

No A-12017/5/2015-Admin
Government of India
Ministry of Drinking Water & Sanitation

8th floor, Paryavaran Bhawan
CGO Complex Lodhi Road
New Delhi-110003

Dated, the 28th Aug, 2015.

CIRCULAR

Subject:- Engagement of Consultant in National Project Management Unit (NPMU) of the Ministry of Drinking Water & Sanitation.

The Ministry of Drinking Water & Sanitation requires the services of Senior Consultant (Finance Management Expert) from outside expert/retired Government servants for engagement as non-official Consultant.


Essential qualifications are follows (i) should be a Chartered Accountant with at least 05 years post-qualification experience (ii) He / she should be well conversant in maintaining accounts on Tally. (iii) Experience of working with government systems and programs (iv) experience of working in community based Rural Water supply and Sanitation Sector with external agencies like World Bank etc. is desirable. (v) Strong communication skills in English and Hindi.

Job description: As per terms of Reference at Annexure-I

Interested persons may send their Curriculum Vitae in the format at Annexure-II by email followed by post to the following address:

Under Secretary (Administration)
Ministry of Drinking Water & Sanitation
8th floor, Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi- 110003.
Email: ddws-usadmn@nic.in

Last date for receipt of the application will be the 15th day from the date of publication of the advertisement in the newspaper.


(Subrata Sanyal)
Under Secretary (Administration)

**Terms of Reference for Finance Management Specialist
For Rural Water Supply and Sanitation Project for Low Income States.**

Background

The Ministry of Drinking Water Sanitation (MoDWS) is implementing the Rural Water Supply & Sanitation project for Low Income States (RWSSP-LIS) in 4 States (Assam, Bihar, Jharkhand and UP) for USD 1 billion. The key objective of the proposed project is to improve piped water & sanitation coverage through decentralized service delivery systems. This project will be implemented through a special window of assistance under the National Rural Drinking Water Program (NRDWP). A National Project Management Unit (NPMU) within MoDWS will provide leadership in the implementation of the said Project.

Objective of the Assignment

The Consultant will assist NPMU for functions of Finance in developing & implementing appropriate financial management systems commensurate to the size and nature of the Project. The Finance Management Consultant will look after the responsibilities of Procurement Specialist in addition the above responsibilities.

Scope of Work and Key Responsibilities:

- Assist for preparing realistic budgets of NPMU based on work plans. He should prepare the consolidated annual budget for the project after incorporating the State budgets. He should coordinate with the States for timely submission of their respective budgets.
- Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of NPMU and analyze such variances; monitoring variations between planned and actual expenditures of States; keep Project Director informed of such variances
- Assist in arranging timely and adequate flow of funds to the States as per the approved work plans and utilization norms.
- Maintain accounts of NPMU on PFMS and ensure that they are up-to-date. He will also ensure that the State's accounts are up-to-date and if not, will bring it to the notice. He will ensure monthly consolidation of the NPMU accounts with that of the States.
- Prepare the quarterly consolidated interim unaudited financial reports (IUFRR) of the project in a timely manner so as to ensure submission to the Bank within 45 days of the end of the quarter.
- Assist in proper planning and execution of external and Internal Audits of NPMU.
- Ensure that significant audit observations, if any, are addressed in a timely manner.
- Ensure that any major internal control lapses, if any, pointed out by internal auditors of NPMU are addressed in a timely manner.
- Timely escalation of issues pertaining to financial management, which is perceived to be a potential bottleneck in project implementation.

