

Chennai Metropolitan Development Authority
Tamil Nadu Housing and Habitat Development Project

TERMS OF REFERENCE
Financial Management Expert
Project Implementation Unit, CMDA

I. Introduction

1. The Tamil Housing and Habitat Development Project (TNHHDP) is a World Bank financed project of the Government of Tamil Nadu (GoTN). The objective of the Project is to strengthen the housing sector institutions of Tamil Nadu for increased and sustainable access to affordable housing.

2. The proposed Project will support institutional strengthening and capacity building of the Chennai Metropolitan Development Authority (CMDA). The CMDA formed in 1974 as the nodal town planning authority for the city of Chennai and its suburbs is one of the Implementing Agencies of the TNHHDP. Under Component 2: ‘Strengthening of Tamil Nadu’s urban housing institutions for enhanced sustainability’, the project will finance technical assistance and capacity building support to CMDA to improve its institutional performance and capacity, and to enhance the effectiveness of its programs and sustainability. Technical Assistance (TA) support to CMDA will focus on strengthening its analytical and coordination capacities for the preparation of the new Chennai Master Plan. The support to CMDA will aim to (i) develop a metropolitan growth vision for CMA, (ii) develop a multi-sectoral analytical underpinning by establishing a geo-spatial platform towards preparation of land use planning approaches that increase affordability of housing, and (iii) build capacity of the institution to coordinate and aggregate multi-sector spatial information towards preparation of the next Master Plan. This would include support to: development of a comprehensive vision for future urbanization of Chennai plugging into and supporting the proposed Chennai City Partnership program (another project proposed to be financed by World Bank); strengthening of urban planning systems including setting-up a multi-sectoral geo-spatial data system; supporting preparation of guidelines that support the Master Plan process; capacity building towards establishing modern and inclusive land use planning systems; and twinning with an international city on metropolitan planning functions. The TA also includes a climate and disaster resilience study and geo-spatial mapping to feed into the Master Plan 2046 part of the Project Implementation Unit (PIU) being set up at the CMDA, preparation process, as well as undertaking analytics on river drainage basin and flood plain mapping. Necessary software and hardware to support the GIS cell of CMDA would also need to be procured.

3. A total of US\$9 million for CMDA, upto **FY2025-26** has been approved by World Bank as part of Component 2 of this project for CMDA. CMDA is hiring a Financial

Management Expert to be part of the Project Implementation Unit (PIU) set up at CMDA, whose roles on behalf of the PIU would include the following:

II. Scope of Work/Job Responsibilities

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.

The responsibilities of the Financial Management Expert include:

- a) Ensuring adherence to financial and accounting policies and procedures for the project.
- b) Preparing annual work programs and budgets for the CMDA activities under the project.
- c) Ensure creation of appropriate project specific 'Head of Accounts' in the CMDA's TALLY Accounting System to record project expenditures.
- d) Ensuring an effective system of internal controls for approval of project activities, procurement and payments controls.
- e) 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.

III. Qualification

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

IV. 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

V. Work experience:

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

VI. 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.

VII. Duty Headquarters

The duty headquarters of the Financial Management Expert will be the TNHHDP Project Implementation Unit located in Chennai Metropolitan Development Authority, Chennai. She / he will be required to travel frequently within and outside the city and occasionally outside the state for project purposes.

VIII. Duration

Appointment to the post will be on contract basis initially for a period of two years and likely to be extended based on the performance.

IX. Reporting Arrangements

The Financial Management Expert will report to the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA