ADB Consultant Management System

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TA-9635 IND: Capacity Building for Project Design, Implementation and Evaluation - Administrative Coordinator (43459-013)

Date Published: **08-Dec-2022** Deadline of Submitting EOI: **14-Dec-2022 11:59 PM Manila local time**

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Terms of Reference (Individual Consultant)

Expertise	**Administrative Coordinator**	Consultant Source	**National**
Expertise Group	**General Administration**	TOR Keywords	

Objective and Purpose of the Assignment

Knowledge transfer of the new Integrated Computerized System(ICS) during warranty phase of the System Integrator(SI). Capacity building and training of the AAAD staff and Executing Agencies for the new ICS.

Scope of Work

Complete support to SI team during the warranty phase of the new ICS and facilitate knowledge transfer. Provide training to approx. 400 project implementing agencies (PIAs) in e-submission of claims, provide budget estimates, fill data for issue of LA/LI and provide information for amendments in LA/LI through the new ICS.

Detailed Tasks and/or Expected Output

1.   Knowledge Transfer: The warranty of the developed software is likely to be completed by April 2023. The current vendor (SI) will have to transfer the developed system to selected vendor for maintenance of the developed software (ICS). The SI will have to transfer the knowledge to the Consultant as a bridge for the other selected vendor (Maintenance). The specialized job of Knowledge Transfer (KT) will require to understand the source code, database which will include the various modules of ICS (loan, projections, claim, disbursement including suspense module, debt servicing, reporting module, budget and brochure), stored procedures and various filters. Once the completion of KT, the same will be transferred to the O&M vendor for smooth running of the software.

2.   Consultant will help state level officers in preparation of claims for all external funding agencies including ADB.

3.   Help in formulation of future requirements of reports of AAAD.

4.   Helping the O&M vendor for of new reports as and when required by AAAD

5.   One of the basic problems faced in AAAD is frequent transfer of officers. To overcome the consultant will be responsible to train the trainers how will impart training to other officers/officials of AAAD.

6.   There are around 400 Project Implementing Agencies (PIAs) involved in Externally Aided Projects from various Funding Agencies at any given time. Every year few projects are completed, and new agreements are signed which results in new PIAs implementing these projects. New PIAs are required to be trained in e-submission of claims, provide budget estimates, fill data for issue of LA/LI and provide information for amendments in LA/LI. The consultant will be required to train PIAs and refresh the training to other PIAs on regular basis. The Consultant will be required to travel on regular basis to PIAs/State PMUs to impart the training to PIAs and State PMUs. Twice a month the Consultant will have to travel to various states for imparting training.

7.   Similarly State Finance Departments of all the states will be provided the access to the new system for information namely – Release of Funds to State Treasury, Recovery for Back to Back Loans on real time basis. To extract the information State Finance Departments will have to be trained in reporting module of the new system. The consultant will be required to travel to State Capitals for imparting training to State Finance Departments.

8.   The consultant will be Single point of Contact with AAAD and O&M Vendor.

9.   Train the AAAD Officers on various aspects of external debt management viz. Tenure of Loan, Floating vs Fixed interest etc.

Minimum Qualification Requirements

a.Bachelor's degree from a recognized university in Accounting, Finance, business administration etc. Knowledge of government accounting
and external debt management wound be preferred.
b. At-least 3 years of work experience in IT development projects, consulting services, public-sector services or government department.
c. Hands on experience with Ministry of Finance and central government functioning will be plus.
d. Hands on experience in dealing with various multilateral organizations will be advantageous.

e. Knowledge of the new ICS system of AAAD would be advantageous.
e. Must be fluent in English and Hindi (written and spoken)

Minimum General Experience	**3 Years**
Minimum Specific Experience (relevant to assignment)	**3 Years**
Regional/Country Experience	⦿ **Required** ◯ **Desired** ◯ **Not Required**

Deliverables

Details	Name	Type	Estimated Submission Date
	No results found.		

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

Schedule Type ⦿ **Continuous** ◯ **Intermittent**
Max. Working Days/Week Home Office **5** Field **6**

City and Country	Working Days	Estimated Start Date	Estimated End Date	Other Details (use if place selected is Others)
Delhi, India	231	19-Dec-2022	30-Oct-2023	
Total	**231**			

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