Additional Scope and Requirements in respect of Procurement Specialist

- Provide procurement support during programme preparation (including prior and post reviews of all procurement documents and decisions);
- Assist in procurement capacity building activities during procurement assessment and the procurement system development process including preparation of various manual, plan, model standard bid document and other related documents;
- Work on procurement matters across sectors in the performance of the Program's fiduciary and service functions, seeking guidance on complex projects/issues from senior staff;
- Review and handle the technical, commercial and legal aspects of procurement (in consultation with Legal and Policy teams as necessary);
- Provide operational advice on concepts, policies and procedures for procurement;
- Initiate procurement of relevant consultancy services in terms of preparing bid documents, expression of interest and other related activities;
- Participate in supervisory functions at all levels, assess procurement implications of programme design, evaluate institutional capacity of implementing entities and develop suitable procurement plans; conduct prior and post reviews of contracts;
- Negotiate and resolve difficult procurement issues with agencies and handle questions/complaints from senior officials and contractors on bidding and award issues;
- Design and conduct workshops to build capacity of procurement professionals in implementing agencies at State, District and Sub-District levels on approach to procurement as well as on specialized procurement topics;
- Prepare a range of procurement-related documents and reports; and provide guidance and training to junior procurement staff;
- Monitor the procurement related activities and report;
- Any other work as assigned.

General Requirements

- **Period of appointment:** The appointment will be on contract basis for an initial period of one year. This term can be extended up to a maximum of three years depending on the performance of the candidate and need of the Ministry. This can be further extended for up to another three years again subject to satisfactory performance and need of the Ministry. Your engagement is liable to be terminated by the Ministry without any prior notice and without assigning any reason. However, you are required to give notice of 30 days for terminating your engagement with the Ministry.
- **Age: Born on or after 01.09.1953. Upto the age 62 Years**
- **Rules / Instructions applicable for appointment:** The appointment will be as a Consultant on contract basis under GFR 2005.
- **Headquarter:** The Headquarter will be New Delhi. Your office will be located in the Ministry of Drinking Water & Sanitation, Paryavaran Bhawan, CGO Complex, New Delhi. However, the services of the Consultant may be required at any other station also.

- **Fee:** You will be entitled to a consolidated monthly fee of Rs. 1,00,000/- + 10,000/- as local conveyance allowance per month. No DA, HRA or any other relief or allowance will be admissible on the consolidated fee.
- **Leave:** The Senior Consultant will be eligible for 8 days of leave in a calendar year on pro rata basis. Therefore, you will not draw any remuneration in case of absence beyond 8 days (calculated on a prorata basis). Also unavailed leave in a year shall not be carried forward to next calendar year.
- **Other private assignment during the period of consultancy with this Ministry:** You will not be allowed to take up any other private assignment during the period of consultancy with this Ministry.
- **TA / DA:** TA / DA will be admissible as per normal rules applicable to any serving officer of rank of Under Secretary in the Ministry of Drinking Water and Sanitation while he is on tour.
- **Telephone:** You will not be entitled to any separate allowance for use of Landline / Mobile phone.
- **Staff Car Facility:** You will not be allowed to use Staff Car for private purpose and also for journeys between residence and office.
- **Accommodation:** You will not be entitled to any residential accommodation from the Central Government Pool.
- **Personal Staff Support:** You will not be entitled to any personal staff support for discharging your duties.
- **Attendance:** You should attend office on all working days of the Ministry to claim the monthly fee. In case of shortage of the attendance, pro rata reduction will be made from the monthly fees. You will be required to attend office from 9:00 AM to 5:30 PM from Monday to Friday. However, due to exigencies of work you may be required to work beyond normal working hours without any extra remuneration and on holidays / weekends.
- **Payment:** The payment of monthly remuneration will be made after verification of attendance for which Consultant will be required to send following in respect of previous month to Administration Section by 5th of every month through Project Director:
 - (a) Statement of attendance
 - (b) Report of functions performed.
- **Reporting:** The Consultant will report to Project Director, NPMU for Administrative matter and will operate under the overall supervision & guidance of the Joint Secretary (Water), MoDWS.

Application format for appointment as Senior Consultant (Finance Management Specialist) in the Ministry of Drinking Water and Sanitation.

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Domicile: _____
5. Nationality: _____
6. Mailing address (with Tel./Mob.No. and E-mail address) _____

7. Permanent Address: : _____

8. Educational Qualification:

S.No.	Course	Subject	University / Institute	Year of Passing	Division / Class

9. Work Experience:

S.No.	Organization / Institute	Period		Nature of Work	Remarks
		From	To		

10. Whether SC/ST/OBC: _____

11. Reference

(i)

(ii)

(Signature)

Date: _____