



**AS-CFMS**

**(A Registered Society under Finance Department)**

**Assam Society for Comprehensive Financial Management System**

F Block, Assam Secretariat, Dispur, Guwahati-781006 (Assam, India)

No.: ASPIRe.63/2018/.150

Dated: Dispur, 08/10/....., 2021

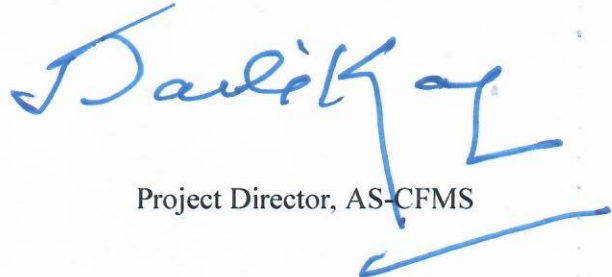
**Notice for Recruitment**

Assam Society for Comprehensive Financial Management System (AS-CFMS) invites Expression of Interest from eligible candidates for employment on Contractual Basis for Lead Externally Aided Projects (LEAP) Cell, Govt. of Assam.

Sl. no	Position	CTP Range / Month (Rupees)
1	Team Leader	1,50,000 - 2,15,000
2	Project Management Consultant	95,000-1,60,000
3	Project Finance Consultant	95,000-1,60,000

Detailed ReOI, Terms of Reference (ToR) and Application formats are available in the following link:

<https://finance.assam.gov.in/portlets/as-cfms>

  
Project Director, AS-CFMS

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**No: ASPIRe.63/2018/139**

**Dated Dispur, the 8<sup>th</sup> October, 2021**

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

<b>Name of Assignment</b>	Hiring of Resources for Establishment and Operationalisation of PMU under Lead Externally Aided Projects(LEAP) Cell, Govt. of Assam
<b>Date of Publishing</b>	08/10/2021
<b>Last date for Submission of Expression of Interest</b>	23/10/2021 (17:00 Hours)

**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).

Finance Department now seeks to invite applications from prospective candidates to be engaged 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 provided on the website of the Finance Department, Govt. of Assam. The relevant section in the website is the AS-CFMS section as given below:  
  
<https://finance.assam.gov.in/portlets/as-cfms>
- 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

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

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#### 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 26<sup>th</sup> July, 2021 the nodal agency for activities related to EAPs will be Chief Minister's Secretariat.

The Cell has been instrumental in mobilising 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 has been manned by Consultants from PwC through NICS. However, the State Government now wants to strengthen it further, and build in-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 fulfilled with consultants with niche skill sets.

### **3. Scope of Work of 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, etc. and by representing the State in various review meetings related to the EAP proposals of the State.

#### **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 -

- 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),
- handholding of the departments/agencies in preparation of PPRs, coordination with all the stakeholders to ensure the approval of the pipeline projects and
- undertake detailed monitoring of all the Externally Aided Projects in execution as well as those in pipeline in Assam and suggest possible solutions to remove bottlenecks/issues hindering progress
- Provide all kind of assistance to Chief Minister's Secretariat in monitoring of the ongoing EAP Projects in the state.

#### **4. Qualifications of the Resources Required**

##### **a. Team Leader**

- Education: Minimum Master's degree in Business Administration, Public Policy or a closely related field from any recognized university or college, as a regularly enrolled student (excluding studies in distance education mode)
- Age: Not more than 45 years
- Experience: At least eight years of experience in government and public sector
- Experience of working in multiple sectors like PWD, Transport, Energy, Forestry, Agriculture, Rural Development, Urban and Municipal Development, etc.
- At least 2 years of experience of working either directly or in close coordination with multilateral donor agencies and has a good understanding of the external aided funding process
- The candidate should have handled one large project on all aspects from concept to implementation stage
- The candidate should be aware of government processes, procedures, stakeholder management and implementation strategies.
- Excellent knowledge of written and spoken English and working knowledge of Assamese are required and should have computer knowledge in MS Office and other applications
- Strong interpersonal relations, communication and team-work skills

##### **Duties/ Responsibilities to be performed**

- Organizing workshop to discuss and finalize the approach, scope and methodology of EAP need assessment of the State
- Organizing workshop with the senior officials of the identified key Deptts./agencies of the GoA to identify the priority developmental needs of the state
- Capacity Building program, focusing the identified mid-level and junior core staff of the State Govt. Departments, relating to preparation of Concept Notes/ PPRs/ Preliminary estimates for potential EAPs.

- Conduct atleast one workshop every year involving the civil society for identification of the concept of potential projects under EAP, involving eminent think-tanks from Assam, IIT, Engineering Colleges, Cotton University etc.
- Co-represent the GoA in all crucial meetings relating ongoing/pipeline EAPs and presentations at the GoI level
- Analyze the Govt. of India's Act East Policy, with special emphasis on connectivity projects in the North Eastern India
- Review and identify various donor agencies Financial Instruments, available for Assam and the North Eastern Regions
- Support in convening the bi-monthly meeting for review of all the ongoing EAPs in Assam
- Any other task assigned by the authorities.

**b. Project Management Consultant**

- Education: Post graduate in Management from any recognized university or college, as a regularly enrolled student (excluding studies in distance education mode)
- Age: Not more than 40 years
- Experience: At least seven years of experience, with more than five years of experience in government and public sector
- Experience: Experience of preparing PPRs, Concept Notes, preparatory activities for Government projects posed for funding by multilateral donor agencies/ Commercial banks (as a regular employee or consultant).
- Excellent knowledge of written and spoken English and working knowledge of Assamese are required and should have computer knowledge in MS Office and other applications.
- Excellent communication skills, drafting skills and good working knowledge of computers

**Duties and Responsibilities to be performed**

- Handholding of the GoA's Departments/Agencies in Preparation of Concept Papers/Preliminary Project Reports (PPR)



- Assessment of the ongoing EAPs in Assam with special emphasis in identification of the key issues that hinder progress and determining the possible mitigating measures, which are to be included in the PPRs for new EAPs.
- Handhold identified Deptts/agencies of the GoA in preparation and submission of PPRs (for different Deptts/sectors/agencies).
- Assist the Finance Deptt. in review and validate the PPRs ahead of submission by the concerned Deptts./agencies of the GoA to the stakeholder Departments/agencies of the GoI and assist the Deptts./agencies in uploading the PPRs on the GoI's portal for seeking external aid.
- Assist the concerned Deptts./agencies of the GoA in follow-up of the submitted PPRs with the stakeholder department(s) of the GoI for approval (like MDoNER, Line Ministries, NITI Ayog, MEA, MHA,DEA etc.)
- Prepare a shelf of PPRs for new projects, which can be posed to the GoI under EAP
- Ensure DEA's approval of existing pipeline EAP proposed by the GoA
- Ensure DEA's approval for which PPRs have been proposed by the GoA
- Carry out a detailed assessment of the persistently underperforming/ red-flag EAPs as & when directed and suggest probable solution(s) to bring it on track
- Detailed Assessment Report for persistently underperforming EAP
- Submit monthly Report on coordination activities;
- Any other task assigned by the authorities.

**c. Project Finance Consultant**

- Education: Post Graduate in Finance eg. MBA (Finance)/ Chartered Accountant from any recognized university or college, as a regularly enrolled student (excluding studies in distance education mode)
- Age: Not more than 40 years
- Experience: At least seven years of experience, with more than five years of experience in government and public sector

- Experience: At least 2 years of experience of working either directly or in close coordination with multilateral donor agencies/ financial institutions/ commercial banks
- Should have good knowledge on of preparing PPRs, Concept Notes, preparatory activities for Government projects posed for funding by multilateral donor agencies/ Commercial banks.
- Excellent knowledge of written and spoken English and working knowledge of Assamese are required and should have computer knowledge in MS Office and other applications.
- Strong interpersonal relations, communication and team-work skills

**Duties and Responsibilities to be performed:-**

- Support the Deptt. in holding the Monthly Review meeting for pipeline EAPs;
- Provide guidance to the stakeholder Deptts./agencies of the GoA in preparation of the DPRs- ensure smooth transition from DEA approval to Loan Negotiation phase
- Handhold the concerned stakeholder Deptts./agencies in responding to the queries raised by the GoI Ministries/agencies on ongoing/pipeline EAPs
- Handhold the stakeholder Deptts./agencies of the GoA at all stages during the approval process of the proposed EAPs, including in the DEA's screening committee meetings for proposed EAPs
- Assist the Deptt. in monitoring the fund release request by the EAPs; status of submission of Utilization Certificate (UC) vis-à-vis funds released earlier by the GoA to the concerned EAP; status of submission of disbursement claim to the project financing agency through the GoI; status of release of FOC by GoA, etc
- Any other task assigned by the authorities.

**5. Supervision and Reporting**

The Team Leader will report to the Project Director, AS-CFMS or any other officer as delegated by the Project Director.

Other members of the team will report to the Team Leader.

The final authority on any issue(s) that may arise during the employment period of the employee shall be resolved by the Project Director, AS-CFMS Society, and the decision taken by the PD shall prevail.

The annual performance review will be done as per the HR Policy of the AS-CFMS Society.

6. **Period of Engagement:** The initial contract period will be for one year. However, based on performance the same may be extended as per requirement.

**7. Services and Facilities**

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

**8. 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.

**9. Indicative Remuneration and Payment Terms**

The Remuneration will be in accordance with the HR Policy of the AS-CFMS Society. The HR Policy can be viewed at:

[https://finance.assam.gov.in/sites/default/files/swf\\_utility\\_folder/departments/agriculture\\_com\\_oid\\_2/portlet/level\\_1/files/HR%20Manual.pdf](https://finance.assam.gov.in/sites/default/files/swf_utility_folder/departments/agriculture_com_oid_2/portlet/level_1/files/HR%20Manual.pdf)

The indicative range for the positions are as follows:

Sl. no	Position	CTP Range / Month (Rupees)
1	Team Leader	1,50,000 - 2,15,000
2	Project Management Consultant	95,000 - 1,60,000
3	Project Finance Consultant	95,000 - 1,60,000

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.