

***Terms of Reference (ToR) / Eligibility Criteria, Job Descriptions and Other Details of  
Consultants under Society for Tripura Rural Economic Growth & Service Delivery  
Project (TRESP)***

Name of the post:- Financial Management Specialist(UR-01);Level-3(A)
Eligibility Criteria
<p>❖ <b>Qualification</b> CMA/CMA(Inter) or ICWA/ICWA(Inter) or CA / CA(Inter) or MBA (Finance) or Masters in CFA or PG (Degree/ Diploma) in Financial Management or M. Com. from any Government recognized University/ Academic institution of national or international repute.</p> <p>❖ <b>Work Experience:</b> Minimum 10 (ten) years of work experience in subject related to the position in the relevant field.</p> <p>❖ <b>Desirable Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in externally-aided Projects/ Centrally Sponsored Schemes/ any Central Projects/ CPSU/ State PSU etc, its processes and financial management system.</li> <li>• Proven experience of working in Finance/Accounts/Audit matters in any State Govt./ Central Govt. Organization.</li> </ul> <p>❖ <b>Skills Required:-</b></p> <ul style="list-style-type: none"> <li>• Computer Skills- Excellent working knowledge in MS Office environment.</li> <li>• Language Skills- Very Good writing and oral skills in both English and Hindi.</li> <li>• Excellent documentation, communication and interpersonal skills with excellent computer knowledge and computer operations.</li> <li>• Excellent analytical, documentation and presentation skills</li> <li>• Strong business management and negotiating skills</li> <li>• Excellent report writing skills</li> <li>• Other Skills and Knowledge- Knowing Government system &amp; its functioning, development policies and good understanding of Tripura's development priorities would strengthen the candidature. Ready to be located anywhere in the state as per programme Requirement and decision of the Government.</li> </ul>
<p>❖ <b>Roles and Responsibilities :</b> The Specialist-Financial Management will work under the Guidance and supervision of the Project Director(PD) / COO-TRESP and will work towards attainment of the results envisaged under World Bank supported project TRESP with required standards and quality and with in the constraints of time and cost. For this ,S/he will have to;</p> <ol style="list-style-type: none"> <li>1. Mentoring and guidance in effective Financial Management</li> <li>2. Carry out FM assessments and FM supervision assessments of the projects covering project budgeting, internal controls, accounting, treasury/funds flow, financial reporting, and auditing arrangements including adequacy and suitability of project FM staff.</li> <li>3. Monitor on -going compliance by projects with the Bank's FM policies and procedures.</li> <li>4. Managing and monitoring off low of Project funds.</li> <li>5. Coordination between PMU and PIU's for proper fund flow and its timely utilization.</li> <li>6. Financial reporting to the State unit and coordinating with auditors.</li> <li>7. Maintaining all financial due diligence and complying with statutory requirements.</li> <li>8. Monitor borrower's compliance with financial covenants including audit.</li> <li>9. Conduct internal control reviews and Statement of Expenditures (SOE) reviews.</li> </ol>

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<p>10. Review periodic Interim Financial Reports(IFR).</p> <p>11. Provide training, guidance, and advice on FM related aspects to the staff of project implementing agencies and Bank Task Teams.</p> <p>12. Responsible for thematic implementation and coordination of various activities in the area of work assigned to him/her.</p> <p>13. Create a role as a point of contact &amp; conduit for information &amp; networking among the stake holders on value chain financing options, particularly for value chain players.</p> <p>14. Create a role as an interlocutor between the financial sector, the project and the government with respect to financing of agriculture and food enterprises in the state.</p> <p>15. Provide a commentary on policy and financial regulations</p> <p>16. Ensure that an understating of financial products and institutions in entrepreneurship is gained by project staff so that they can advise the relevant project beneficiaries accordingly, ensuring sustainability of the best practices established during project;</p> <p>17. Coordinate with banks and funding agencies on how to make easy flow of fund.</p> <p>18. Responsible in financial sector/management and Accounting/Accounts.</p> <p>19. Helping the project in procurement of different component.</p> <p>20. Perform any other duties as assigned by the PD, TRESP or reporting Officer/Authority under TRESP.</p>	
<p>❖ <b>Age limit:</b></p> <ul style="list-style-type: none"> <li>Maximum 65 years (for entry level) as on last date of submission of application form for the position and should be in good physical condition and willing to travel extensively in Different parts of the State.</li> </ul>	
<p>❖ <b>Contract Tenure &amp; Type of Engagement:-</b></p> <ul style="list-style-type: none"> <li>Candidates would be initially recruited for 01(one) year, which may be extended up to 03 (three) years or more subject to renewal every year(with one day break)based on performance evaluation and as per need of the project.</li> <li>The engagement will be on purely temporary basis and contractual in nature.</li> <li>Service contract won't be extended/renewed once the employee attains the age of 68 years.</li> </ul>	
<b>Salary:-Rs.1,50,000/-(One Lakh Fifty Thousand only) per month.</b>	
<b>Domicile:</b> Indian National.	

