The services).
- (ii) The Consultant shall provide the reports

2.Term :

The Consultant shall perform the services during the period commencing from date of appointment and continuing through 31st December, 2017 or any other period as may be subsequently agreed by the parties in writing.

3.Payment

- **Remuneration**

The remuneration for the Consultant for services rendered at the rate(s) per man month spent in accordance with the rates agreed will be Rs.53000/- per month with 6% increase per annum including reimbursable.

4. Performance Standard:

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

5. Confidentiality

The Consultant shall not, during the term of this contract and within year after its expiration, disclose any proprietary or confidential information relating to the services, this contract or the client's business or operations without the prior written consent of the client.

6. Ownership of material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the client under the contract shall belong to and remain the property of the client. The consultant may retain a copy of such documents and software but its use should be with written permission of the client.

7. Consultant not to be engaged in certain activities

The Consultant agrees that, during the term of this contract and after its termination, the consultant and any entity affiliated with the consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for preparation or implementation of the project.

8. Assignment

The Consultant shall not assign this contract or subcontract any portion of it.

9. Law Governing Contract and language

The contract shall be governed by the Laws of Indian Government and the language of the contract shall be *English*.

10. Dispute resolution

Any dispute arising out of this contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration with the laws of the Client's country.

11. Termination

- The Client may terminate this contract with at least ten(10) working days prior written notice to the Consultant after the occurrence of any of the events specified in paragraphs (a) through (d) of this clause:

- (a) If the consultant does not remedy a failure in the performance of its obligations under the contract within seven(7) working days after being notified, or within any further period as the client may have subsequently approved in writing;
- (b) If the consultant becomes insolvent or bankrupt;
- (c) If the consultant, in the judgment of the client or the bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.
- (d) If the client, in its sole discretion and for any reason, whatsoever, decides to terminate this contract.

ANNEXURE "A"

Role and terms of reference of Finance Consultant in MSU under TMDP

- **Disbursals :**
 - To ensure that the sanctioned amount towards loan/grant is disbursed in respect of all the project components/sub-components to sub-borrowers/ULBs by electronic transfer as per the requirements of the project components/sub-components or as per orders by the PD.

- **Accounting Scheme:**
 - To ensure preparation and maintenance of detailed accounts pertaining to the TMDP.
 - To ensure appropriate accounting procedures with respect to the sub loans and grants received suitable in their books of account.
 - Responsible for the financial management arrangements of TMDP.

- To submit the required information to the PD, TMDP as and when required.
- To ensure that correct and up to date financial records are maintained.
- **Submission of Periodical Financial Reports:**
 - To ensure that the actual expenditure information in respect of all the project components/sub-components sub-borrowers/ULBs is collected and consolidated quarterly.
 - To ensure that the actual expenditure information in respect of all the project components/sub-components sub-borrowers/ULBs so collected and consolidated be filled up in the agreed formats of IUFRRs quarterly sent to the World Bank for disbursement.
- **Audit:**
 - To obtain the quarterly expenditure reports and external audit reports (audit by LFA) from the ULBs in a timely manner as specified.
 - To review the audit reports (conducted by LFA) of the ULBs and the observation, if any, related to the TMDP shall be placed before the Project Director and the C&DMA for their further action.
 - To coordinate with internal/statutory/ag auditors and ensure the completion of the respective audits in time.
 - To ensure that the audited/unaudited financial statements and observations in respect of all the components of TMDP are sent to the World Bank at the end of each month through the PD, TMDP.
- **Required Outputs**

The outputs to be delivered by the Consultant shall be in accordance with the Role summed up above.

- **Consultant's profile**

The eligible consultant shall be an MBA with specialization in Finance function and also having at least 5 years post qualification experience in Budgeting, Finance monitoring of projects. Experience in working with Government Departments or Agencies or in World Bank assisted Projects will be an added advantage.

- **Review and monitoring**

The consultant will be primarily accountable to the Project Director, TMDP and C&DMA. The latter will be the nodal agency for administration, monitoring and review of the consultant's work. The consultant will work on a day-to-day basis under the guidance of the Project Director, TMDP.

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A Finance Consultant is required to work for a Project assisted by WORLD BANK in Government of Telangana State. The candidate should be an MBA with specialization in Finance and 5 years post qualification experience in Budgeting, Finance monitoring of projects. Experience in working with Government Departments or Agencies or in World Bank assisted Projects will be an added advantage. Terms of reference and role of the consultant may be seen in the web site.