

**Bihar State Water and Sanitation Mission (BSWSM)
Public Health Engineering Department, Govt. of Bihar
Vishveshwariya Bhawan Campus, Bailey Road, Patna-800015.**

REQUEST FOR EXPRESSIONS OF INTEREST

For

Selection of (1) Finance Manager (2) Assistant Finance Manager for Bihar State Water and Sanitation Mission, PHED, Bihar.

The Bihar State Water and Sanitation Mission (BSWSM), a Society registered under Societies Registration Act-1860, under Public Health Engineering Department (PHED), Government of Bihar has the overall responsibility of managing and monitoring activities to provide improved portable water supply facilities and services to rural households.

The Mission is implementing various drinking water programmes in the rural areas of Bihar. In order to execute the implementation of the Project in Bihar, various wings/units have been established at the State level including admin. and financial wing.

The Mission now invites eligible candidates to indicate their interest in providing accounting solutions to the Mission. Interested candidates should have following qualifications and relevant experience to perform the services. The details are as mentioned below:

| Sl. No. | Name of Position | No. of Position | Eligibility |
|---------|---------------------------|------------------|---|
| 1. | Finance Manager | 1 (UR) | CA with at least 3 years of experience in Accounts and Financial Management. |
| 2. | Assistant Finance Manager | 2 (1 UR & 1 EBC) | CA (Inter)/ CA (PE II)/ CA (IPCC/PCC) with at least 2 years of experience in Accounts and Financial Management. |

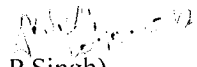
The main objective of the assignment is to recruit dedicated, well qualified and experienced personnel as per the qualification, job profiles and experience described in the **Terms of Reference (visit Latest Updates under www.phed.bih.nic.in & www.bswsmpatna.org for accessing the TOR)**. These will be contract positions, with consolidated pay package, and are co-terminus with the project. Short listing and Selection of Individual Professional will be done by a Committee constituted by BSWSM.

Supporting documents such as description of similar assignments, publications, and other relevant information may also be submitted along with curriculum vitae (CV).

Interested individual may submit 'Expression of Interests' as per ToR in sealed envelopes clearly superscripted as **EOI for Selection of (1) Finance Manager Or (2) Assistant Finance Manager for BSWSM, PHED, Bihar** in original before 15:00 hrs. on or before 16 November, 2017 at the address below:

**Engineer in Chief-cum-Special Secretary-cum-Member Secretary, Executive Committee,
Bihar State Water and Sanitation Mission (BSWSM)
(Public Health Engineering Department, Govt. of Bihar)
Vishveshwariya Bhawan, Bailey Road, Patna - 800015.
Tel : 0612 - 2546368
Fax : 0612 - 2545586
Email: encphed.patna@gmail.com**

The Secretary, PHED – cum – Member Secretary, BSWSM reserves the right to reject all or any of the proposals without assigning any reason thereof.


(D.P Singh)
Engineer in Chief-cum-Special Secretary
- cum – Member Secretary,
Executive Committee, BSWSM

**Bihar State Water and Sanitation Mission (BSWSM)
Public Health Engineering Department, Govt. of Bihar
Vishveshwariya Bhawan Campus, Bailey Road,
Patna 800015.**

Term of Reference

Background

Bihar State Water and Sanitation Mission (BSWSM) is a state level agency under Public Health Engineering Department (PHED), Government of Bihar. BSWSM, a society registered under the Societies Registration Act, has the overall goal to improve the quality of life by enhancing access to better water supply facilities in the rural areas ensuring sustainability. To achieve the goal, Mukhyamantri Gramin Payjal Nischay Yojna has been started in the year 2016-17 for the execution of **Har Ghar Nal Ka Jal** under seven Nischay of the State Government. Under this scheme piped drinking water at the rate of minimum 70 lpcd will be supplied to each household in the rural Bihar through small schemes by the year 2019-20. In addition to Mukhyamantri Gramin Payjal Nischay Yojna, the department is also implementing various other water supply schemes including NRDWP- a centrally sponsored scheme of Government of India and externally aided schemes to achieve the goal of **Har Ghar Nal Ka Jal** under seven Nischay of the State Government.

