

PROJECT MANAGEMENT UNIT

Strengthening Public Financial Management for Improved Service Delivery in
Uttarakhand Project (SPFM Project)

37A, IT Park, Sahastradhara Road, Dehradun- 248013, Uttarakhand

Email id : pmu.spfm@gmail.com

The Government of Uttarakhand is expected to receive financing from The World Bank towards the cost of **Strengthening Public Financial Management for Improved Service Delivery in Uttarakhand Project** in Uttarakhand and intends to apply part of the proceeds for engagement of individual consultant for PMU, SPFM.

The Terms of Reference (TOR), qualification and application format for this assignment can be downloaded from website <http://ctrfa.org/tender>; further information (required if any) can be obtained during office hours from 10.30 to 4.30 hrs IST. Application in prescribed format may be sent (Hard copy or electronic pdf) at the address or e-mail id given above (in person, by post or by e-mail) should reach by 17th August 2026 at 4:30 pm. Application received after due date and time will be summarily rejected. Any amendment/ corrigendum will only be published in above website.

Details of Contractual posts and type of assignment: -

S.No.	Name of the Post (No. of Posts)	Remuneration (in INR)
1.	Finance Expert (02)	1,25,000/- to 2,00,000/-
2.	Procurement cum Contract Management Expert (01)	1,25,000/- to 2,00,000/-
3.	Procurement Assistant (01)	40,000/- to 75,000/-

PROJECT DIRECTOR, SPFM

Terms of References

For

Finance Expert

PMU, Strengthening Public Financial Management for improved service delivery

Job Title:	Finance Expert
Location:	PMU, Dehradun
Number of Post:	02
Contract Term:	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
Remuneration:	INR 1,25,000/- to INR 2,00,000/- with provision of annual increment. (Initial appointment will be made on minimum of the above pay scale or with 10% increase over the last drawn salary, whichever is less)
Start Date:	Immediate.
Reporting to:	Project Manager, Additional Project Director, Project Director PMU

Background

The government of Uttarakhand intends to implement reform in public financial management for better governance, efficiency in service delivery, making government more accountable and transparent and to get the value for money. For this, it has sought technical and financial assistance from World Bank upto the tune of Rs 680 crores to support the expansion and deepening of the ongoing PFM reform plan as to synchronize it with standard global PFM practices.

The World Bank has consented to finance the project titled “Strengthening Public Financial Management for improved service delivery”. For this, various activities like consulting services, development of software, procurement of hardware, upgradation of manual processes to online and capacity building by providing exposure to imminent institutions are to be taken under the project.

Purpose of the Job

- To assist PMU in day-to-day work.
- To coordinate with Finance Department of Uttarakhand, Department of Economic Affairs, and World Bank.
- Guide the implementation of the reforms to the line department.
- To review the activities that will be carried out by various line departments and ensure their timely completion.
- To support the line department in preparation of specification and RFPs relating to various reform activities.

Person Specification

I. Qualification & Experience:

Essential Qualification:

1. CA/CWA/CS/MBA Finance with minimum post qualification experience of 15 years.
2. Out of above work experience, minimum 03 years' experience in any project of Central Government/ State Government/PSUs/ SOEs/ULBs/EAPs in a financial role managing accounting and finances.
3. Knowledge of MS-Office, understanding of accounting software and ability to write reports in Hindi & English is essential.

Desirable Qualification: Knowledge of Procurement rules of Uttarakhand and World Bank procurement guidelines will be desirable.

II. Scope of Work

- (a) To assist the Additional Project Director in discharging the smooth functioning of the project, in accordance with agreed strategic priorities and plans, to ensure timely delivery of the projects in line with the project objectives.
- (b) Develop regular plans for the project activities of allocated line department and ensure timely mid-term correction.
- (c) Responsible to see that all reform activities to their allocated line department will be carried out as per the intended objectives.
- (d) Review of the progress of line department on day to day basis and make recommendation for release of fund after completion of particular deliverables.
- (e) Coordinate and provide support to PMU staff in discharging their duties.
- (f) Any other work assigned by Additional/ Project Director.

III. Deliverables

Sl No	Deliverables	Timeline / Frequency
1.	To report the Additional Project Director regarding progress of the project.	Weekly
2.	Develop Plan & its updation of allocated line department	Weekly
3.	Regular monitoring of line department activities	Regular
4.	To support PMU, Finance Dept, DEA, World Bank.	As and when required

IV. Facilities to be provided by the Client

- Furniture Office space, laptop, printer.
- Travel as per project's approved norms.
- No vehicle will be provided for pvt/personal use.

