

Government of Uttarakhand, Finance Department
Uttarakhand Public Financial Management Strengthening Project
Center for Training and Research in Financial Administration, (CTRFA)
UTTARAKHAND, INDIA
REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – Individual)

India

Uttarakhand Public Financial Management Strengthening Project

Loan No.: IBRD 8928

Assignment Title: Consultants for Project Management Unit (PMU) Urban Development Directorate, Uttarakhand, Dehradun

Reference No. IN-CTRFA-260291 -CS-INDV

Request for Expression of Interest for Consultants for Project Management Unit (PMU) Urban Development Directorate, Uttarakhand, Dehradun
(CONSULTING SERVICES – INDIVIDUAL)

Application Deadline:	16 th November 2021
Type of Contract:	Individual Contract
Method of Procurement:	Open Competitive Selection of Individual Consultants

Reference No: IN-CTRFA-260291-CS-INDV

Date: 27th October 2021

The GoUK has received a loan from IBRD for the Uttarakhand Public Financial Management Strengthening Project (UKPFMS) and intends to apply a part of the loan proceeds for this assignment toward the **Project Management Unit (PMU)**

Urban Development Directorate, Uttarakhand, Dehradun.

Four individual experts as listed below are proposed to be hired for a period of two years (qualifications and other details are provided in the terms of reference) viz.,

- Program Manager (Implementation)
- Program Manager (Technology)
- Manager –MIS
- Municipal Account Expert

The Finance Department through the Center for Training and Research in Financial Administration (CTRFA) now invites eligible Individuals to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The minimum required qualifications/criteria are available in terms of reference of the assignment can be accessed on the website <http://www.uttarakhandaudit.uk.gov.in> or can be obtained from CTRFA.

The attention of interested Consultants is drawn to paragraph 3.14 and 3.17 of the World Bank Procurement Regulations, July 2016 revised in November 2017 and August 2018 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the **Open Competitive Selection of Individual Consultants** method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *1000 to 1700 hours IST*.

Interested consultants should submit their CV either in hard copy or in pdf form at the address or mail id given below (in person, by post or by email) latest by 16th November 2021 **by 17:00 Hrs IST**

Project Director
Uttarakhand Public Financial Management Strengthening Project

91, Race Course,
Near Police Line,
Dehradun, 248001
Uttarakhand, India,
Mob: +91-9358119541,
E-mail: ukpfmswb@gmail.com

Terms of Reference

Consultants for Project Management Unit (PMU)

Urban Development Directorate, Uttarakhand, Dehradun

Background

1. GOUK is embarking on an ambitious program of creating a PMU at UDD state level which will cover all the ULBs in the state and intends to hire individual consultant for this purpose. The **Project Management Unit (PMU)** for planning, implementation and monitoring, including general day-to-day support for all activities for implementation of e-governance in urban local bodies of Uttarkahnd.

2. The Government of Uttarakhand (GoUk) has applied for a loan to fund the Uttarakhand Public Financial Management Strengthening Project (UkPFMS) and intends to apply a part of the loan proceeds for this assignment. The long-term vision of the government is to improve the service delivery of the ULBs by matching decision making with data, enhance accountability and transparency, and reform the ULBs to make them sustainable. These reforms will need to be spearheaded and managed centrally at the level of the Urban Development Directorate UDD with support from experts in these areas

3. UDD has taken up an ambitious project as part of National Urban Stack rollout to drive e-governance across Urban Local Bodies in the state. Under this project UDD has adopted DIGIT platform. DIGIT is built as a collection services and is designed so that it is easy for other actors to build on top of it. Each service efficiently provides a single capability across multiple governance areas, accessible through using simple, open APIs compatible with global standards. In addition, it provides a set of open standards and specifications that enable the ecosystem players to innovate on the stack. Together, these services and standards create a powerful framework to drive convergence and a faster implementation cycle for any governance initiative.

4 . Objective of Project Management Unit (PMU):

The PMU will support the UDD in conceptualizing, planning, guiding and managing the reforms undertaken by the Department. The PMU shall be headed by a Project Manager with four (4)

experts viz.,

- Program Manager (Implementation)
- Program Manager (Technology)
- Manager –MIS
- Municipal Account Expert

Detailed qualification and terms of work is provided in the annexure –A

5. GENERAL TERMS & CONDITIONS

- The consultant under take to perform the services with the highest standards of professional and ethical competence and integrity.
- The consultant shall not, during the term of this contract and within two years after expiration, disclose any proprietary or confidential information relating to the service, this contract or the client's business or operations without the prior written consent of the client.
- The total leave will be 14 days in a year. The Consultant cannot avail a leave more than 05 days in continuation in one go without permission from UDD.
- The consultant will carry out all the work assigned by UDD

