

**F.No.29-54/2015-WBP**  
**Government of India**  
**Ministry of Women and Child Development**  
**(Central Project Management Unit)**

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*The Janpath Hotel, New Delhi*  
*Dated the 21.06.2016*

**Vacancy Circular**

**Hiring of Consultants for the Central Project Management Unit under the IDA assisted ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)**

(Credit no. 5150-IN)

Ministry of Women and Child Development is implementing International Development Association (World Bank) assisted ICDS Systems Strengthening and Nutrition Improvement Project (ISSNIP) in 162 high malnutrition burden districts of 8 States in the country, viz. Andhra Pradesh, Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Maharashtra, Rajasthan and Uttar Pradesh. It will be implemented in two phases – an initial preparatory/formative phase (Phase 1) of 3 years (since extended by two more years) with clearly defined benchmarks, followed by a 4 year full-scale implementation phase (Phase 2) upon meeting of the agreed benchmarks. The project has since been restructured with certain modifications in the activities and extension of time frame by two years, i.e. up to 30<sup>th</sup> December 2017. To support and manage project implementation, a Central Project Management Unit (CPMU) has been set up within the Ministry of Women and Child Development (MWCD), led by Project Director and staffed by other key government officials. It is in this context, that the Ministry seeks to hire a team of Consultants with expertise in the specific technical areas to provide technical and management support in the implementation of the project. Summary of the Consultant positions is as follows:

<b>Sl. No.</b>	<b>Name of the positions</b>	<b>No. of Positions</b>	<b>Consolidated remuneration (initial)</b>	<b>Terms of Reference</b>
1	Consultant (Nutrition & Child Development)	01	Up to Rs.1,00,000 per month	Annex-1
2	Consultant (Financial Management)	01	Up to Rs.75,000 per month	Annex-2
3	Consultant (Accounts)	02	Up to Rs.40,000 per month	Annex-3

2. Applications from eligible candidates for the aforesaid positions are invited in the enclosed Proforma (**Annexure – 4**) along with copies of the certificates of essential qualifications and experiences. The applications may be addressed to the **Under Secretary (WBP), Central Project Management Unit, Ministry of Women and Child**



**Development, 1<sup>st</sup> Floor, Janpath Hotel, New Delhi 110001 (Tel: 23362376).**  
Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. The MWCD reserves the right to reject any or all applications without assigning any reason. Duly filled up application form along with relevant documents may be submitted on or before 4.00 P.M. on 20.07.2016.

A handwritten signature in blue ink, consisting of a stylized 'V' and 'C' followed by 'Choudhary', with the date '21/08/16' written below it.

**(V. C. Choudhary)**  
*Under Secretary to the Govt. of India*  
*Tel: 2336 2376/8202*

**ToR for hiring Consultants in Central Project Management Unit (CPMU), MWCD**

***Position: Consultant (Nutrition & Child Development)***

**Qualifications, Experience and Skills**

***Essential:***

- PG degree in Nutrition/ Public Health/ Community Medicine with at least 60% marks.
- At least 5 years experience in planning, implementation and monitoring of child and women nutrition programmes.
- For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience.
- Expertise in MS Office including Word, Excel and PowerPoint.

***Desirable:***

- 8 years of experience of working in nutrition/ public health/ social development programmes.
- Experience of working with Government/ Government organizations/ international organizations.
- In-depth knowledge of key nutrition issues and nutrition programmes.
- Knowledge of project management techniques.

**Scope of Work**

1. Provide technical leadership and facilitate relevant strategy development for nutrition and designing of nutrition related activities and pilots to be implemented in the project.
2. Support development of annual project action plans in consultation and collaboration with the Project Director, Project Managers, other technical consultants and the SPMUs.
3. Support development of and/or review of relevant guidelines, operational manuals, documents, for specific nutrition actions in the project to ensure quality and facilitate their national and state level dissemination.
4. Facilitate implementation of nutrition related activities in the project, including multi-sectoral nutrition actions.
5. Identify emerging needs from the project and facilitate action through SPMU and/or through engagement of short-term consultants.



6. Support the Project Director and Project Managers in facilitating meetings with technical expert committees, relevant line ministries such as, ministry of health, rural development, social welfare, agriculture, food processing etc. and other stakeholders on nutrition & multi-sectoral issues.
7. Monitor and review progress of all nutrition related project activities and indicators (MIS data), identify areas and Project States/Districts in need of support and take follow up supportive action as required.
8. Support preparation of quarterly and annual project progress reports.
9. Support project States in the preparation of State annual project action plans, focusing on nutrition activities.
10. Liaison and coordinate with external stakeholders.
11. Any other activity, identified by the Project Director, as relevant to the project.

### **Duration and Type of Contract**

The position of Consultant (Nutrition & Child Development) is purely on contractual basis up to 30 December 2017 with an initial probation period of six months. A performance appraisal at the end of six months will determine extension of the contract. An annual performance appraisal mechanism will also be in place, which will determine continuation of the Consultant till project end (30 December 2017).

