

## PROJECT MANAGEMENT UNIT

Strengthening Public Financial Management for Improved Service Delivery in Uttarakhand Project  
31/62, Rajpur Road, Urban Development Directorate, 3<sup>th</sup> Floor,  
Dehradun- 248001, 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 10<sup>th</sup> April 2026 at 5:00 pm. Application received after due date and time will be summarily rejected.

### Detail of Contractual post and type of assignment:-

Sl No	Name of Post	No of Post	Remuneration (in INR)
1.	Additional Project Director	01	150000/- to 225000/-
2.	Project Manager	01	125000/- to 200000/-
3.	Finance Expert	02	125000/- to 200000/-
4.	Procurement cum Contract Management Expert	02	125000/- to 200000/-
5.	Manager Accounts	01	80000/- to 140000/-
6.	System Administrator(IT Expert)	01	80000/- to 140000/-
7.	GIS Expert	01	80000/- to 140000/-
8.	Account Specialist	01	50000/- to 90000/-
9.	Procurement Assistant	02	40000/- to 75000/-
10.	Project Assistant	02	40000/- to 75000/-
11.	Data Entry Operator	02	25000/- to 45000/-

PROJECT DIRECTOR

## Terms of References

For

### **Additional Project Director**

#### **PMU, Strengthening Public Financial Management for improved service delivery**

<b>Job Title:</b>	Additional Project Director
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	01
<b>Contract Term:</b>	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
<b>Remuneration:</b>	INR 1,50,000/- to INR 2,25,000/- 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)
<b>Start Date:</b>	1 <sup>st</sup> May 2026 or later
<b>Reporting to:</b>	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 the Project Director in day-to-day work.
- To support the PMU and coordinate with Finance Department of Uttarakhand, Department of Economic Affairs, and World Bank.
- To review the activities, that will be carried out by various line departments and ensure their timely completion of same.

#### **Person Specification**

##### ***I. Qualification & Experience:***

###### **(A) On Deputation**

Additional Secretary Finance / any gazetted officer of State Govt who is working at pay level 13 or above.

OR

## **(B) On Contractual engagement from open market**

Post Graduate / MBA with experience of 20 years or more in financial matters and minimum experience of execution of at least 05 Externally Aided Projects. Knowledge of State Procurement Rules of Uttarakhand and World Bank Procurement Procedures and Processes is essential along with hands-on MS Office and ability to write reports in English and Hindi is required.

## **II. Scope of Work**

- (a) To assist the 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, ensure timely conduct of HPC/Steering Committee meetings and ensure timely mid-term corrections, if required.
- (c) Oversee day to day operations of PMU and ensure administrative control under the guidance of Project Director.
- (d) Responsible for the day-to-day coordination of activities with the line departments.
- (e) Act as focal point to monitor progress, identify bottlenecks and inform Project Director to take corrective actions for smooth implementation of the project activities.
- (f) To support the PMU and coordinate with Finance Department of Uttarakhand, Department of Economic Affairs, and World Bank.
- (g) Any other work assigned by Project Director.

## **III. Deliverables**

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

## **IV. Facilities to be provided by the Client**

- Office space, Furniture, laptop, printer & office supplies.
- Transportation facilities.
- Travel as per project's approved norms.

## **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

### **Project Manager**

#### **PMU, Strengthening Public Financial Management for improved service delivery**

<b>Job Title:</b>	Project Manager
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	01
<b>Contract Term:</b>	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
<b>Remuneration:</b>	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)
<b>Start Date:</b>	1 <sup>st</sup> May 2026 or later
<b>Reporting to:</b>	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 coordinate and review the job of PMU officials in day-to-day work.
- Act as Nodal Officer to the line department from PMU side.
- To coordinate with all stake holders for review meetings and make presentation on behalf of PMU.

#### **Person Specification**

##### ***I. Qualification & Experience:***

###### **(A) On Deputation**

Currently working gazette officer in State Government at pay level 10 or above.

OR

### **(B) On Contractual engagement from open market**

Post Graduate / MBA with minimum experience of 10 years or more in managing project or dealing with financial matter and minimum experience of execution of atleast 02 Externally Aided Projects. Hands on MS Office and ability to write reports in English and Hindi is required.

