

Government of Madhya Pradesh
Department of Higher Education
State Project Directorate, RUSA
192, AVN Tower, Mezzanine Floor
Zone 1, M P Nagar, Bhopal (MP), India

Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP)

**Appointment of Consultant (Financial Capacity Building)
(CONSULTING SERVICES– INDIVIDUAL SELECTION)**

(World Bank Assisted Project)

S. No: 93/RUSA/17-18

Bhopal, Date: 20/02/2018

INDIA

Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP)

1. The RUSA Project Directorate, Department of Higher Education, Govt of Madhya Pradesh has received a credit from the International Development Association (IDA) World Bank for QIP (Quality Improvement Program) in Higher Education sector of Madhya Pradesh and intends to apply part of the credit proceeds to make payments under the contract for individual consulting services.
2. The State Project Directorate, RUSA an implementing agency for World Bank assisted MPHEQIP project invites Application from eligible Chartered Accountant ("Herein after referred to as Consultant") consultant to support in "Financial Management Strengthening of Government HEIs of M.P.".
3. Interested Consultant may submit their "CV and Application expressing their interest" electronically by email to spdmpwb@gmail.com
4. latest by 17.30 noon IST (Indian Standard Time). on 15th March 2018.
5. Hard Copies of EOIs shall not be considered. The Consultants may obtain detailed information regarding scope of work, remuneration, eligibility and selection criteria etc. on the portal <http://www.mphighereducation.nic.in/> and <http://highereducation.mp.gov.in/> index.htm. In case of any query for submitting the CV and Application, consultant can email their query to spdmpwb@gmail.com

Prof. Amit Jain
Additional Project Director (WB)
Contact: 9407255901

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Detailed Advertisement

I. Background

Madhya Pradesh Higher Education Quality improvement Project (MPHEQIP) – a collaborative effort of the Government of Madhya Pradesh, the Madhya Pradesh Department of Higher Education and the World Bank to improve quality of higher education in the state. The strategic objective of the project is to improve education outcomes for students in higher education in government institutions, and to increase the effectiveness of the higher education system in Madhya Pradesh.

GoMP plans to expand and improve its higher education institutions with a view to improve the state's higher education system's outcomes to national and international flagship standards. This can only be achieved by undertaking a comprehensive and sustained package of reforms and capacity building measures which improve the efficiency and effectiveness of all Higher Education Institutions (HEIs) operating in the state. The higher education improvements program in MP is fully aligned to Government of India's Higher Education Program named Rashtriya Uchchar Shiksha Abhiyan (RUSA). At the institutional level, GoMP is targeting both building academic, research and managerial capacity, increasing autonomy in order to better align institutions with local needs, and pursuing excellence of academic departments.

II. Introduction-'MPHEQIP Project'

The MPHEQIP will support the implementation of the Government of Madhya Pradesh's vision for the higher education sector as articulated in the Vision 2018 Document and the State Higher Education Plan 2014. It is envisioned as a 10-year project, with 5 years of project support, and an additional 5 years of monitoring and evaluation to determine the long-term sustainability of outcomes. This project will improve strategic planning and administrative capacity at 458 colleges and universities. Additionally, it will allow the DHE to modernize its systems and schemes.

III. Scope of Duties

The Consultant (Financial Capacity Building), who will be responsible for designing, planning and getting the fiduciary reforms in Colleges and Universities of M.P. implemented according to the

plan. The main emphasis of the Plan is to have a sound Financial Management System in Government Colleges and Universities. The Consultant's main function would comprise of developing a reform strategy and action plan and getting it implemented to ensure achievement of DLI 6 which relates to fiduciary strengthening of Government HEIs. DLI 6 aims at achieving the following targets:

- All sanctioned vacant posts of accountants for Government HEIs in Madhya Pradesh filled with a qualified individual on a full-time basis.
- Implementing a Uniform Chart of accounts and accounting software in Government HEIs of Madhya Pradesh
- Completion of audit of accounts of one Financial Year of Government HEIs generated from the Accounting Software and Uniform Chart of Accounts notified by DHE.

IV. Time Requirement

- The Consultant should spend minimum 12 working days each month for the assignment.
- The Consultant will depute one junior CA on a full-time basis, for all official working days at SPD, RUSA office.
- Both the consultant and Junior CA may be required to travel to Colleges/Universities as required or instructed by Project Director. TA/DA shall be paid by SPD for visiting field location as per actual.

V. Remuneration

- The consultant shall be paid a consolidated amount of Rs, 3,00,000 (Rupees Three Lakh only) on a per month basis including the payment of Junior CA. No TA/DA shall be paid for visiting SPD, RUSA office.
- Income tax and personal employee's liability (like EPF/GPF etc.) shall be the responsibility of the consultant. However, any indirect taxes, cess and service charges shall be paid by the State Project Directorate, RUSA.
- The statutory tax obligation like GST or any other tax would be paid based on actual.

V. Specific Responsibilities:

- The Consultant will prepare a reform action plan focusing on achievement of the indicators linked to DLI 6. The Consultant will also plan appropriate phasing of the plan for efficient implementation.
- The Consultant will draw up a plan in consultation with the Project Director, State Project Directorate World Bank and Principal Secretary Higher Education Department, to fill up the vacant sanctioned positions of accountants in Government HEIs in MP.
- The Consultant will manage the process of hiring firms on Divisional basis (Office of Regional Additional Director, Higher Education) to implement the Reform Action Plan specifically the

activities relating to implementation of uniform Chart of Accounts and Accounting Software across Government HEIs and Training of staff of HEIs.

- The Consultant will manage the important contract of the Firms, follow up on progress on a regular basis, monitor and review their outputs against agreed terms of the contracts, give timely feed back to the consultants wherever necessary and give no-objection for payments to the Consultants.
- The Consultant will review the performance vis-a-vis the Action Plan and make changes in the plan based on feedback of implementation on the ground.

VI. Monthly Report:

- The Consultant shall submit a monthly report, in the first week of every month, containing the activities undertaken, targets achieved, issues and risk etc. as well as a brief plan for the next month in the prescribed format.

VII. Required Qualification and experience:

The Candidate should be a Chartered Accountant with at least 12 years of post-qualification experience and at least 5 years of working with the Government/Public Sector.

VIII. Selection Criteria

1. The candidates who have the required qualification & Experience as per clause (VII) of this invitation document shall be shortlisted.
2. The candidate shall be required to submit a work plan and proposal to implement DLI 6 in not more than 250 words. This will be assessed by the inhouse team and marking shall be provided.
3. Shortlisting shall be done based on the following marking criteria table, except for serial number (6) of the following table.
4. Based on the marking and number of candidates, at least 5 candidates shall be called for interview, according to the merit list.
5. Based on the interview marks, the candidate who scores highest in cumulative total maximum marks shall be qualified as most preferred candidate and Work Order shall be issued after the approval from Competent Authority.

Table of Marking Criteria

| S# | Criteria | Maximum Marks | |
|----|--|---------------|----------|
| 1 | Relevant Experience post qualification; | 20 | |
| | Equal to or more than 12 Year & less than 15 years | | 10 Marks |
| | Equal to or more than 15 Year & less than 20 years | | 15 Marks |
| | Equal to or more than 20 Year | | 20 Marks |

| | | |
|--------------------|--|------------|
| 2 | Relevant experience of Public sector post qualification; Equal to or more than 5 Year & less than 7 years 10 Marks Equal to or more than 7 Year 20 Marks | 20 |
| 3 | Education sector experience Post qualification; One Project 5 Marks Two Projects 10 Marks Three or More Projects 15 Marks | 15 |
| 4 | Relevant Experience Junior CA Chartered Accountant with Post-Qualification experience of 3 to 5 years 10 Marks More than 5 years 15 Marks | 15 |
| 5 | Work Plan and Proposal to implement DLI 6 (Not more than 250 Words) | 15 |
| 6 | Interview by Expert panel | 15 |
| Total Marks | | 100 |

IX. Reporting and Counterparts:

- The Consultant will liaise with the World Bank during Missions and Monitor & Report back on progress of DLI6.
- The Consultant will work under direct supervision of Project Director, MPHEQIP (World Bank Project).
- The Consultant will keep the Senior authorities informed on a regular basis about the progress in achievement of DLI6.

X. Other Skills & Abilities:

- Excellent computer skills with knowledge and experience of working with accounting Softwares and other standard Microsoft tools (Word, Excel and Power Point).
- Fluent in English; ability to speak Hindi.
- Excellent written and oral communication skills.
- High-level interpersonal and relationship-building skills
- Ability to communicate and work effectively with the team.
- Professionalism in appearance and demeanor.
- Willingness of traveling to different parts of Madhya Pradesh is required.

XI. Closing Date:

The closing date for applications is 15th March 2018, 1730, IST.

XII. Submission Guidelines:

- Interested candidates should e-mail their application and CV in MS-Word and PDF format.
- The attachment should not be encrypted or zipped.
- Format of application and CV is should be as per the format prescribed at Annexure 1.
- The subject line of email should be “**Application for appointment of Financial Capacity Building Consultant**”).
- The email should be send to: spdmpwb@gmail.com not later than 15th March 2018 and well before close of office working hours (1730 Hours), IST.

XIII. Tenure:

The Contract will be initially for a period of 1 year and can be extended yearly for up to the project duration based on the mutual consent and satisfactory performance, till the project closure or achievement of DLI 6, whichever is earlier.

