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GOVERNMENT OF ASSAM

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ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT AND MANAGEMENT SOCIETY

4th Floor, Nayantara Supermarket

Terms of Reference of Integrated Finance Advisor (IFA)

(i) Integrated Finance Advisor (IFA)

The society intends to hire **Integrated Finance Advisor (IFA)** as a contractual member of the Project Management Unit (PMU), to support the overall project management activities under the society. The ToR shall be as given below:

A. OBJECTIVE(S) OF THE ASSIGNMENT:

To provide financial advisory services, fiduciary oversight, and financial management support for implementation of Externally Aided Projects (EAPs) and other programmes/ projects undertaken by AHIDMS.

The IFA shall ensure financial propriety, sound financial management, and compliance with Government financial rules as well as fiduciary requirements of development partners.

B. SCOPE OF WORK:

The Integrated Finance Advisor's (IFA) shall function as the principal financial advisor to the Project Director, AHIDMS, and shall provide financial advisory support for all programmes and projects implemented through the Society.

The IFA shall work in close coordination with the Project Director and Project Management Units of externally aided projects implemented by AHIDMS. The IFA will be stationed in Guwahati, Assam.

C.JOB RESPONSIBILITIES:

A. Financial Advisory Functions

- Provide financial advice to the Project Director, AHIDMS on all financial matters relating to programmes and projects implemented by the Society.
- Examine financial implications of project proposals, policy decisions, and financial commitments.
- Ensure compliance with General Financial Rules (GFR), State Financial Rules and applicable financial procedures.
- Advise on resource allocation, financial sustainability and cost optimization of projects.

B. Budgeting and Financial Planning

- Scrutinize and vet annual budgets, financial plans and expenditure projections of projects implemented by AHIDMS.
- Review allocation of funds across project components and implementing agencies.
- Monitor budget utilization and financial performance of projects.
- Ensure that expenditure remains within approved project budgets and financing agreements.

C. Financial Control and Expenditure Oversight

- Provide financial concurrence for major procurements, contracts, civil works, consultancies and service agreements.
- Examine financial implications of contract variations, change orders and additional financial commitments.
- Ensure adherence to delegation of financial powers and approved financial procedures.
- Review and authorize release of payments to contractors, consultants, vendors and implementing agencies, in accordance with approved contracts and financial rules.
- Monitor fund flow mechanisms and ensure proper utilization of funds.

D. Procurement Oversight and Tender Review

- Provide financial oversight in procurement processes undertaken by AHIDMS.
- Review and provide inputs on tender documents, Request for Bids (RFB), Request for Proposals (RFP), bid evaluation reports and contract award recommendations.
- Ensure that cost estimates, financial evaluation criteria and payment schedules are appropriate and compliant with applicable procurement guidelines.
- Participate in or advise procurement committees and bid evaluation processes where required from a financial perspective.
- Ensure compliance with procurement procedures prescribed by Government of Assam and development partners.

E. Oversight of all projects under AHIDMS

Provide fiduciary oversight for all projects including externally aided projects implemented by AHIDMS.

Responsibilities include:

- Ensuring compliance with financial management and procurement guidelines of financing agencies.
- Reviewing withdrawal applications, statements of expenditure, interim financial reports and utilization certificates.

- Monitoring adherence to financial covenants and fiduciary requirements under financing agreements.

F. Accounting and Financial Reporting

- Oversee the financial management systems of AHIDMS and associated project units.
- Ensure preparation and submission of:
    - Annual Financial Statements
    - Interim Financial Reports (IFRs)
    - Utilization Certificates
    - Financial progress reports for development partners
- Ensure timely reconciliation of accounts and maintenance of proper financial records.

G. Audit and Compliance

- Coordinate with statutory auditors, internal auditors and donor-appointed auditors.
- Review audit observations and ensure timely compliance with audit recommendations.
- Strengthen internal control systems and financial risk management mechanisms.
- Facilitate compliance with audit requirements of Government of Assam and development partners.

H. Institutional Financial Strengthening

- Advise the Project Director on strengthening financial management frameworks within AHIDMS.
- Assist in development of financial policies, SOPs and internal control mechanisms.
- Support capacity building of finance staff within project management units and implementing agencies.

A. The responsibilities shall extend beyond the Projects to encompass both the ongoing operations of the medical college hospitals and the implementation of other EAPs within the same health sector domain.

B. Any other task with specific deliverables for achieving the project objectives as decided by the Project Director time to time.

D. DELIVERABLES

(a) The Integrated Financial Advisor shall:

- Provide financial concurrence for proposals as per delegated financial powers of the Society.
- Authorize or recommend release of payments in accordance with contractual obligations and financial procedures.
- Advise the Project Director, AHIDMS on financial risks, compliance issues and corrective measures.

(b) Any other task as assigned by the Project Director with specific deliverable determinant to achieving the project objectives.

E. KEY QUALIFICATION AND SKILLS:

Essential

- Retired officer from Assam Finance Service (AFS) or equivalent Central Government financial service, not exceeding 65 years of age on date of this advertisement.

Desirable

- Experience in Externally Aided Projects (World Bank / ADB / JICA).
- Familiarity with public procurement systems and infrastructure project finance.

Skills and Competencies:

1. Excellent communication and presentation skills, analytical and interpersonal abilities along with advocacy and negotiations skills
2. Excellent oral and written communication skills in English language is essential. Proficiency in the local language will be an advantage.
3. Demonstrated ability to work in a multi-disciplinary team environment.
4. Willingness to travel to districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.
5. Advocacy, Negotiations, and communication skills
6. Computer proficiency and familiarity with MS Word, Excel, PowerPoint.

F. SALARY AND CONTRACT TERMS:

G. **Remuneration:** For retired Assam Finance Service Officers**,** the remuneration shall be as per the **"last pay minus pension"** principle as per OM No. FEB.154/03/1 dated 07/04/2004 along with HRA as per existing rate.

For equivalent Central Government financial service, the remuneration shall be maximum of **Rs. 1,50,000/-** (How ever salary shall be commensurate to experience & skills and shall be finalized by the Project Director).

i. **Reporting and performance review:** Engagement of the **Integrated Finance Advisor (IFA)** will be on a full-time basis. The IFA will report to the Project Director (PD) or the other senior staff designated by the Project Director. The performance of the IFA will be reviewed periodically by the PD.

ii. **Contract Term:** The assignment is purely on a contractual basis. The tenure of contract is intended for entire duration of the project and co-terminus with the project period. However, the tenure is initially for eleven (11) months and will be extended upon his/her satisfactory performance.

iii. **Travel:** The **IFA** may be required to travel frequently within the State. TA / DA for such approved travel shall be paid/ reimbursed as admissible as per the HR Policy of the AHIDMS.

iv. **Leave**: The provisions of leave shall be as per as per approved leave Policy of AHIDMS.

v. **Facilities to be provided:** The **IFA** will be provided with access to all the available documents, correspondence, and any other information associated with the project and as deemed necessary.

Note: This is a draft indicative ToR; The PD, AHIDMS reserves the right to change, update or modify this ToR at any stage during the recruitment process.

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