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<b>Name of the post:-Livestock Specialist (UR-01) ; Level-3(A)</b>	
<b>Eligibility Criteria</b>	
<p>❖ <b>Qualification:</b> Degree/Post Graduate Degree/Ph.D. in Veterinary Medicine/Animal Husbandry/Veterinary Science/M.Sc.(Zoology) from any Government recognized University/ Academic institution of national or international repute.</p> <p>❖ <b>Experience:</b> Minimum 10 (ten) years of work experience in subject related to the position in relevant field.</p> <p>❖ <b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of working with Government System and thorough knowledge of its functioning.</li> <li>• Experience of working in WB/ADB, other EAP funded projects.</li> <li>• Extensive experience of promoting &amp; working for PG/SHGs/FPOs/CLF etc. for social or rural development in Livestock sector.</li> </ul>	
<p>❖ <b>Roles and Responsibilities:-</b> The Livestock Specialist will work under the guidance and supervision of the Project Director (PD) / Head of PIU-Fisheries Deptt./ COO-TRESP and Will work towards attainment of the results envisaged under World Bank supported project TRESP with required standards and quality and within the constraints of time and cost. For this, S/he will have to;</p> <ol style="list-style-type: none"> <li>1. Design, management and implementation of different Animal Resource Development based livelihood project-based activities including preparation of DPR and PIP.</li> <li>2. Develop a community-based Animal Husbandry support services with special focus on improved livestock varieties, small ruminant support to widen the horizon of livelihood activities.</li> <li>3. Management of different stakeholders to streamline Supply Chain System with Market Linkage and Institution Building for PG/ SHGs/ FPOs/ CLF etc. undertaking value addition initiatives (wherever applicable in livestock sector).</li> <li>4. Data analysis, updating and reporting.</li> <li>5. Capacity building of ARDD staff, other associated field staff and farmers on value addition and livelihood cadres on forward and backward linkages of produce in general.</li> <li>6. Regular monitoring and supervision of program-based activities.</li> <li>7. Documenting program-based activities and develop appropriate policies &amp; procedures.</li> <li>8. Assess the demand for services and identify service delivery gaps across the state based on TRESP Project activities.</li> <li>9. Identify and map sector resources (both public and private sectors) across various parts of the state; identify possible alternatives and innovations in service delivery mechanisms to overcome problems of access to quality services.</li> <li>10. Prepare estimates on the service volume, cost budgetary value, mutual obligations, geographical location, &amp; identify appropriate stakeholders from within the project area.</li> </ol>	

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<p>11. Prepare appropriate documents such as Expression of Interest (EoI), Request for Proposal (RFP), Request for Quotation (RFQ), Memorandum of understanding (MoU) and Contract agreements and liaise with procurement cell, legal cell and any transaction advisor engaged by the state to finalize such documents.</p> <p>12. Present a report to the Project Director whenever required or his designated officer regarding the overall functioning of the respective Department related to the project.</p> <p>13. Support the procurement officer in preparation of the bidding documents by defining criteria for the pre-selection procedure and any other relevant materials required for procurement.</p> <p>14. Support the committee set up to examine, evaluate and negotiation of the bids, in close consultation with the procurement department on the terms of the contract.</p> <p>15. Perform any other duties as assigned by the PD, TRESP or reporting Officer/Authority under TRESP.</p>
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