



## **ARIAS SOCIETY**

**Assam Rural Infrastructure and Agricultural Services Society**

*(An Autonomous Body of Govt. of Assam)*

**Project Coordination Unit (PCU) & Project Management Unit (PMU) of the World Bank Financed**

**Assam Agribusiness and Rural Transformation Project (APART)**

**Assam Citizen-Centric Service Delivery Project (ACCSDP)**

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

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### **Draft Terms of Reference (ToR)**

#### **Chief Finance Manager (CFM) for Assam Rural Infrastructure & Agricultural Services Society (ARIAS).**

##### **(A) Background:**

1. The Government of Assam has created the Assam Rural Infrastructure and Agricultural Services (ARIAS) Society in November 1998, as an autonomous body, headed by the Chief Secretary, Assam, as its President (Project Guidance Council) and the Agriculture Production Commissioner, Assam as the Chairman (Governing Body). The Project Coordination Unit (PCU) is the head quarter of the Society, which is headed by a State Project Director. The key mandate of the Society is to function as an apex autonomous body of the Government of Assam for monitoring, coordination and/or implementation of World Bank or any other externally financed/aided Projects or other Projects of any department (i.e. ARIAS Society Projects) as may be authorized by the Government of Assam from time to time.
2. The Society has successfully completed two World Bank aided projects (ARIASP: 1995-2004 and AACP: 2005- 2011 including AACP-AF: 2012-2015) and the World Bank has rated performance of these projects as Satisfactory. The Society contributed in mainstreaming many of the good practices that emerged from the projects into various schemes of the State Government. ARIAS Society has proved to be a path finder and innovator in the areas of targeting the intended beneficiaries, employment generation, reaching out to the vulnerable and the disabled and overall good governance and social accountability.
3. After completion of above two projects, the Government of Assam (GoA) through Government of India (GoI) has applied for a loan from the World Bank for a new project i.e. the Assam Agribusiness and Rural Transformation Project (APART). The ARIAS Society now intends to apply a portion of this loan for hiring of a **Chief Finance Manager (CFM)** *hereinafter called 'CFM'* purely on contractual basis to be placed in ARIAS Society, Guwahati, Assam.
4. The project will be monitored & coordinated in each district by a District Level Coordination Committee (DLCC) headed by the respective Deputy Commissioner (DC) and the Addl. Deputy Commissioner (ADC) (Development) as Member Secy. The District Level offices of the implementing Agencies, representatives from the lead commercial banks in the District will be the members of the DLCC.
5. The Financial Management policies & procedures of APART/ACCSDP would be guided by Financial Management Manual of the project. The same is divided into two parts. The First part is a reference guide and the Second part works as field manual to be used by all entities involved in the Project including the Project Co-ordination Unit and the Accounting Centers for the day to day management of the project. The project accounts (books of accounts) would provide the basis for preparation of Project Financial Statements (PFS) and would be established to reflect the financial transactions in respect of the project as per the Financial Management Manual (FMM) of APART/ACCSDP. The Project Financial Statements (PFS) at the district level will be collated and channeled to the PCU ARIAS Society for compilation of monthly accounts etc.
6. The CFM will be supported by senior and junior finance consultants in the PCU/PMU and also by 16 District Accounts Managers. Given this context the TOR has been framed.

**(B) Scope of Position**

7. The **Chief Financial Manager (CFM)** will *inter alia* assist the project to maintain financial discipline and control and to ensure proper maintenance of accounts and also to ensure that Project Financial Management (PFM) is closely inter-connected with the aims and objectives of the project. The professional contracted will be responsible for ensuring that project funds are used for the purposes intended, that the annual project financial statements are free from material misstatement, and that the terms of the loan agreement with the World Bank and the Project Financial Manual (FMM) of APART/ACCSDP are complied with.

**(C) Essential Qualifications**

8. **Educational Qualification and Work Experience:** The following would be the preferred order of educational qualification and experience. *That is, in case sufficient candidates from category 'a' below are not found suitable for the position, candidates from category 'b' will be considered and so on:*
- A **Chartered Accountant (CA)/ ICWA** with **at least 5 (Five)** years of post-qualification experience in the field of finance and accounts. OR
  - MBA Finance** from regular course (not correspondence course) from a reputed institution and with at least **10 (Ten)** years of post-qualification experience in the field of finance and accounts.
  - Computer Skills:** The CFM must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
9. **Age:** Age of the candidates should not be more than **50** years as on **1<sup>st</sup> December, 2019**.  
*However, at the discretion of SPD, for candidates having exceptional relevant experience and qualification, the age limit may be relaxed.*
10. **Language:** Fluency in English is a must. Preference will be given to candidates having knowledge of with local language(s) of Assam and Hindi.