6. Administrative Information

- **Remuneration** : The remuneration for each of the consultant for the services rendered at rate per man months

Sr No	Name of post	Fixed Remuneration (Monthly)
1	Program Manager (Implementation)	1,00,000 (Fixed)
2	Project Manager(Technology)	1,00,000 (Fixed)
3	MIS Expert	80,000 (Fixed)
4	Municipal Account Expert	80,000 (Fixed)

- **Reimbursable** : The reimbursable for each of the consultant for the services rendered at rate per man months spent for Mobile , Internet Connectivity, Outstation Travelling expenses as per Sate Government policy(Level -11 officer)

will be the limit .All reimbursement will paid bill basis after due verification form competent authority in UDD .

- **Payment Schedule:** The consultants will be paid fees on monthly basis
- **Duration of the Assignment:** 2 years. Renewable on mutual consent.

Initially one year agreement will be signed , on the basis of performance and recommendations of Director ,UDD it may be extended for one year more

7. Review and Monitoring:

The consultant will be primarily accountable to UDD, will be the nodal agency for administration, monitoring and review of consultant work. The consultant will work on day to day basis under the guidance of UDD.

8. *Services & Support to be provided by Client*

- The assignment will be administratively coordinated by the Project Director for the Uttarakhand PFM project.
- Technical coordination will be done by the Director , UDD or any other officer deputed by the Director, UDD
- The Director , UDD or any other officer deputed by him will certify the monthly the task of work carried by the expert . The key expert has to provide his monthly report to the Director UDD , of various works carried by him under the direction of Director UDD or officers deputed by the Director UDD

Annexure –A

1. Program Manager (Implementation):

No. of posts: One

Qualifications & Experience

- a. B. Tech / M. Tech / MCA / MBA / Post Graduate from a reputed institute.
- b. 12+ years' experience, including 5+ years Project/Program management experience in Urban Governance / ULB Projects level, is a big plus.
- c. Should have in-depth knowledge on urban sector programmes, reforms policies, and related legal and regulatory framework, documentation, and IEC works.
- d. Rich experience in team handling etc. Strong analytical, presentation skill, and problem-solving skills; Strong in Microsoft Office – Excel, PowerPoint and Word
- e. Should have handled at least 2 ULB consulting projects.
- f. Understanding of e-Government strategy and applications, experience in IT led Business Process Re-engineering projects.
- g. Have good communication skills and drafting reports abilities, and have very good command fluency in of English and Hindi

Roles and Responsibilities:

- h. Drive the implementation of e-governance and other ICT project in all the ULBs
- i. Develop and establish suitable program monitoring framework for the implementation of the project under guidance from UDD
- j. Assist in procurement of required material/services for various –e-Governance project at UDD
- k. Oversee the functioning of team and ensure that it is able to suitably meet the requirements of the UDD in implementation of the project.
- l. Responsible for supporting UDD in designing general technical activities of the project plan;

- m. Policy level inputs, i.e. Legal as per as development of policy framework for the implementation of Urban Reforms and e-Governance initiatives.
- n. Coordination & liaising with Urban Local Bodies, Line Departments and other stakeholders for smooth implementation of the program.
- o. Activity planning and scheduling Monitoring implementation and identifying the gaps/needs.
- p. Monitoring physical progress and accurate reporting to higher authorities

2. Program Manager (Technology)

1. **No. of posts:** One

2. Qualifications & Experience:

- a. B. Tech / M. Tech / MCA from a reputed Institute.
- b. 12+ years of I.T. Project / Program Management / Business Analyst / System Integrating experience. Client Interaction, Change Request Management
- c. Should have managed large programs of similar nature in India for at least 3+ years
- d. Desirable Experience in ULB Projects level is a big plus.
- e. Rich experience in team handling etc. Strong analytical, presentation skill, and problem-solving skills;
- f. Knowledge of MICRO SERVICES, API Integration, Open Source platform

3. Role and responsibilities:

- a. Project Management - Requirement gathering, Domain Knowledge – Transfer, Prototype Design, Technical Documentation – Project Report, B.R., SRS etc.
- b. Should have the capacity to handle multiple projects / Multitasking.
- c. Responsible for entire project life cycle technical solution, Architecture Framework Design, Technical Solution Design, Software Design Descriptions (SDD), UML Design, Product / Project version control etc.
- d. Responsible for supporting UDD in designing general technical activities of the project plan
- e. Assist the UDD in identifying the needs of the sub project by drafting or reviewing as the case may be the Technical Specifications for all contract under the project;