V. Confidentiality

All the information, documents, and data obtained during the course of assignment shall be treated as confidential and shall not be shared or used for any purpose other than for execution of assignment.

VI. Performance evaluation and contract extension

Performance will be reviewed based on:

- Timely achievement of deliverables,
- Quality of outputs,
- Responsiveness to project needs,
- Adherence to World Bank & GoUK procedures,
- Team work and tendency to initiate job at its own.
- Professional efficiency

Terms of References

For

Procurement and Contract Management Expert

PMU, Strengthening Public Financial Management for improved service delivery

Job Title:	Procurement & Contract Management Expert
Location:	PMU, Dehradun
Number of Post:	01 (One)
Contract Term:	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
Remuneration:	INR 1,25,000/- to INR 200,000/- with provision of annual increment. (Initial appointment will be made on minimum of the above pay scale or with 10% increase over the last drawn salary, whichever is less)
Start Date:	Immediate.
Reporting to:	Project Manager, Finance Controller, Additional Project Director, Project Director, PMU

Background

The government of Uttarakhand intends to implement reform in public financial management for better governance, efficiency in service delivery, making government more accountable and transparent and to get the value for money. For this, it has sought technical and financial assistance from World Bank upto the tune of Rs 680 crores to support the expansion and deepening of the ongoing PFM reform plan as to synchronize it with standard global PFM practices.

The World Bank has consented to finance the project titled “Strengthening Public Financial Management for improved service delivery”. For this, various activities like consulting services, development of software, procurement of hardware, upgradation of manual processes to online and capacity building by providing exposure to imminent institutions are to be taken under the project.

Purpose of the Job

The Procurement & Contract Management Expert will be responsible for providing professional advice, managing procurement processes, and ensuring effective contract management across project activities. He will carry out the job of preparing RFP, evaluation of bid, contract negotiation, preparing & signing of contract after consultation with the allocated line department. He is also responsible for providing his recommendation and requisite documentation for processing payments.

Person Specification

I. Qualification & Experience:

B.E/B.Tech /MBA with minimum **10 years** of experience in procurement, including at least **5 years** of experience in contract management and experience of minimum 03 years in any

externally aided projects. Strong understanding of World Bank Procurement Regulations (IPF Borrowers 2016, updated 2020/2023/2025), e-procurement, State Procurement Rule 2025 and Procurement through GeM. Procurement training on World Bank Procurement attended and any certificate of online course of World Bank Procurement would be an added advantage.

II. Scope of Work

- Prepare, update, and monitor the **Project Procurement Strategy for Development (PPSD)** and **Procurement Plan**.
- Develop bidding documents, Requests for Proposals (RFPs), Terms of Reference (ToRs), and other solicitation documents as per World Bank standard templates.
- Manage the full procurement cycle for goods, works, and consulting/non-consulting services, including advertisement, pre-bid meetings, evaluation, and contract award.
- Ensure all procurement actions are carried out in the **World Bank's Systematic Tracking of Exchanges in Procurement (STEP)** system.
- Liaison with the World Bank and line department for obtaining clearances, no-objections, and for responding to procurement-related queries.
- Build capacity of project and departmental staff on contract management and compliance requirements.
- Provide hands-on training to procurement officers and staff on World Bank procurement regulations, contract management practices, and use of the STEP system.
- Support implementing agencies in strengthening internal procurement and contract management systems.
- Coordinate with technical, financial, and IT experts for integrated project implementation.
- Maintain complete and accurate procurement documentation and records.
- Support audit reviews and respond to audit queries related to procurement.
- Provide recommendation for making payments as per the provisions of the contract of line department.
- Support the PMU and implementing departments in contract negotiation, finalization, and signing.
- Provide input to develop and maintain a **Contract Management System** to monitor key milestones, deliverables, payments, and completion timelines.
- Track contract performance, deliverables, and ensure adherence to contractual obligations.
- Review and process contract variations, extensions, and amendments in compliance with World Bank and GoUK procedures.

- Facilitate resolution of contractual disputes and claims, in coordination with the PMU
- Support contract closure and ensure proper documentation and record-keeping.

III. Deliverables

Deliverable	Timelines/ Frequency
Updated Procurement Plan in STEP	Weekly or immediately as and when the activity is being done
Procurement and Contract Status Reports	Monthly
Bid Evaluation Reports and Award Recommendations	With in 10 days of opening
Finalisation of Bidding/RFP Documents	As and when required
Contract Management Dashboard and Reports	As and when required
Capacity Building Reports / Training Materials	As scheduled
Final Assignment Completion Report	End of Contract
Provide recommendation and documents for making payments as per the provisions of the contract.	Within 2 working days

IV. Facilities to be provided by the Client

- Furniture Office space, laptop/desktop, printer.
- Travel as per project's approved norms.
- No vehicle will be provided for pvt/personal use.

