

## TERMS OF REFERENCE

For Appointment Of

### FINANCE MANAGER

Position: **Finance Manager**  
Organization: Project Management Unit (PMU) / Ministry of Urban Development (MoUD)  
Duty Station: New Delhi  
Duration: Initially for 12 months (further extension up to 4 years based on performance)

#### A. Background

The Ministry of Urban Development (MoUD) is implementing a GEF/World Bank/UNDP supported Sustainable Urban Transport Project (SUTP) in India. The objectives of the SUTP are i) to strengthen capacity of GoI, states and cities in planning, financing, operating and managing sustainable urban transport systems; and ii) to assist participating states and cities (Implementing Agencies) in preparing and implementing demonstration “Green Transport” projects (GT projects). The project costing about Rs. 2000 Crore is to be implemented over a period of four years, starting from the year 2010.

The first part (component 1) is to be implemented by the MoUD, while the states and cities will implement the second part (component 2). The third component (component 3) is meant for Project Management.

In order to assist the MoUD in implementation of the Project, a Project Management Unit (PMU) has been setup under the overall umbrella of the Urban Transport (UT) Division. The PMU is serviced and provided logistic support by the Institute of Urban Transport (IUT). **The Financial Management** function in the PMU is proposed to be handled by an Individual Chartered Accountant to be designated as **Finance Manager (PMU)**. The position of FM will be under a service contract with IUT.

#### B. Job responsibilities of the F M (PMU)

The Finance Manager at the PMU will have overall responsibility to look after all Financial and Accounting functions required at PMU level for the project, which will inter alia include the following:

##### 1. Training of Financial Managers of Implementing Agencies (IAs):

A Financial Management Manual (FMM) has been prepared for guidance of Implementing Agencies. The FM is required to assess the capabilities

of the Finance Managers at IAs for their understanding and for implementation of the FMM, provide the IAs suitable guidance and organize/conduct their training. The training may be conducted at the beginning and during course of the project, with a view to:

- i. Create awareness about the different sections of FMM.
- ii. Improve capability to implement the FMM in actual working
- iii. Appreciate critical issues in implementation of FMM.

Training may be imparted through workshops and site visits, as required.

## **2. Audit:**

- Coordination with the Internal and Statutory Auditors to ensure timely submission of the audit reports.
- Review the Internal and Statutory audit reports.
- Highlight major negative observations to the Audit Committee and the PMU at National level.
- Oversee the implementation of audit suggestions by IAs. In case any IA is not able to implement the suggestions, provide necessary guidance and training.

## **3. Budgetary control:**

- Consolidation of the monthly actual expenditure for national level on the basis of monthly expenditure reports sent by Implementing Agencies.
- Comparison of the budgeted and actual expenditure on quarterly basis.

Review of the claim made by IAs with physical progress of the work on the basis of reports submitted by the Internal Auditors

## **4. Submission of the IUFRRs (Interim Un-audited Financial Reports) and Annual Financial Statements:**

- Coordinate with the IAs to submit the IUFRRs within agreed time limit.
- Endorse the IUFRRs to World Bank after carrying out limited review as defined in the FMM.
- Conduct regular financial reviews at IUFRR levels of the project.

## **5. Accounting functions at PMU level for components 1 and 3.**

- Preparing the budgets of PMU for components 1 and 3.
- Complete accounting functions for components 1 and 3.
- Preparing and submission of IUFRRs for Components 1 and 3.
- Periodic MIS reports of the accounting functions at PMU level.

## 6. Co ordination with World Bank and UNDP

The Financial Expert will maintain co ordination with financial personnel of World Bank and UNDP. The Finance Manager will also prepare and submit all the statements/reports required in respect of the project by Bank and UNDP.

### (C) Minimum Eligibility Criteria (Qualifications and Experience)

#### 1. Qualification

Individual Chartered Accountant with a minimum experience of 10 years.

#### 2. Experience:

The candidate should have the following minimum working experience:

S.No	Area of working experience	Minimum Experience
1	Handling the accounting function.	7 years
2	Budgets Preparation and implementation of Budgetary Control	7 years
3	Financial management – Cash flow and funds flow management.	7 years
4	Working with any Ministry/Department of GOI for WB related projects.	2 years
5	Internal auditing and risk assessment.	7 years
6	Providing guidance and training on different aspects of accounting systems implementation.	2 years
7	Working with computer systems.	Fluency and hands on experience in working with MS office, TALLY accounting software, ERP package and 'MS Project' software.

### **3. The FM should be Delhi based.**

#### **(D) GENERAL**

1. FM will be required to devote time according to job requirements, including attending to meetings and visits to participating cities/states without any limitation to time and would attend to office at least for two days in every week.

2. FM will be appointed on a service contract with monthly fee, within the range of Rs. 80,000/- to Rs. 1,00,000/-, to be negotiated with shortlisted candidate. Currently the project has six IAs (in addition to PMU) which are likely to be increased in future. The monthly service fee will be increased by 10% with every increase of two IAs.

#### **(E) SUBMISSION REQUIREMENTS**

The interested persons are requested to submit the following information.

- A brief profile
- Details of work experience under each head as given in the Para C.2.
- A reference/client list and description of assignments handled under each head as given in the Para C.2.
- Copy of Qualification certificate
- Residential address.

Documents in sealed envelopes superscripted with the title "Selection of Financial Manager for GEF-SUTP" may be delivered to the following address not later than **Friday, the 18<sup>th</sup> December, 2009**. Electronic submissions to the e-mail address given below are also acceptable

**Executive Secretary**  
**Institute of Urban Transport,**  
**Room Number 216, G-Wing, NBO Building,**  
**Nirman Bhawan, Maulana Azad Road,**  
**New Delhi – 111 001**  
**Tel: 91-11-2306 3054**  
**Telefax: 91-11-2306 3499**  
**E-mail: [itutindia@gmail.com](mailto:itutindia@gmail.com)**