

Assam Society for Comprehensive Financial Management System (AS-CFMS)

Ground Floor, F-Block, Janata Bhawan,

Dispur, Guwahati-781006 Assam, India

No. ASPIRe/63/2018/240

Dated: 12th March, 2023

Request for Expression of Interest for Hiring of Resources on Contractual Basis

Name of Assignment	Hiring of Resources for Establishment and Operationalisation of PMU under Lead Externally Aided Projects (LEAP) Cell, Govt. of Assam
Name of the Post	Project Finance Consultant (PFC)
No. of Posts	1
Date of Publishing	15/03/2023
Last date for Submission of Expression of Interest	4/04/2023(midnight)

1. Background

The Lead Externally Aided Projects (LEAP) Cell was established in the Finance Department of the Government of Assam (GoA) in February, 2017, as a part of the Restructuring Systems and Technology for Augmentation of Resources for Transformed Assam (ReSTART). Finance Department now seeks to invite applications from prospective candidates to be engaged as Project Finance Consultant (PFC) in the LEAP Cell to continue the operations.

2. Source of Funds

The assignment will be funded from the State's budget.

3. Scope of the Assignment

As per the Terms of Reference attached. However, please note that the Terms of Reference are at a draft stage only. The Project Director, AS-CFMS reserves the right to change, update or modify the ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.

4. Qualification Requirements

Given in the attached Terms of Reference (ToR)

5. Application process

a) Online Application (Expression of Interest) is now invited from Indian citizens having the requisite qualification and experience for engagement on contract basis under AS-CFMS.

b) Applications in English language may be submitted through email only at careeraspire@outlook.com, and simultaneously marking a copy to hr_aspire@outlook.com. The application format is attached herewith the ToR.

c) Only the applications received before the expiry of the deadline will be processed. Applications received after the deadline will be rejected.

d) Candidates need to mention the post applied for in the subject line of the e-mail.

e) Applications received in any format other than the prescribed format shall not be entertained. No application will be received through fax / post / courier / physical delivery.

f) Candidates applying for multiple posts are free to submit multiple applications. However, each application should be in separate emails. Cumulative applications in one email will be summarily rejected.

g) The candidates should maintain and operate an email during the duration of the recruitment. All correspondences will be through email only.

h) Due to the expected high number of applications, only shortlisted candidates

will be called for a personal interview / test. No TA/DA shall be paid for attending the interview.

- i) Canvassing in any form will lead to disqualification and rejection.

6. Related Information

Candidates not having the requisite qualification are liable to be summarily rejected. Therefore, candidates are advised that they fulfill the prescribed eligibility before applying. ASCFMS also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

Terms of Reference (ToR) for Establishment and Operationalisation of Programme Management Unit (PMU) for Lead Externally aided Project Cell (LEAP), Govt. of Assam

1. Background

The Lead Externally Aided Projects (LEAP) Cell was established in the Finance Department of the Government of Assam in February, 2017, as a part of the Restructuring Systems and Technology for Augmentation of Resources for Transformed Assam (ReSTART). As per Notification no. FEA.100/2020/46 dated 26th July, 2021 the nodal agency for activities related to EAPs will be Chief Minister's Secretariat. The Cell has been instrumental in mobilizing external aid for the State by advising, handholding and coordinating with all the stakeholders involved in the process of conceptualisation of idea, preparation of paperwork, receipt of funds, monitoring and evaluation and identifying and troubleshooting for the smooth flow of activities related to sourcing of external fund. Finance Department now seeks to invite applications from Prospective candidates to continue the operations of the LEAP Cell. Current Status There are many EAPs proposed by various line departments of Govt. of Assam to the Department of Economic Affairs, Govt. of India. Some of them are in principle approved, some are in pipeline stages and some are in comment stages. There are many sectors in Assam which have high possibility of external funding. The LEAP cell has to identify priority areas which require investment in the State Previous arrangement of Resources. The Cell had been manned by Consultants from PwC through NICS. However, the State Government in September 2021 established the EAP Cell, a PMU under ASCFMS deployed within the Chief Minister's Secretariat and wants to strengthen it further, and further building-house capacity.

