

## **REQUEST FOR EXPRESSION OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)**

### **India**

#### **Tamil Nadu Housing and Habitat Development Project**

Loan No./Credit No./ Grant No.: IBRD-90940

**Assignment Title:** Financial Management Expert for Project Implement Unit of Chennai Metropolitan Development Authority (CMDA) under Tamil Nadu Housing and Habitat Development Project (TNHHDP)

**Reference No.:** IN-CMDA-178106-CS-INDV

The Chennai Metropolitan Development Authority, Government of Tamil Nadu has received financing from the World Bank towards the cost of the Tamil Nadu Housing and Habitat Development Project, and intends to apply part of the proceeds for consulting services.

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

The Financial Management Expert is expected to:-

- a) Be responsible for all finance and accounting functions of the TNHHD Project in the Project Implementation Unit (PIU).
- b) Liaise effectively (including working level interaction) with agencies of Government of Tamil Nadu (Finance Department, TNSCB, etc.,) and Finance/Accounts wing of CMDA, consultants, Auditors and other stakeholders on financial aspects.
- c) Ensuring adherence to financial and accounting policies and procedures for the project.
- d) Preparing annual work programs and budgets for the CMDA activities under the project.
- e) Ensure creation of appropriate project specific ‘Head of Accounts’ in the CMDA’s TALLY Accounting System to record project expenditures.
- f) Ensuring an effective system of internal controls for approval of project activities, procurement and payments controls.
- g) Ensuring timely preparation of financial management reports for the CMDA component and its submission to TNSCB on a monthly /quarterly basis and annual project financial statements, and liaising effectively with auditors to ensure timely project audit of project financial statement.

### **Appointment**

Appointment to the post will be on contract basis. The duration of the assignment is initially for 24 calendar months from the date of award of contract and likely to be extended based on the performance.

### **Terms of Reference**

The detailed Terms of Reference (TOR) for the assignment can be found at the following website

- i. [www.cmdachennai.gov.in](http://www.cmdachennai.gov.in).
- ii. [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in).

The CMDA, 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 followed by an interview. The qualifications, experience and competencies include:

#### **Qualification**

Semi-professional qualifications (Intermediate C.A. or ICWA) or MBA (Finance) or a Bachelors' Degree in Accounts

#### **Years of Experience**

5 to 8 years of experience preferably in World Bank / International projects in a city of size and complexity comparable to Chennai

#### **Work experience**

Good working level familiarity with working of modern financial management systems, including IT based accounting systems and budgeting systems.

#### **Competency**

The incumbent should demonstrate:

- a) Strong conceptual, analytical skills with clarity of thought process and problem-solving skills.
- b) Ability to work under tight deadlines.
- c) Excellent organizational skills.
- d) Ability to work independently as well as in a team.
- e) Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.
- f) Excellent computer and document processing skills.

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

1. Duly filled Application Form in the specified format 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 "Procurement Regulations for IPF Borrowers" July 2016 ("Procurement Regulations") Revised November 2017 and August 2018, 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) by 04.01.2021 up to 5:00 PM.

**Attention**

Member Secretary,  
Chennai Metropolitan Development Authority,  
Thalamuthu Natarajan Building, No.1, Gandhi Irwin Road,  
Egmore,  
Chennai - 600 008  
e-mail: [cmdaprocurement@gmail.com](mailto:cmdaprocurement@gmail.com)

**Annexure**

**Chennai Metropolitan Development Authority  
Tamil Nadu Housing and Habitat Development Project  
Application for the Post of Financial Management 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.	Financial Management Experience in government / corporate/ civil society/ banking sector					
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.	Financial Management Experience in working on World Bank or similar international financial institution financed projects					
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)
12.	Computer and Document Processing Skills of the Applicant					
13.	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: _____  Place: _____</p> <p style="text-align: right;">Signature of the Applicant</p>						