3. Manager-MIS

1. **No. of posts:** One

2. Qualifications & Experience

- a. B.Tech / M.Tech / MCA (Regular Mode) / PGDCA or equivalent Degree in Management will be an advantage
- b. At least 7+ years of similar work experience with a track record of high achievement Strong analytical and problem-solving skills;
- c. Strong in Microsoft Office – Excel, PowerPoint and Word
- d. Should have managed large programs of similar nature at the State level for at least 3+ years
- e. Desirable Experience in ULB Projects level will be an added advantage.
- f. Knowledge and experience of government systems and procedures

3. Role and responsibilities:

- a. Coordination of Data Collection from ULBs , various line departments and stakeholders
- b. Data Entry of the Activities of Mission and File Uploads Into new software systems, Develop and implement MIS policies to ensure data accuracy and security.
- c. Support Local Bodies in Coordinating/monitoring the entire project life cycle, Facilitator - Computer Network, Hardware & Software to PMU and PIU
- d. Data Analysis and Creating MIS
- e. Preparing the daily, weekly & monthly dashboard for review purpose.
- f. Also, responsible for legacy data migration.

4. Municipal Account Expert

1. No. of posts: One

2. Qualifications & Experience

- a. Chartered Accountant with 7+ years of experience.
- b. 2+ years of experience in municipal accounting is desirable

3. Role and responsibilities:

- a. Inputs for the development of accrual-based double-entry accounting and other Municipal Accounting software.
- b. Inputs for the development of policy framework pertaining to municipal accounting.
- c. Validation of accounting records generated from software and their successful implementation
- d. Change Management and Capacity Building of ULBs post implementation


**Consultants for Project Management Unit (PMU) Urban Development Directorate,
Uttarakhand, Dehradun**

**APPLICATION FORM FOR ENGAGEMENT AS PER WORLD BANK PROCUREMENT
REGULATION (Open Competitive Selection of Individual Consultants)**

1.	Advertisement No.		Affix a recent passport size Photograph duly attested by the candidate
2. (a)	Name of the assignment applied for and Job Code:		
2. (b)	Period required to join if selected:		
3.	Name in full (in capital letters)		
4.	Father's/Husband's Name		
5.	Date of birth (DD/MM/YYYY): Place of birth: Age as on the date of application:		
6.	Nationality		
7.	Gender		
8.	Email id <i>(mandatory as all future communication will be on this email id)</i>		
	Contact Mobile Number <i>(mandatory as all future communication will be on this email id)</i>		
9.	Postal address for communication with PINCODE		
10.	Permanent address with PINCODE		
11.	Have you ever been convicted by a Court of Law or is there any criminal case/disciplinary action pending against you?		

14.	Are you a member of any professional body? If yes, give details:	
15. References:		
(i)	Name: Designation & Organisation: Postal address: Phone number: E-mail ID:	Landline: Mobile:
(ii)	Name: Designation & Organisation: Postal address: Phone number E-mail ID-	Landline: Mobile:
(iii)	Name: Designation & Organisation: Postal address: Phone number E-mail ID-	Landline: Mobile:
16.	Additional remarks such as special qualification or experience not covered in the preceding columns.	
17.	Language Competency: English Hindi (pl mention 'Yes' or 'No' against each)	Read Write Speak

18. Please write one paragraph in own handwriting (not more than 250 words) in the space below justifying your suitability for the assignment applied for:

A large, empty rectangular box with a thin black border, intended for the applicant to write a paragraph justifying their suitability for the assignment. The box occupies most of the page's vertical space.

19 Number of additional sheets enclosed with the application (If space provided is not sufficient):.....

DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained in the above and notes given down below and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any engagement in the project and if already engaged for any assignment in the project; my engagement will be terminated forthwith.

Place:

Date:

Signature of the Applicant

General Conditions

1. All the assignments are purely on contract basis for an initial period of 1 year with provision of extension depending upon project requirement and individual performance.
2. Candidates are required to provide experience details in a separate sheet as per TOR indicating name of project, periods, roll in the project as nature of experience/task executed etc.
3. The selected applicant will not have any claim or right for a permanent job with the project or the Government of Uttarakhand or any of its organisations.
4. The assignments are open only to Indian nationals. However candidates are required to have competency in Hindi language in addition to English.
5. How to apply: **Applications only on the prescribed form should be sent by SPEED POST or delivered in person to the office of Project Director, Project Management Unit, UkPFMS, 91, Race Course, Near Police Line, Dehradun 248001**
6. The envelope should be super scribed with the assignment applied for and the Job Code.
7. Canvassing in any form and bringing any influence, political or otherwise will be treated as a disqualification for the assignment applied for and Project reserves the right not to consider such applicants for the selection process.
8. Candidates are advised to keep checking the website (www.uttarakhandaudit.uk.gov.in, www.pductrfa.in) and their emails for any information updates.

Place:

Date:

Signature of the Applicant