



GOVERNMENT OF ASSAM

ASSAM STATE RURAL LIVELIHOODS MISSION SOCIETY

SIVA NATH GOGOI PATH, NABAJYOTI NAGAR, PANJABARI, GUWAHATI, ASSAM-781037

Email: asrlms.india@gmail.com website:
www.asrlms.in

ASRLMS/705/2016-17/16

Dated 02-02-2016.

REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR HIRING A FINANCIAL MANAGEMENT & TECHNICAL SUPPORT AGENCY.

ASRLMS invites Expression of Interest from qualified and experienced Chartered Accountants Firms for providing consultancy services for Financial Management and Technical Support.

Aajeevika - National Rural Livelihoods Mission (NRLM) was launched by the Ministry of Rural Development (MoRD), Government of India in June 2011. In November 2015, the program was renamed Deen Dayal Antayodaya Yojana (DAY-NRLM). Aided in part through investment support by the World Bank, the Mission aims at creating efficient and effective institutional platforms of the rural poor, enabling them to increase household income through sustainable livelihood enhancements and improved access to financial services. DAY-NRLM believes in harnessing the innate capabilities of the poor and complements them with capacities (information, knowledge, skills, tools, finance and collectivization) to participate in the growing economy of the country.

The Government of Assam has received a credit from International Development Association in various currencies towards the cost of National Rural Livelihood Project through Govt. of India and intends to apply a part of the proceeds of this credit to payment under the contract for hiring a Consulting Firm for Financial Management and Technical Support Consultancy. The Consulting Firm will be selected in accordance with the Least Cost Selection Method set out in the NRLM Procurement Manual which follows the Consultant Selection Guidelines of the Work Bank Dated January 2011.

The Objectives of hiring Consultant for Financial Management and Technical Support Agency is to provide support to the Accounts Team of ASRLMS at SMMU, DMMUs and BMMUs in discharging responsibilities relating to financial management, Tally Synchronisation, preparation of Financial Reports, Taxation related matters of the Project implementation during the scale up and expansion phase.

Expected Results :-

<u>Deliverables</u>	<u>Period</u>
(a) Support in synchronization of the TALLY ERP 9 data of all the District level units on monthly basis.	Monthly
(b) TALLY Accounting of transactions for SMMU and NRLM Intensive BMMUs where there is no DMMUs.	Monthly

(c) Ensure functioning of the system and facilitate monthly / quarterly consolidation of the financial information from the computerized accounting system through Tally at and between SMMU, DMMU, and BMMU.	Monthly
(d) Will prepare reporting and accounting as per regulatory and legal requirements including taxation, annual report and accounts etc.	As and when required.
(e) Will ensure proper reporting and accounting as per EPF and ESI regulation.	As per legal requirement.
(f) Filing and preparation of various statutory returns (like eTDS filing) applicable to society and issuing certificate to concerned parties.	Quarterly
(g) Monthly preparation of SOE/IUFR at District & Block level including fund released to DRDAs (Non Intensive Blocks) and consolidation and reconciliation at state level. Further, reporting it to World Bank, Govt. of India and Govt. of Assam as per the requirement.	Quarterly
(h) Reconciliation of fund release at all levels. Getting Bank reconciliation statements prepared for SMMU.	Monthly
(i) Ensure proper reporting and accounting as per EPF and ESI regulation.	As per legal requirement.
(j) Prepare financial statements such as receipt and payment statement, balance sheet, etc for the purpose of audit. And consolidation of reports at the end of financial year.	As per requirement.

Qualification and Experience of Consultant :

Sr. no	Key position	Minimum Qualification and professional Experience desired	Area of Specific Expertise Desired and other terms
1	Team Leader. (1)	1) Chartered Accountant having at least 5 years of post qualification experience. 2) Experience of having undertaken at least 5 assignments of Internal Audit/ External Audit/ Financial Consulting work in Externally Aided Project of Rural/Social Development Sector Projects funded by World Bank or other International Agencies during last 5 years. 3) Knowledge of Tally accounting packages and MS Excel is a must.	<u>Area of Specialization:</u> Preparation of Financial Reports, IUFR, Tally ERP 9 Synchronisation, TDS return filing in similar Externally Aided Projects and Government Agencies. <u>Other Terms:</u> Periodic travel to project areas is required whenever necessary. He has to attend ASRLM office Once in a Week.

2)	Team Members. (2)	1. Chartered Accountant having at least 3 years of post qualification experience. 2. Experience of having undertaken at least 3 assignments of Internal Audit/ External Audit/ Financial Consulting work in Externally Aided Project of Rural/Social Development Sector Projects funded by World Bank or other International Agencies during last 3 years. 3. Knowledge of Tally accounting packages and MS Excel is a must.	Area of Specialization: Finance, Taxation, Technical and procurement in similar externally aided projects and government agencies. Other Terms: Periodic travel to NRLP/NRLM project areas is required. Team Members will have to visit to attend SMMU-ASRLMS Office regularly.
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Period of Assignment :-

The Assignment will be for a period of One year starting from date of agreement till One (1) year, which may further be renewed depending on satisfactory performance of Consulting Firm.

The detailed ***Terms of Reference (ToR)*** for the Assignment may be seen in the Official Website www.asrlms.in.

EOI must be delivered in hard copy at the address given below on or before **3:00 PM** of 16/02/2017.

The State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS)
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