**(D) Desirable Qualifications, Experience, Skills etc:**

11. The following would be the desirable qualifications, Experience, Skills etc. and candidates having these qualities would be given preference:
- Experience as a head of or independent charge of finance and accounts wing of an organization;
  - Experience of working with public sector agencies;
  - Externally aided projects/Government projects/ Government Institutes or undertakings;
  - Knowledge of Government Financial Rules and Regulations;
  - Experience of working in multi stakeholder environment and multitasking;
  - Good analytical and planning skill; the candidates must be self-motivated and should possess ability to work independently as well as in teams.

**(E) Key Job Responsibilities**

12. *The key responsibilities include the following:*
- The **Chief Financial Manager (CFM)** will have to attend PMU/PCU, ARIAS Society on all working days from **10 AM to 5 PM** unless he is on official tour as approved by SPD or allowed to work from home by SPD. He may also be required to attend office on holidays as & when so desired by SPD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.

- All works relating to Financial Management of ARIAS Society Projects.
- Recommending financial approvals to the SPD/vetting of financial documents for matters related to the ARIAS Society Projects.
- Inspect Accounts of the Accounting Centers of ARIAS Society Projects, with approval of SPD, to ensure accounts are being maintained as per the norms applicable for the ARIAS Society Projects.
- Monitor and report (to SPD) regarding any violation of the Financial Management Manual (FMM) by the Accounting Centers of ARIAS Society Projects.
- Prepare Financial Statements of PCU/PMU and ARIAS Society as required.
- Assess Training needs of the financial staff of PCU/PMU/Accounting Centers and organize Training/ capacity building workshops.
- Liaise with the Financial Department, Government of Assam on the matters concerning financial management of ARIAS Society Projects.
- Monitor the works of the Auditors engaged by the ARIAS Society.
- Scrutinize the Sanction and Fund Release Proposal (FRPs), as & when related files are marked so by SPD.
- As directed by the SPD through a specific Office Order, the CFM will be required to jointly sign cheques/ fund limit orders along with the SPD for the activities sanctioned by the ARIAS Society and FRPs approved by SPD.
- Periodic checking of bank balance through online banking, reconciliation of Bank Accounts and reporting to the SPD.
- Review and provide required inputs on the equity investment proposals for Agribusiness Investment Fund, business plan for investment support by Stewardship Council & business plan proposal to be submitted for Common Service Centers (CSCs) for FPOs/Common Facility Centers (CFCs) for Industry Associations (IAs) and also other project grant proposals/Business Plans.
- Any other relevant work assigned by the SPD.

**(F) Duration of assignment**

The tenure of **Chief Finance Manager (CFM)** is intended for entire duration of the project and co-terminus with the project period of APART/ACCSDP. However, continuity of the Chief Finance Manager (CFM) beyond eleven (11) months from the date of signing the agreement and joining the post, will depend upon his/her performance. The assignment is purely contractual in nature and shall not, under any circumstances, be extended beyond the projects (APART/ACCSDP) closing date, without thereby incurring any liability to the GoA/ PCU/PMU ARIAS Society/World Bank/GoI, etc. The contract with Chief Finance Manager (CFM) may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the GoA/ PCU/PMU/ ARIAS Society/World Bank/GoI etc. The ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant

**(G) Remuneration and payment terms:**

13. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed remuneration of the **CFM** will be determined and mutually agreed, which could be in the range of **Rs. 11.40 Lakh to Rs. 25.80 Lakh per year**. The remunerations cited above shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at Guwahati, conveyance to attend the office etc. Taxes as applicable will be dealt with as per

applicable laws. The remuneration will be enhanced on an annual basis, based on the HR Policy of the ARIAS Society.

14. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of ARIAS Society.
15. The CFM will be eligible for annual Leave as per provisions of ARIAS Society.

**(H) Facilities to be provided by ARIAS Society:-**

16. Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
17. Provide one office cubicle in the PCU along with computer, printer, computer/office consumables, and internet access. In addition, one laptop computer, along with Internet Data Card (maximum 4 GB per month) may also be provided depending on the intensity of the service, as determined by SPD.
18. Provide conveyance arrangements for official travel within Guwahati city on pool basis, whenever available and also for field visits approved by the SPD.

**(I) Reporting and Performance Review:**

19. The CFM will report to the State Project Director, ARIAS Society. The performance of the CFM will be reviewed by the SPD as per the HR Policy of the ARIAS Society.

***Note: This is a draft ToR and The SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.***