BSWSM will also act as a nodal agency of PHED to manage funds received from GoI, GoB and other agencies and ensure the funds received are used for intended purpose in a planned way by channelizing the fund to P. H. Divisions/PIUs for timely payment to contractors against works done.

For the purpose of achieving the objectives of the government, 42 P.H.Divisions of Public Health Engineering Department has been tied up with BSWSM as its PIUs. PIUs are headed by Executive Engineer of PHED, GoB and requisite no of staff of Bihar Government are posted in PIUs for its proper functioning. BSWSM has also planned for appointment one accounts assistant and one IT assistant at each PIU on contract basis for better monitoring and support. Funds are routed to divisions/PIUs through BSWSM HO for execution of projects.

1. POSITION: Financial Manager (01)

Assistant Finance Manager (02)- 1 UR and 1 EBC.

2. PURPOSE OF ASSIGNMENT

- i. Support the Bihar State Water and Sanitation Mission (BSWSM) in the financial management of projects in reference of program policies, programme infrastructure, institutional and implementation arrangements, governance and accountability measures, safeguard compliance, procurement and any other financial management functions of Bihar State Water and Sanitation Mission (BSWSM)
- ii. To ensure the adequacy of the project financial management arrangements, including adherence to the Operational and Accounting manuals; and
- iii. To timely information on financial management aspects of the project to enable appropriate corrective / follow-up action;

- iv. To work in all aspects of prudent financial management of the project and reporting as advised and directed by the Secretary -cum-Chairman/ Member Secretary/ Administrative Officer of Executive Committee, BSWSM. The core functions would include maintenance of financial records, representing BSWSM and reporting on financial issues and development of standard bid documents for procurement.
- v. Coordinate with the team at PHED, MoDWS and implementing agencies at District/ PRI levels to effectively implement projects, disbursement of funds and reporting on program monitoring.

3. PROGRAMME AREAS

The Project will be implemented in rural areas of all the Districts of Bihar through BSWSM.

4. DUTY STATION Patna

5. DURATION

2 years (annual extension will be given on satisfactory performance)

The employment may be terminated through one month notice from either side or one month's salary (gross) in lieu of notice period.

6. SUPERVISOR

Administrative Officer, BSWSM

7. Desired Qualification and Experiences

- **For Finance Manager** - CA with at least 3 years of experience in Accounts and Financial Management.
- **For Assistant Finance Manager** - CA (Intern)/ CA (PE II)/ CA (IPCC/PCC) with at least 2 years of experience in Accounts and Financial Management.
- Experience of working in Government Programmes.
- Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material.
- Strong communication skills in English and Hindi.
- Must be computer literate, knowledge of accounting software.

8. HONORARIUM AND OTHER AND OTHER ENTITLEMENTS-

For Finance Manager - Rs.60,000/- all inclusive.

For Assistant Finance Manager 40,000 PM all inclusive.

9. MAJOR TASK TO BE ACCOMPLISHED

- a) Prepare realistic budgets of BSWSM based on work plans, consolidated annual budget for the project and coordinate for timely submission.
- b) Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of BSWSM/PIUs and analyze such variances; keep the head of the BSWSM/PIUs informed of such variances.

- c) Assist in arranging timely and adequate flow of funds as per the approved work plans, allotment and utilization norms.
- d) Support in implementing capacity building activities institutions relevant to financial management and audits.
- e) Maintain accounts of BSWSM and ensure that they are up-to-date and ensure monthly consolidation of the accounts.
- f) Prepare the quarterly consolidated interim unaudited financial reports of the project as per the project agreements.
- g) Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.
- h) Ensure that any major internal control lapses, if any, pointed out by internal auditors are addressed in a timely manner.
- i) Timely escalation of issues pertaining to financial management.
- j) Ensure that the accounting and financial management systems remain reliable and effective in design and to assess the extent to which they are being followed.
- k) Ensure the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensure the accuracy of the books of accounts;
- l) To ensure the adequacy of the project financial management arrangements, including adherence to the Operational and Accounting manuals; and
- m) To timely information on financial management aspects of the project to enable appropriate corrective / follow-up action;
- n) Coordinate with the team at PHED, BSWSM and implementing agencies at District level to effectively implement projects, disbursement of funds and reporting on program monitoring.
- o) Any other responsibility that may be considered necessary.