2. Objectives

To operate and manage the LEAP Cell for leveraging Externally Aided funds for optimum utilization towards the development of the State of Assam, and to introduce structure and standardization in managing the end to end processes for better control, utilization and monitoring of the funds. This would require the PMU to be staffed with consultants with niche skill sets.

3. Scope of Work

The PMU AS-CFMS seeks to engage individual consultant through direct recruitment for managing the activities of LEAP Cell. The LEAP Cell will be responsible for assisting the departments of the Govt. of Assam in end-to-end management of the EAP lifecycle, including handholding the departments in preparation of concept notes/ Preliminary Project Reports (PPR), facilitating the Donor agency process, obtaining clearances from the line Ministries of the Govt. of India, Ministry of DONER, NITI Aayog, DEA etc., support budgetary exercises including reimbursement of claims/ expenditure, conducting trainings and workshops and by representing the State in various review meetings related to the EAP proposals of the State.

4. Tasks to be performed and the key deliverables:

The key tasks of the resources, to be engaged to manage the LEAP Cell in the Nodal Department, will be based on three parallel tracks, where the team from the agency will be required to work dedicatedly to ensure-

- a) Identification and conceptualization of high impact new developmental projects, which are not covered by any other scheme of the Government or up-scaling a successful pilot project, etc. that can be posed to the Government of India for external funding under Externally Aided Projects (EAP),
- b) Hand holding of the departments/ agencies in preparation of Concept Notes, PPRs, coordination with all the stakeholders to ensure the approval of the pipeline projects and
- c) Undertake detailed evaluation and monitoring of all the Externally Aided Projects in execution as well as those in pipeline in Assam and suggest possible solutions to remove bottle necks/issues hindering progress
- d) Provide all kind of assistance to Chief Minister's Secretariat in timely review, monitoring and evaluation of the Ongoing and Pipeline EAP Projects in the state.

5. Qualifications and Experience for position of PFC

- a) **Education:** Full time Post Graduate Degree in Finance eg. PGDM/MBA(Finance) from any recognized university or college in India

or abroad, as a regularly enrolled student (excluding studies in distance education mode) or qualified Chartered Accountant (CA) from ICAI or qualified Cost and Management Accountant (CMA) from ICMAI.

- b) **Age:** Not more than 40 years
- c) **Experience:** At least seven years of experience, with more than five years of experience in government and public sector especially in Finance, Budget, Project Management functions. At least 2 years of experience of working either directly or in close coordination with multilateral donor agencies/financial institutions/ commercial banks/ financial regulatory bodies.
- d) Should have good knowledge on of preparing PPRs, Concept Notes, Accounting and Financial Reports, Budget statements, Impactful PPT presentations, preparatory activities for Government projects posed for funding by multi lateral donor agencies/ Commercial banks.
- e) Excellent knowledge of written and spoken English and working knowledge of Assamese are required and should be equipped in MS Office 365, Google Suite and other internet based cloud applications and related tools.
- f) Strong interpersonal relations, communication and team-work skills.

6. Duties and Responsibilities

- a) Support the Chief Minister's Secretariat in holding the Monthly Review meeting for ongoing and pipeline EAPs;
- b) Provide guidance to the stakeholder Departments/ Agencies of the GoA in preparation of the Concept Notes, PPR and DPRs- ensure smooth transition from DEA approval to Loan Negotiation phase
- c) Handhold the concerned stakeholder Departments/Agencies in responding to the queries raised by the GoI Ministries/agencies on ongoing/pipeline EAPs
- d) Handhold the stakeholder Departments /Agencies of the Goad at all stages during the approval process of the proposed EAPs, including in the DEA's screening committee meetings for Pipeline EAPs
- e) Assist the Departments in monitoring the fund release request by the EAPs; status of submission of Utilization Certificate (UC) vis-à-vis funds released earlier by the Goad to the concerned EAP; status of submission of

reimbursement claims to the Donor agency through the GoI; status of release of FOC and FS by GoA, etc

- f) Assist the Departments /Agencies in submission of budget and financial reports and statements to GOI Ministries/Donor Agencies/Regulatory Bodies/Finance Dept of GoA.
- g) End to end management and operation of the web portals for EAPs in the State and DEA.
- h) Conducting periodic trainings and workshop on the subject matter of Externally Aided Projects.
- i) Playing a key role in organizing and coordinating visits and meetings of Donor Agencies/GOI Ministries & bodies etc.
- j) Any other task assigned by the authorities.