### **Reporting arrangements**

The Consultant will report to the Project Manager(s) and also to the Project Director.

### **Remuneration and Payment terms**

The initial consolidated remuneration of the Consultant will be up to Rs.1,00,000/-per month, depending on the qualifications and experience of the candidate. Travel expenditure, per diem and other cost incidental to the travel undertaken by the Consultant in connection with performance of duty, will be reimbursed as per the norms of the project and TDS will be deducted as per the Income Tax law. No other allowances would be reimbursed.



**Position: Consultant (Financial Management)**  
**Qualifications, Experience and Skills**

**Essential:**

- CA/ CS/ CMA (CWA) or full time MBA (Finance) from reputed institute with at least 60% marks.
- Post qualification experience of 5 years out of which 3 years should be in Government/ PSU/ international agencies.
- Expertise in MS Office including Word, Excel and PowerPoint.

**Desirable:**

- 7 years of experience in finance management.
- In-depth knowledge and expertise in financial management, internal controls/ systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgement.

**Scope of Work**

1. *Preparation of annual budgets:* Provide support to timely preparation of project annual budget estimate keeping in view of the approved allocations and past expenditure under the project, revised estimates (if any). This will include obtaining budget/revised estimates from states in a timely manner so as to feed into the budget for the project at the Ministry level.
2. *Release of funds to the Project States:* Process timely release of funds to project States; keep track and maintain database of funds released and the yearly utilization certificates submitted by the States; process timely revalidation of unspent balances, if any;
3. *Prepare and submit Interim Unaudited Financial reports (IUFR)/Financial Monitoring Report (FMR) to the World Bank and CAA&A:* Ensure timely (quarterly) receipt of the financial reports from the States; review and consolidate the State IUFRs/FMRs and submit in the prescribed format to the World Bank and to CAA&A (electronically or otherwise as required) on periodic basis;
4. *Keep track of disbursement* under the project–category-wise, maintain record of the same, using the World Bank’s Client Connection website and CAA&A website.
5. *Liaison with the IFD/Budget Section/Plan Unit of MWCD* for budget allocation, re-allocations and other approvals as may be necessary from time to time.



6. *Keep track and maintain ledger book of all expenditures incurred in the CPMU and ensure reconciliation with the Pay & Accounts Office on a quarterly basis.*
7. *Consolidate and control advance contingency bills/ receipt of utilization certificates(UC) from NGOs/other agencies where funds are released to NGOs/other agencies from CPMU budget.*
8. *Liaison with the AGCE at the central level for annual audit of the project financial statements for expenditures at the CPMU level: this will involve preparation of annual financial statements based on reconciled project expenditures with the PAO, schedules of pending AC Bills and UCs as of March 31 and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of each year and submit it to World Bank by September 30 of each year. Responsibility will also include liaison and follow up with the project States for timely completion of audit for expenditures at the state level.*
9. *Addressing audit objections: Coordinating with the States to address the audit objection/internal control weaknesses, issues of disallowances, if any.*
10. *Provide financial and commercial advices and assistance in various procurement proposals for goods and services as per the World Bank Procurement Guidelines.*
11. *Provide orientation training as required to the SPMU/District Project Teams on the Financial Management Manual prepared for the project. This will involve periodic visits to the States.*
12. *Coordination with the World Bank, DEA and CAA&A: Maintain close coordination with the Financial Management Specialist in the World Bank, concerned Officials in the CAA&A and the DEA on matters related to funds disbursement under the project;*
13. *Any other finance related activities of the project that may be assigned by the Project Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.*

### **Duration and Type of Contract**

The position of Consultant (Financial Management) is purely on contractual basis up to 30 December 2017 with an initial probation period of six months. A performance appraisal at the end of six months will determine extension of the contract. An annual performance appraisal mechanism will also be in place, which will determine continuation of the Consultant till project end (30 December 2017).

### **Reporting arrangements**

The Consultant will report to the Project Manager(s) and also to the Project Director.



## **Remuneration and Payment terms**

The initial consolidated remuneration of the Consultant will be up to Rs.75,000/- per month, depending on the qualifications and experience of the candidate. Travel expenditure, per diem and other cost incidental to the travel undertaken by the Consultant in connection with performance of duty, will be reimbursed as per the norms of the project and TDS will be deducted as per the Income Tax law. No other allowances would be reimbursed.

A handwritten signature in black ink, consisting of a stylized 'V' followed by a horizontal line and a small flourish.

**Position: Consultant (Accounts)**

**Qualifications, Experience and Skills**

**Essential:**

- PG degree in Commerce/ Accounting/ ICWA with at least 50% marks.
- At least 3 years' experience in accounting with exposure in budgeting & audit out of which 2 years should be in Government/ PSU.
- Expertise in MS Office including Word, Excel and PowerPoint.

