

LOAN-3539 IND: General Manager - Finance - 0009 Individual Consultant (46462-003)

Date Published: **30-Nov-2022** Deadline of Submitting EOI: **09-Dec-2022 11:59 PM Manila local time**

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[Profile](#) [Terms of Reference](#) [Cost Estimate](#)

Terms of Reference (Individual Consultant)

<p>Expertise Group General Manager - Finance Accounting, Auditing & Statistics</p>	<p>Consultant Source National TOR Keywords Finance, Accounting, Audit, Statistics</p>
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Objective and Purpose of the Assignment

"The Asian Development Bank (ADB) and the Government of India signed a \$75 million loan for the implementation of the Odisha Skill Development Project (OSDP). The project aims to improve the skills development ecosystem in Odisha and establish an advanced skills training center, the World Skill Center (WSC), in the state capital Bhubaneswar. The proposed project will help the Government of Odisha transform its skills development system by establishing WSC and integrating government ITIs, polytechnics as well as engineering colleges under a hub-and-spoke model. The proposed model aims to expand the state's training capacity, uplift the quality of skills training, and strengthen the market relevance of training programs, which would enhance the skills and employability of young workforce for the high-demand priority sectors. It will further strengthen the overall branding of "Skilled in Odisha" initiative.

Overall the project aims to benefit around 1,50,000 students, trainers and assessors in the areas of mechatronics, facilities technology, precision engineering, beauty & wellness, hair fashion & design, and logistics operations. Each of the 18 storeys of WSC will be dedicated to different skills and will be Centre(s) of Excellence for the respective trades with direct affiliation/accreditation with global leaders in the field. "

The General Manager (Finance) will be responsible for ensuring all financial management activities related to OSDP/World Skill Center.

Scope of Work

- Assist Government of Odisha and Odisha Skill Development Authority (OSDA) in the financial management activities related to the Odisha Skill Development Project (OSDP).
- Shall closely work with Administration of OSDA and Accounts Section of SD & TE Department and Finance Department.
- Shall be coordinating with ADB Finance Team and Disbursement Team on the matter of disbursement and FM aspects..
- Shall be responsible for submission of disbursement claims and compliance there of to CAA&A and ADB.
- Shall be responsible for maintenance of books of accounts and records in computerised accounting environment.
- Support in establishing key business functions and processes for strengthening FM practices in sync with requirements of the Government of Odisha and OSDP.
- Assist in preparation of the annual budget of the project and to ensure expenditures in accordance with the budget.
- Submit Monthly Progress Report to Finance Department.
- Shall ensure implementation of financial rules and regulation in Project Procurements.
- Shall be responsible for all statutory documentation such as audits, internal audits, executive committee meeting minutes of the project, all OSDP financial related matters including approvals, signed contracts, and other legal documents.
- Shall prepare quarterly projections for project contract awards and disbursements, periodically communicate with executing agency and ADB on projections, identify issues in shortfalls in contract awards and disbursements, and prepare remedial actions if needed in coordination with OSDA and other relevant managerial officers.
- Shall maintain all statutory compliance (e.g., Income Tax Act, GST, Societies Act) and ensure all regular compliance for filing of returns, tax deducted at source, applicability of GST, and so on.
- Assist in maintaining financial progress against the milestones.
- Assist in implementation of Standard Operating Procedures (SOPs) for effective, efficient and timely payment to Contractors/Suppliers/Consultants/vendors.

- Work closely in designing of the financial module, business processes and financial performance indicators for the MIS.
- Assist by providing the financial data/report as per Government of Odisha and ADB requirement for progress monitoring, reporting and decision making.
- Assist in preparing loan disbursement request to fulfil agreed arrangements between OSDA and ADB.
- Prepare regular record (Offline/Online) on financial progress of OSDP in alignment with technical progress.
- Assist in the budget validation and sanctioning of funds to the implementing partners according to the ADB guidelines.
- Assist in updating, monitoring of all accounts, related to the project (including imprest account and sub-accounts).
- Assist in Coordination with Controller of Aid Accounts and Audit (CAAA), Department of Economic Affairs, Ministry of Finance, Government of India (GOI) for timely funds flow.
- Assist in Follow-up with all implementing partners for the timely preparation and submission of project financial statements and records for all expenditures incurred on the project.
- Work closely with the Accounting Specialist and Audit and Internal Control Specialist to design financial procedures to confirm accounting policies, account codes, audit processes and compliances in line with the Government of Odisha rules and ADB requirements.
- Any other matter

Detailed Tasks and/or Expected Output

- Efficient funds flow mechanism with CAAA department of DEA, GOI.
- Financial reporting, accounting and periodically processing for the OSDP.
- Due diligence of the project related expenditure from implementing partners and report.
- Expedient payments to Contractors/Suppliers/Consultants/vendors.
- Financial data/reports as per Government of Odisha and ADB requirement for progress monitoring, reporting and decision making
- Financial compliance support for the OSDA/WSC and Government of Odisha requirements.
- Plan and meet contract award and disbursements targets
- Any other output as per requirement.

Minimum Qualification Requirements

Master's Degree in Finance Management/ M. Com/ CA with 10 years of relevant experience in financial project management. Experience in externally financed projects shall be preferred. Conversant with Computer as required for this assignment is must. Experience of handling financial management system in in state of Odisha/ similar States shall be preferred.

Minimum General Experience **10 Years**
 Minimum Specific Experience (relevant to assignment) **10 Years**
 Regional/Country Experience **Required** **Desired** **Not Required**

Deliverables

Details	Name	Type	Estimated Submission Date
+ Show	Monthly Timesheet Report	Report	

Schedule and Places of Assignment (chronological and inclusive of travel)

Schedule Type **Continuous** **Intermittent**
 Max. Working Days/Week Home Office **6** Field **6**

City and Country	Working Days	Estimated Start Date	Estimated End Date	Other Details (use if place selected is Others)
Bhubaneswar, India	624	02-Jan-2023	01-Jan-2025	
Total	624			

[Back](#) [Express Interest](#)