7. Indicative Remuneration and Payment Terms

- a) The Remuneration will be in accordance with the HR Policy of the AS-CFMS Society which may be seen at <https://finance.assam.gov.in/portlets/as-cfms> under the downloads section.
- b) The indicative range for the positions is Rs 95,000 to 1,60,000 per month.
- c) The monthly Cost to the Project will be as per the HR policy of the AS-CFMS Society inclusive of Performance Linked Incentive, Communication Allowance and Medical Allowance. The CTP offered will be decided based on previous salary history, qualification, experience and competency of the candidate.

8. Supervision and Reporting

The Project Finance Consultant will report to the Project Director, AS-CFMS or any other officer as delegated by the Project Director. The annual performance review will be done as per the HR Policy of the AS-CFMS Society.

9. Period of Engagement:

The initial contract period will be for one year. However, based on

performance the same may be extended as per requirement.

10. Services and Facilities:

- a) The employer will give access to all the required documents, correspondence, and any other information associated with the externally aided projects and as deemed necessary
- b) Provide seating space along with computer / laptop, printer, computer /office consumables, and internet access.

11. Other Conditions

The appointment will be on a full-time basis and the employee will not be permitted to take up any other assignments during the period.

**Sd/-
Project Director,
ASPIRe(AS-CFMS)
Dispur, Guwahati-6**

APPLICATION FORM FOR THE POSITION OF.....

1. **Full Name of the candidate** (In Block Letters):
2. **Father's Name:**
3. **Mother's Name:**
4. **Spouse's Name:**
5. **Gender:**
6. **Marital Status:**
7. **Nationality:**
8. **Permanent Postal Address**(attach a copy of evidence):
9. **Police Station:**
10. **Current Address:**
11. **Mobile No.:**
12. **Mobile No. (WhatsApp messenger):**
13. **Email ID :**
14. **Passport No.(If available):**.....
15. **Date of Birth**(attach a copy of evidence)(dd/mm/yyyy):
16. **Age(Ason 1stMarch 2023):**_____Years ____month(s)
17. **Current Designation:**
18. **Current Employer's Full Address with contact email and phone number:**
19. **Educational Qualification**(attach copies of certificates):



Sl.	Examination	Degree	Year of Passing	Name of College	Name Board/Unive rsity	Class/Perce ntage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others(if any)					

20. **Training details relevant to the position applied** (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

21. **Total Professional Experience(if any):**_____Years ____month(s)
22. **Details of Professional Experience**(Starting from latest**)(attach copies of experience certificates):

Sl.	Designation	Organization	From(m m/yyyy)	To(m m/yyyy)	Last net salary drawn(per annum)	Summary of Services provided

***Attach latest salary certificate.*

23. Write a brief note describing why would like to be associated with us:(Maximum 250words)

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24. Languages proficiency:(please tick √)

Sl.	Language	Read	Write	Speak

25. Computer proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

26. Names and Addresses of two person from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the person & designation (if any)	Address	Phoneno	E-mailid
1.				
2.				

27. Have you ever been discharged or forced to resign from any position?(If yes furnish details)

<p>Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the AS-CFMS to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by AS-CFMS would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p> <p>Date _____ :Place: _____</p> <p style="text-align: right;">Signature of the Candidate</p>

IMPORTANT Notes:

1. Candidates shall complete this application along with self-attested copies of

testimonials/certificates evidencing that he/she is qualified to perform the services.

2. **Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**