**Desirable:**

- 5 years experience in accounting with exposure in budgeting & auditing.
- Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage.
- Strong computer skills, especially in the use of MS Word and Excel.

**Scope of Work**

1. Provide support to preparation of project annual budget estimate keeping in view of the approved allocations and past expenditure under the project, revised estimates (if any) and ensure its submission to the Plan Unit.
2. Provide support to process release of funds to the project States; keep track and maintain database of funds released and the yearly utilization certificates submitted by the States; process timely re-validation of unspent balances, if any;
3. Coordinate with the States for timely (quarterly) receipt of the financial reports (IUFRRs/FMRs); provide support to review and consolidate the State IUFRRs/FMRs and submit in the prescribed format to the World Bank and to CAAA (electronically) on periodic basis;
4. Process bills for timely payment/re-imbusement of all expenditures incurred in the CPMU/ World Bank Unit including monthly remuneration of the Consultants and other project staff, ensuring adequate internal controls to support the payments.
5. Maintain record of the disbursement under the project -category-wise, using the World Bank Client Connection website.
6. Liaison with the IFD/Budget Section/Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.
7. Keep track and maintain ledger book of all expenditures incurred in the CPMU and ensure reconciliation with the Pay & Accounts Office on a quarterly basis.





8. Consolidate and control over advance contingency bills and receipt of utilization certificates (UC) from NGOs/other agencies where funds are released to NGOs/other agencies.
9. Liaison with the AGCE for annual audit of the project financial statements of the CPMU;
10. Any other financial related activities of the project that may be assigned by the Project Director.

### **Duration and Type of Contract**

The position of Consultant (Accounts) is purely on contractual basis up to 30 December 2017 with an initial probation period of six months. A performance appraisal at the end of six months will determine extension of the contract. An annual performance appraisal mechanism will also be in place, which will determine continuation of the Consultant till project end (30 December 2017).

### **Reporting arrangements**

The Consultant will report to the Project Manager(s) and also to the Project Director.

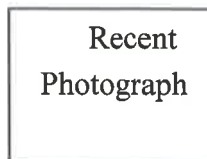
### **Remuneration and Payment terms**

The initial consolidated remuneration of the Consultant will be up to Rs.40,000/- per month, depending on the qualifications and experience of the candidate. Travel expenditure, per diem and other cost incidental to the travel undertaken by the Consultant in connection with performance of duty, will be reimbursed as per the norms of the project and TDS will be deducted as per the Income Tax law. No other allowances would be reimbursed.



**Annexure-4**

**Format for Application Form**



**1. Name of Position applying for:**

**2. Name of the candidate:**

**3. Father's Name:**

**4. Address:**

a) **Permanent:**

b) **Present:**

c) **(i) Telephone/Mobile:**

**(ii) Email:**

**5. Date of Birth and Nationality:**

**6. Educational Qualifications:** (from graduation to professional qualification)

Sl. No.	Name of Degree	Board/ Institution/ University	Year of Passing	% of marks obtained
(1)	(2)	(3)	(4)	(5)

**7. One relevant Degree that needs to be considered as qualifying educational qualification in reference to the position applied for:**

Name of Degree	Board/ Institution/ University	Year of Passing	% of marks obtained
(1)	(2)	(3)	(4)

(Note 1.Candidate is required to mention one of the degrees from amongst mentioned under Educational Qualifications, that he/she wants to be considered as qualifying degree in reference to the position being applied for in the application. Information mentioned here will be considered for short listing purpose as far as qualifying educational qualification is concerned.

2. Marks must be provided in % form in column 4. If marks obtained are in the form of CGPA/GPA etc. then either proper conversion formula of the concerned university/institution must be given or marks must be mentioned as converted into percentage form. Marks given in CGPA/GPA form in application will be rejected.)

**8. Other Trainings** [Indicate significant training since degrees under Sl. No. 6- Education]

**9. Work experience/Employment Record** [Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

S. No.	From (Date)	To (Date)	Duration (Years. Months)	Employer / Organisation	Designation	Description of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: 1.Exact dates of employment has to be filled in clearly in Columns 2 & 3.

2.Duration in a particular employment has to be given in Years. Months e.g. If a candidate has worked for 2 years and 6 months in an organisation it has to be filled as 2.6 in column 4 and if it is 2 years and 11 months then it has to be filled as 2.11 in column 4.

**10. Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

**11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position/

Name of assignment or project:

- Year:
- Location:
- Client
- Main project features:
- Positions held:
- Activities Performed:

**12. Certification : \***

I, the undersigned, certify that to the best of my knowledge and belief, this Application Form correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, at any stage.

Date:

[Signature]

\*Application with certification as above not duly signed by the candidate will be rejected at the outset.

Note: A. Candidates must attach:-

1. Self Attested Certificates in support of the educational qualifications.
2. Self Attested Experience Certificate from respective Employer clearly indicating the date of joining and date of relieving. For the current employment a copy of employment indicating the date of joining.

B. Applications with insufficient information are liable to be rejected.