XIV. Termination of contract:

- In case of unsatisfactory performance or violation of any of the condition of contract, contract can be terminated by State Project Director, RUSA after giving one-month notice.
- Similarly, the consultant can submit request for discontinuing after giving one-month notice.
- The decision of the Project Director, MPHEQIP shall be final in this regard.

XV. Special Note:

- Please note that applications received after the closing date and or without mentioning title of the post applied for in subject line of the Email will not be given consideration.
- The State Project Directorate Office, RUSA is not liable for any kind of submission delay/Non-receipt of email/Attachment missing or corrupt/ Technology fault.
- Only Short-listed candidates whose applications correspond to the above criteria and requirements will be contacted for interview.
- A consultant will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers. (January, 2011 edition Revised July 2014).

<http://documents.worldbank.org/curated/en/2014/07/24361451/guidelines-selection-employment-consultants-under-ibrd-loans-ida-credits-grants-world-bank-borrowers>

- For more information on Project document and DLI 6, Prospective candidates can visit the following URL and check the PAD (Project Appraisal Document).

<http://documents.worldbank.org/curated/en/828721468000613060/India-Madhya-Pradesh-Higher-Education-Quality-Improvement-Project>

Annexure 1 (a): Format of Application

{Name of City, Date}

To:

Additional Project Director (WB)

MP Higher Education Quality Improvement Project, RUSA
Department of Higher Education,
Government of Madhya Pradesh

Dear Sir:

I, the undersigned, offer to provide Financial Capacity Building consulting services for **MPHEQIP (Madhya Pradesh Higher Education Quality Improvement Program)** World Bank assisted Project to Higher Education Department GoMP in accordance with your Advertisement **Reference Number 93/RUSA/17-18 dated 20.02.2018**. "I hereby submitting my CV for your kind consideration which is as per the requirements mentioned in the advertisement.

I hereby declare that:

- I. All the information and statements made in the CV are true and I accept that any misinterpretation or misrepresentation contained in the CV may lead to my disqualification by the State Project Directorate (RUSA), Department of Higher Education, GoMP and/or may be sanctioned by the World Bank.
- II. I have no conflict of interest in accordance with paragraph 1.9 of Consultant Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers January 2011, updated July 2014 (Consultant Guidelines), setting forth the World Bank's policy on conflict of interest.
- III. I meet the eligibility requirements as stated in this Advertisement, and I confirm my understanding of obligation to abide by the Bank's policy in regard to corrupt and fraudulent practices.
- IV. My Proposal is binding upon me and subject to any modifications/ amendments by Department of Higher Education made before the date of submission.
- V. I do not face any sanction or any pending disciplinary action from any authority.
- VI. I understand that the State Project Directorate (RUSA), Department of Higher Education, GoMP is not bound to accept any proposal they receive.

Yours sincerely,

Signature {In full}: _____

Name of Signatory: _____

Address: _____

Contact information (phone and e-mail): _____

Annexure 1 (b): Format of CV

1. Name of Staff :
2. Proposed Position :
3. Employer: :
4. Date of Birth: : DD/MM/YYYY Nationality:
5. Education

| <u>S#</u> | <u>Degree/certificate or other specialized education obtained</u> | <u>School, college, Institute and/or University Attended</u> | <u>Degree/certificate Issuing University/ Board/ Agency</u> | <u>Year Obtained</u> |
|-----------|---|--|---|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

6. Professional Certification or Membership in Professional Associations:
7. Other Relevant Training/ Certification:
8. Countries of Work Experience:
9. Languages Known:

| Language | Read | Write | Speak |
|-----------------|-------------|--------------|--------------|
| | | | |
| | | | |

10. *Employment/Assignments Record (Post Qualification):*

From [Year/Month]: To
 Employer/ Client:
 Positions held:
 Detailed Tasks Assigned [*List all tasks to be performed under this assignment*]:

11. Employment/Assignments Record (Post Qualification) experience of Government / Public sector;

From [Year/Month]: To
 Employer/ Client:
 Positions held:
 Detailed Tasks Assigned [*List all tasks to be performed under this assignment*]:

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Assignment 1

| | |
|--------------------------------|--|
| Name of assignment or project: | |
| Year/ Month (From & To) | |
| Location | |
| Client | |
| Main project features | |
| Positions held | |
| Activities performed | |

13. Education sector experience Post qualification;

Assignment 1

| | |
|--------------------------------|--|
| Name of assignment or project: | |
| Year/ Month (From & To) | |
| Location | |
| Client | |
| Main project features | |
| Positions held | |
| Activities performed | |

14. Work Plan and Proposal to implement DLI 6

<Please submit a write up on Work Plan and your approach to implement DLI 6>

Date & Place

Signature