V. Confidentiality

All the information, documents, and data obtained during the course of assignment shall be treated as confidential and shall not be shared or used for any purpose other than for execution of assignment.

VI. Performance evaluation and contract extension

Performance will be reviewed based on:

- Timely procurement,
- Quality of outputs,
- Responsiveness to project needs,
- Adherence to World Bank & GoUK procedures,
- Team work and tendency to initiate job at its own within given time frame.
- Professional efficiency.

Terms of References

For

Procurement Assistant

PMU, Strengthening Public Financial Management for improved service delivery

Job Title:	Procurement Assistant
Location:	PMU, Dehradun
Number of Post:	01 (One)
Contract Term:	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
Honorarium:	INR 40,000/- to INR 75,000/- with provision of annual increment. (Initial appointment will be made on minimum of the above pay scale or with 10% increase over the last drawn salary, whichever is less)
Start Date:	Immediate.
Reporting to:	Procurement & Contract Management Expert, Project Manager, Finance Controller, Additional/ Project Director, PMU

Background

The government of Uttarakhand intends to implement reform in public financial management for better governance, efficiency in service delivery, making government more accountable and transparent and to get the value for money. For this, it has sought technical and financial assistance from World Bank upto the tune of Rs 680 crores to support the expansion and deepening of the ongoing PFM reform plan as to synchronize it with standard global PFM practices.

The World Bank has consented to finance the project titled “Strengthening Public Financial Management for improved service delivery”. For this, various activities like consulting services, development of software, procurement of hardware, upgradation of manual processes to online and capacity building by providing exposure to imminent institutions are to be taken under the project.

Purpose of the Job

The **Procurement Assistant** will be responsible for assisting the procurement cum contract management expert in managing procurement processes, and ensuring effective contract management across project activities. He will assist in carrying out the job of preparing RFP, evaluation of bid, contract negotiation, preparing & signing of contract. He is also responsible for preparation of letters and initiate the process of payments.

Person Specification

I. Qualification & Experience:

B.E/B.Tech/MBA/Post Graduate with minimum **03 years** of experience in procurement and experience in any externally aided projects will be given preference. Understanding of World Bank Procurement Regulations (IPF Borrowers 2016, updated 2020/2023/2025), e-

procurement, State Procurement Rule 2025 and Procurement through GeM. Procurement training on World Bank Procurement attended and any certificate of online course of World Bank Procurement would be an added advantage.

II. Scope of Work

- Assist in preparation, updation, and monitoring the **Project Procurement Strategy for Development (PPSD)** and **Procurement Plan**.
- Assist in Developing the bidding documents, Requests for Proposals (RFPs), Terms of Reference (ToRs), and other solicitation documents as per World Bank standard templates.
- Assist in managing the full procurement cycle for goods, works, and consulting/non-consulting services, including advertisement, pre-bid meetings, evaluation, and contract award.
- Assist in updation of all procurement actions in the **World Bank's Systematic Tracking of Exchanges in Procurement (STEP)** system.
- Maintain complete and accurate procurement documentation and records.
- Support audit reviews and respond to audit queries related to procurement.
- Initiate process of payments as per the provisions of the contract of line department.
- Track contract performance, deliverables, and ensure adherence to contractual obligations.
- Review and process contract variations, extensions, and amendments in compliance with World Bank and GoUK procedures.
- Facilitate resolution of contractual disputes and claims, in coordination with the PMU
- Support contract closure and ensure proper documentation and record-keeping.

III. Deliverables

Deliverable	Timelines/ Frequency
Assist in updation of Procurement Plan in STEP	Weekly or immediately as and when the activity is being done
Assist in Procurement and Contract Status Reports	Monthly
Assist in Bid Evaluation	Within 10 days of opening
Assist in preparation of RFP Documents	As and when required
Assist in preparation of Final Assignment Completion Report	End of Contract
Initiate payments as per the provisions of the contract.	Within 2 working days

IV. Facilities to be provided by the Client

- Furniture Office space, laptop/desktop, printer.
- Travel as per project's approved norms.
- No vehicle will be provided for pvt/personal use.

V. Confidentiality

All the information, documents, and data obtained during the course of assignment shall be treated as confidential and shall not be shared or used for any purpose other than for execution of assignment.

VI. Performance evaluation and contract extension

Performance will be reviewed based on:

- Timely procurement,
- Quality of outputs,
- Responsiveness to project needs,
- Adherence to World Bank & GoUK procedures,
- Team work and tendency to initiate job at its own within given time frame.
- Professional efficiency.