10. Age : Not More than 45 years

11. **Method of Selection:** Short listing and Selection of Individual Professional will be done by a Committee constituted by BSWSM.

NOTE:

- The Consolidated honorarium per month for above mentioned positions shall commensurate with qualifications and experience, skill ability etc.
- For the purpose of calculation of experience and age , the reference date will be 01st November, 2017.
- Applicant must mention in the application the minimum amount acceptable as honorarium per month.
- Reservation on the post will not be applicable for single post. Maximum age limit will be 45 years for all the posts.
- Reservation benefits will be available only to applicants who are domicile of Bihar.

- All positions are offered on contract basis for a period of two years. Renewal of contract would be subject to performance.
- Interested applicant must apply on the prescribed format with all Educational Qualifications and also attach the detailed CV, Self-attested photo copies of all Certificates and self-attested photo.
- Expression of Interest with allrequired documents may be submitted in one original up to 16 November, 2017 on or before 15:00 hrs. at the address below:

**Engineer in Chief – cum - Special Secretary- cum – Member Secretary,
Executive Committee, Bihar State Water and Sanitation Mission (BSWSM)**

(Public Health Engineering Department, Govt. of Bihar)


Vishveshwariya Bhawan, Bailey Road, Patna - 800015.

Tel : 0612 - 2546368

Fax : 0612 - 2545586

Email: encphed.patna@gmail.com

- Applications received after the prescribed date and time will not be considered.


Engineer in Chief-cum-Special Secretary
- cum – Member Secretary,
Executive Committee, BSWSM

Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position :

Paste here your recent passport size photograph and sign it across

1. Name of Staff [full name in capital letter]:
2. Date of Birth:..... Nationality:.....
3. Father/Husband's Name:.....
4. Sex (M/F).....
5. Address for Communication:.....
.....
.....
6. a) Contract No. (STD Code) :.....
b) Mobile No :.....
c) Email ID

7. Educational Qualification : (As on the date of application)

| Examination | Name of University/ Institute | Year of Passing | Percentage of Marks/ Division | Subject/ Specialisation |
|-------------------------|----------------------------------|-----------------|-------------------------------|-------------------------|
| 10th or Equivalent | | | | |
| 12th or Equivalent | | | | |
| Graduation | | | | |
| Post Graduate | | | | |
| Technical Qualification | | | | |
| Other | | | | |

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

| Language | Read | Write | Speak |
|----------|------|-------|-------|
| English | | | |
| Hindi | | | |

9. Membership of Professional Associations:.....

10 .Other Trainings (Indicate Significant Training:.....

(Use separate sheet if desired)

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11. Work Experience:

| Organization/ Department | Designation/ Pay Scale/ Gross Emoluments | Nature of Work With detailed task assigned | Duration | | Total No. of years of working experience |
|-----------------------------|--|--|----------|----|---|
| | | | From | To | |
| | | | | | |
| | | | | | |
| | | | | | |

12. Work undertaken that best illustrates capacity to handle the tasks to be taken up as per ToR:

| Name of Assignment/ Project | Year/ Location | Client | Position Held | Main Project Features | Activities Performed |
|--------------------------------|----------------|--------|---------------|--------------------------|-------------------------|
| | | | | | |
| | | | | | |

13. Last Salary/ Remuneration/ Fee Drawn: _____

14. Minimum Consolidated Honorarium per month desired: _____

15. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the CV correctly describes myself, my qualification and experience. I understand that any willful misstatement described herein may lead my disqualification or dismissal, if engaged on Contract Basis.

Date:

(Signature of Candidate)

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DETAILED MARKING SCHEME FOR EVALUATION OF PROFESSIONAL/EXPERT

| S.No. | Criteria | Weightage (%) |
|--------------|--|---------------|
| 1. | Academic qualification | 20% |
| 2. | Project related experience based on the number of relevant projects implemented | 50% |
| 3. | Experience with projects related with water supply/infrastructure funded under Externally Aided Projects funded by WB, ADB, JICA, KfW etc. or under any GoI/GoB funded project | 10% |
| 4. | For assessing full time employment the personnel deployed who has worked for the current employer on a regular/permanent full-time basis continuously for the last 12 months | 10% |
| 5. | Experience in similar region and language | 10% |
| Total | | 100% |

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