

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

India

Tamil Nadu Housing and Habitat Development Project

Loan No./Credit No./ Grant No.: IBRD – 9094-IN

Project ID: P168590

Assignment Title: Financial Expert for Project Monitoring Unit, TNUHDB (World Bank financed Tamil Nadu Housing and Habitat Development Project and ADB financed Inclusive Resilient Sustainable Housing for Urban Poor Sector Project in Tamil Nadu)

Reference No.: IN-TNSCB-350511-CS-INDV

The Tamil Nadu Urban Habitat Development Board (TNUHDB) is implementing the Tamil Nadu Housing and Habitat Development Project financed by the World Bank and intends to apply part of the proceeds for consulting services. The TNUHDB is also currently implementing the Inclusive Resilient Sustainable Housing for Urban Poor Sector Project in Tamil Nadu financed by the Asian Development Bank.

The consulting services (“the Services”) include the following:

The Finance Expert is expected to:

- Ensure proper implementation & operation of Double Entry Accrual based Accounting System and TALLY ERP software and corresponding coordination with the consultant, in the following Key activities, namely,
 - a) Support in the study of the existing business and financial procedures of TNUHDB, and business process re-engineering in required areas and document them.
 - b) Study the existing Act and Rules governing the accounting of TNUHDB and provide changes to the Act and draft the amended accounting rules,
 - c) Support in reviewing the accounting manual covering all transactions including budget and costing system of TNUHDB and support in finalizing the manuals submitted by the consultants.
 - d) Prepare a project management plan with timelines and responsibilities to for implementation of reforms, regular review and update the plans and brief the board about the progress and other bottlenecks
 - e) Support in Implementation of Tally ERP software across all locations for accounting, budgeting, costing and financial reporting needs of TNUHDB

- f) Support in User Acceptance Test (UAT), Pilot, and Roll out and work out strategies for the implementation with the consultants
- g) Oversee the development of training materials
- h) Provide training and build capacity of TNUHDB staff.
- i) Support activities in preparing opening Balance Sheet as on 1st April 2022 for all the Divisions, HO and Consolidated Balance Sheet and
- j) Oversee the development of Data base of employees and implement a COTS payroll software which is the best fit for TNUHDB.
- k) Review the work of consultants on regular basis and update the Board to ensure implementation on track
- l) Any other work given by the Board

Appointment to the post will be on contract basis. The duration of the assignment is tentatively for 24 calendar months from the date of award of contract or till the end of the project whichever is earlier and if to be extended based on the performance or the requirement of the project.

Remuneration :

Rs. 85000 /- (Rupees Eighty Five Thousand only) (Consolidated Pay per month)

The detailed Terms of Reference (TOR) for the assignment can be found at the following website - <https://tnuhdb.tn.gov.in/>

The Tamil Nadu Urban Habitat Development Board, Government of Tamil Nadu now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Selection Criteria

The selection shall be based on qualification, experience and skills of the candidate and followed by an interview. The qualifications, experience and competencies include:

Required Qualifications and Experience at Minimum:

Qualification: Professional qualifications: C.A. or ICWA qualified.

Experience:

- 3-5 years of post-qualification experience with working experience preferably in similar projects of developing and implementing the accounting reforms as well good knowledge of accounting policies, accounting manuals, implementing of software like Tally etc.

The lists of documents to be submitted along with the Expressions of Interest are:

1. Duly filled Application Form given in the Annexure.
2. Copies of Educational Qualification Certificates (Self Attested)

3. Copy of the Work Order / Work Completion Certificate / Experience Certificate from the Employer (Self Attested) as a proof of experience.
4. A short write-up on the professional competencies of the Consultant.

In addition to the above, the applicant may submit other documents which he/she considers as important, that are not listed above, to justify general qualifications and qualifications relevant to the assignment.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Prevailing Procurement Regulations for IPF Borrowers", setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office hours i.e.10:00 AM to 5:45 PM. (Except holidays).

Expression of interest along with the necessary documents must be delivered in a written form to the address given below (in person, or by registered post or by e-mail) by **22.01.2024** up to **5:45 PM**.

Attention:

Superintending Engineer,
Project Monitoring Unit,
Tamil Nadu Urban Habitat Development Board,
No.5, Kamarajar Salai,
Chennai – 600 005,
Tamil Nadu, India,
E-mail: tnuhdbprocurement@gmail.com

Annexure

Tamil Nadu Urban Habitat Development Board

Project Monitoring Unit - World Bank and Asian Development Bank financed Projects

Application for the Post of Financial Expert

1	Name of the Applicant		Photo (Passport Size)	
2	Father / Husband Name			
3	Date of Birth and Age			
4	Nationality			
5	Residential Address			
6	Contact Phone / Mobile No			
7	Email ID			
8	Languages Known			
9	Educational Qualification			
S.No	Name of the Degree /Diploma Certificate Program with Subject	Name of the University / Institution	Year of Passing	Grade / Class obtained

10	Post-qualification experience in implementation & operation of Double Entry Accrual based Accounting System and TALLY ERP software and corresponding coordination with the stakeholders in Government/Semi-Government/Private Sectors.					
S.No	Name of the / Project / Work	Name of the Employer / Organization and the Sector	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)
11	Experience in development of Data base of employees and implement a COTS payroll software					
S.No	Name of the / Project / Work	Name of the Employer / Organization and the Sector	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)
12	Experience in Implementation of Tally ERP software across all locations for accounting, budgeting, costing and financial reporting					
S.No	Name of the / Project / Work	Name of the Employer / Organization and the Sector	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)

13	Experience of working with state / central government organizations					
S.No	Name of the / Project / Work	Name of the Employer / Organization and the Sector	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)
14	Experience of working with World Bank and/or International Financial Institutions funded projects will be preferred					
S.No	Name of the / Project / Work	Name of the International Financial Institution	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)
15	Excellent IT / computer skills including MS Office (Word, Excel, PowerPoint, etc)					
16	Excellent written and oral communication skills in Tamil & English.					

17	Other Skills / Experiences relevant to the post applied, if any
<p>I hereby declare that all the information furnished in this application are true, complete and correct to the best of my knowledge and belief. I understand that if any information being found untrue or incorrect, I accept to the cancellation of my candidature.</p>	
<p>Date:</p> <p>Place: Signature of the Applicant</p>	