Strengthening Public Financial Management for Improved Services Delivery in Uttarakhand Project

37A, IT Park, SIIDCUL, Sahastradhara Road, Dehradun – 248001 (Uttarakhand)

APPLICATION FORM FOR ENGAGEMENT BY SELECTION

(Last date for submission of application form is 17th August 2026 at 4:30 pm)

1.	Name of the Post applied for:		
2.	Period required to join if selected:		
3.	Name in full (in capital letters)		
4.	Father's/Husband's name		
5.	Date of birth (DD/MM/YYYY)		
6.	Nationality : Gender:		
7.	Email id (Mandatory as all future communication will be on this email id) Contact Number:		
8.	Postal address for communication with pin code		
9.	Permanent address for communication with pin code		
10.	Have you ever been convicted by a Court of Law or is there any criminal case/disciplinary action pending against you?	<i>If YES please give details in separate sheets.</i>	

11. Educational/Professional and Technical Qualification (Starting from Graduation) Do not attached any copies/originals, they would be required at the time of interview/ verification:

Sl	Examination Passed	Name of the Board/ University	Regular /Private	Duration of Degree/ Diploma/ Training	Year of Passing	CGPA % of marks & Division /Class	Specialization
1.							
2.							
3.							
4.							
5.							

12. Details of employment from latest organization / assignments. Do not attached any copies/originals, they would be required at the time of interview/ verification:

Sl	Department/ Organization	EAP/ Funding Agency, if Any	Post held	Period of employment		Total No. of years	Key Job Responsibilities	Scale Pay
				From	To			Consolidated

13. Details of experience in Externally Aided Projects (in reverse chronology order). Do not attached any copies/originals, they would be required at the time of interview/ verification:

Sl	Department/ Organization	EAP/ Funding Agency, if Any	Post held	Period of employment		Total No. of years	Key Job Responsibilities
				From	To		
1							
2							
3							
4							
5							
6							
7							

14. Details of specific experience (for the post of Procurement & Contract Management Expert only)

Sl	Experience	Name of the organization	Period of employment		Details of activities carried out
			From	To	
1.	In Procurement				
2.	In Contract Management				
3.	Workshop attended in EAP (number)				
4.	Training (online or offline) attended in EAP (number)				

* For point 11, 12, 14 & 14 attach separate sheet, if required.

15.	References : (Only seniors but not related)		
(i)	Name: Designation & Organization Postal address: Mobile No. E-mail id:		
(ii)	Name: Designation & Organization Postal address: Mobile No. E-mail id:		
16.	Additional remarks such as special qualificaiton or experience not covered in the preceeding colums		
17.	Language compentency: English Hindi <i>(Pl mention 'Yes' or 'No' agaist each)</i>	Read	Write Speak

18. Please write one paragraph in own handwriting (not more than 250 words) in the space below justifying your suitability for the assignment applied for:

Number of additional sheets enclosed with the application

DECLARATION

I hereby declare that above information are true to the best of my knowledge and belief. I further declare that I have not concealed any information which may debar my candidature for the post applied. If at any point of time the information is found to be incorrect, the competent authority of the project has power to terminate my assignment and may initiate a suitable action of law.

Place:

Date:

Signature of the Applicant

General Conditions

1. This assignment is purely on contractual basis for an initial period of one year, with provision of extension with annual increment depending upon the individual performance and project requirements.
2. The selected applicant will not have any claim or right for a permanent post with the project or GoUk or any of its organization.
3. In case of more applications, screening will be done based on educational, professional and experience criteria. The total experience will be considered post qualification. Only shortlisted candidates will called for interview for which no TA/DA will be provided.
4. Working applicant is required to provide NOC from his current employer at the time of interview/joining.
5. All communication will be done through email and no separate communication will be sent.
6. Selected candidates will have to produce original documents at the time of joining and self-attested copy of all documents shall be provided.
7. The project reserves the right to increase/decrease/cancel the whole process engagement without assigning any reason.
8. Canvassing in any form or bringing any influence political or otherwise will be treated as a disqualification and project reserves the right not to consider such applications for the selection process.
9. Candidates are advised to keep checking the website and their email for any information updates.
10. Application only on the prescribed format should be sent by speed post or through e-mail to pmu.spfm@gmail.com in PDF form duly signed as to reach latest **by 17th August 2026 4:30 pm** to the:-

**“Project Director, SPFM,
37A, IT Park, SIIDCUL, Sahastradhara Road,
Dehradun, Uttarakhand – 248001 (Uttarakhand)**

11. Application received after due date & time will not be entertained and summarily rejected and no communication in this regard will be entertained.

Place:

Date:

Signature of the Applicant