

**Government of Bihar**  
**Department of Panchayati Raj**  
**Bihar Panchayat Strengthening Project**

**EXPRESSIONS OF INTEREST**

The Government of India has received a PHRD grant from the World Bank for preparatory studies for the proposed Bihar Panchayat Strengthening Project, and intends to apply part of the proceeds to engage consultants for providing consulting services.

The consulting services include:

**1. Financial Management and Technical Support Consultant.**

The Department of Panchayati Raj, Govt. of Bihar, now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services in the following format:

1. Covering letter: maximum two pages including the firm's profile, assignments undertaken, turnover, and quality assurance systems.
2. Previous relevant experience: maximum three pages description of similar assignments completed. Indicate for each assignment: client, year/duration, monetary value of contract, person-months provided by the firm, methodologies used, etc.
3. Curriculum Vitae of Key Personnel: Brief CVs maximum two pages - including qualifications and relevant experience of proposed Team Leaders and other experts (not more than half page for each person); and their availability for the assignments (over July 2011 – July 2011).

Consultants will be selected in accordance with the procedures set out in the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrower* (December 2008 edition). For further information interested consultants may visit the website: <http://www.worldbank.org>.

Interested consultants may visit the website: [www.panchayat.gov.in/panchayatbihar](http://www.panchayat.gov.in/panchayatbihar) or [www.prdbihar.org](http://www.prdbihar.org) for further information - draft Terms of Reference (ToR) is provided with a view to enable an appreciation of the scope of services . Please note the ToR is draft only and will be finalized later.

Expressions of interest must be sent by e-mail in pdf format to the following e-mail address: [pd.bpsp.bih@gmail.com](mailto:pd.bpsp.bih@gmail.com) with "Expression of Interest for PHRD Grant: <Consultancy Name>" (as mentioned in para 1 of this EoI) as the subject header.

Expressions of interest may also be delivered under sealed cover to the address below with "Expression of Interest for PHRD Grant: <Consultancy Name>" (as mentioned in para 1 of this EoI) clearly indicated on the cover:

Principal Secretary  
Panchayati Raj Department  
Vikas Bhawan, New Secretariat  
Bailey Road, Patna, Bihar - 800 015

All EoI submissions must be received on or before 17.00 hours of **6<sup>th</sup> August 2010**.

Submissions after this deadline or not in conformity with the specified EoI format will be rejected.

Only short-listed agencies will be contacted with detailed Terms of References, and invited to submit their Technical and Financial Proposals.

No phone calls or queries will be entertained.

(Girish Shankar)  
Principal Secretary  
Panchayati Raj Department,  
Patna, Bihar.

# **Terms of Reference**

## **Financial Management and Technical Support Consultant**

### **Background**

The Government of Bihar (GoB), is proposing to seek World bank Support in implementing the proposed Bihar Panchayat Strengthening Project through The Panchayati Raj Department. For the implementation of the project, GoB proposed to create a separate Society-Bihar Gram Swaraj Society, which is currently in the process of being established. In the interim the funds for preparation activities are being handled through a separate bank account under the control of the PRI Dept.

### **Need for the Financial Management & Procurement Support Consultant**

The need for the Financial Management & Procurement Support Consultant arises to initially take charge of the subsequently provide support to the Chief Finance Officer (CFO) and the Procurement Specialist in discharging responsibilities relating to financial management during the project preparatory phase.

### **Scope of Work :**

The scope of work will include :

### **Financial Management**

- Develop & maintain a computerized financial accounting system using an off the shelf accounting software. Ensure functioning of the accounting system and facilitate monthly preparation of financial reports (Interim Financial Reports) including consolidation of accounts when district & block units are established, from the computerized accounting system.
- Develop the (i) financial & accounting and (ii) administrative manual for the Bihar Gram Swaraj Society for approval by the Governing Body of the council.
- Support in the day to financial management function i.e., obtaining approval for payments, making payments, bank reconciliations, record maintenance and accounting.
- Provide inputs in developing the accounting and accountability training modules/handbooks for the PRIs on the potential risks and control measures for funds flowing to PRIs as they develop during implementation.
- Prepare/provide assistance in the preparation annual budget/work plan. Facilitate appointment of external & internal auditors of the project (society) and ensure timely completion of the audit.
- Will assists in reporting and accounting as per regulatory and legal requirements including taxation. Annual report and accounts.
- Provide support to the consultants (to be contracted by the project) in the development of the PRI Financed Rules Accounts Formats.
- Evaluate the options implementation of computerized accounting systems in PRIs.

### **Procurements**

- To ensure that all project related procurements during the preparatory phase (essentially consultancies, goods) are carried out as per specified World Bank norms. Will assist in preparation of Procurement Plans and also status reports.
- Will assist the projects development and finalization of bid documents, bid evaluation report and award recommendation, and contract administration under PHRD Grand and PPF.

### Period of assignment

The services of the Consultants would be for a period of 15 months i.e. preparation phase till September 2011.

### Team Composition :

Sl. No.	Key position	Area of Specific Expertise Desired	Minimum Qualification and Professional Experience desired
1.	Team Leader (Based at Patna) part time Basis but must be available as and when required on daily basis).	Financial Management, Taxation, & Procurement in similar externally aided projects & familiarity with Govt. procedures, development of accounting rules etc.	1) Chartered accountant having at least 15 years of post qualification experience in respective fields (or equivalent). Specific experience in similar externally aided project in required and with proven track record in anchoring/conducting financial management and technical support consultancy.
2.	Co-Team Leader (One) based in Patna (Full Time Basis).	Accounting, Budgeting & Taxation in similar organization or Govt. agency.	1) CA (Inter)/ICWA (Inter) having knowledge of handling financial management, support consultancy. 2) S/he should have at least 5 years of experience in respective fields, Specific experience in similar externally aided project is desirable. 3) Sound Knowledge of Tally accounting packages. 4) Needs to be assigned to the project on full time basis.
3.	Team Member (One, based on Patna) To support Co-team leader in State Office. (Full time Basis).	Payment Processing, bank reconciliation, maintenance of TALLY system and record keeping.	1) B.Com with at least 5 years experience. 2) Good Operational knowledge of Tally accounting packages. 3) Knowledge of taxation. TDS etc Needs to be assigned to the project on full time basis.

**Note :** The agency will need to provide laptop and data card on its team leader and co-team leaders at the State. This should be taken into account the financial proposal.

### Services to be provided by the Project

The Project will provide office space and necessary support infrastructure.

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समाचार पत्र में प्रकाशित :- (दिनांक :- 29-07-2010)

1. Dainik Jaagran, Patna
2. Hindustan, Patna
3. Times of India, Patna
4. Farooque Tanzeem, Patna