### **II. Scope of Work**

- (a) To assist the Additional Project Director/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) Manage Human Resource related matters of the PMU.
- (c) Develop regular plans for the project activities of line department& ensure its timely execution.
- (d) Responsible to see that all reform activities to their allocated line department will be carried out as per the intended objectives.
- (e) Part of procurement committee and technical review committee for discharging its functions.
- (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.	Daily
2.	Develop Plan & its updation of allocated line department	Weekly
3.	Regular monitoring of line department activities and their timely execution.	Regular
4.	Timely publication of bids/advertisement.	As & when required
5.	To organize meetings with all stake holders and make presentation on behalf of PMU.	As and when required

### **IV. Facilities to be provided by the Client**

- Furniture Office space, laptop, printer.
- Travel as per project's approved norms.

### **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 intended objectives,
- Quality of outputs,
- Responsiveness to project needs,
- Team work and tendency to initiate job at its own.
- Professional efficiency.

## **Terms of References**

For

### **Finance Expert**

#### **PMU, Strengthening Public Financial Management for improved service delivery**

<b>Job Title:</b>	Finance Expert
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	02
<b>Contract Term:</b>	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
<b>Remuneration:</b>	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)
<b>Start Date:</b>	1 <sup>st</sup> May 2026 or later
<b>Reporting to:</b>	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:***

CA / MBA Finance with minimum experience of 20 years or more in financial matter and minimum 03 years of experience of execution of any Externally Aided Projects. Knowledge of State Procurement Rules of Uttarakhand and World Bank Procurement Procedures and Processes is essential along with hands on MS Office and ability to write reports in English and Hindi is required.

### ***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**

<b>Job Title:</b>	Procurement & Contract Management Expert
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	02
<b>Contract Term:</b>	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
<b>Remuneration:</b>	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)
<b>Start Date:</b>	1 <sup>st</sup> May 2026 or later
<b>Reporting to:</b>	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

anyexternally 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***

<b>Deliverable</b>	<b>Timelines/ Frequency</b>
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

### **Manager Accounts**

#### **PMU, Strengthening Public Financial Management for improved service delivery**

<b>Job Title:</b>	Manager Accounts
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	01
<b>Contract Term:</b>	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
<b>Remuneration:</b>	INR 80,000/- to INR 1,40,000/- with annual 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)
<b>Start Date:</b>	1 <sup>st</sup> May 2026 or later
<b>Reporting to:</b>	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**

- To assist PMU in day-to-day work relating to Finance &Accounts.
- To coordinate with Finance Department of Uttarakhand, and World Bank.
- Timely compliance of statutory obligations.
- To process the payments relating to various obligations of PMU & line departments.
- To support internal/external auditor and preparation of annual financial statements.

#### **Person Specification**

##### ***I. Qualification & Experience:***

CA / M. Com/MBA Finance with minimum 10 year experience of account’s work and minimum 02 years of experience of any Externally Aided Projects. Adequate knowledge of GST, Income tax along with hands on MS Office is

required. Proficiency/experience/familiarity with World Bank Financial Management safeguards & guidelines would be an added advantage.

## **II. Scope of Work**

- (a) To assist the Finance Controller 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) To prepare monthly expenditure, IUFR and bank reconciliation.
- (c) Ensure the timely payments of the bills submitted to PMU.
- (d) Coordinate and provide support to internal & external auditor and put up the response of the audit observations concerning accounts/payments.
- (e) To initiate the proposal for discharge of funds and prepare and submit the utilization certificate to the concerned.
- (f) To prepare the monthly MIS as per requirement of the higher authority.
- (g) Any other work assigned by Finance controller/Additional/ Project Director.

## **III. Deliverables**

Sl No	Deliverables	Timeline / Frequency
1.	To report the Finance Controller Project Director regarding expenditure of the project.	Daily
2.	Develop cashflow & its updation as per need of the future payments	Weekly
3.	Ensure regular updation of all transaction entry in Tally software	Daily
4.	To support PMU, Finance Dept, 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 release of payments,

- 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

### **System Administrator(IT Expert)**

#### **PMU, Strengthening Public Financial Management for improved service delivery**

<b>Job Title:</b>	System Administrator(IT Expert)
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	01
<b>Contract Term:</b>	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
<b>Remuneration:</b>	INR 80,000/- to INR 140,000/- 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)
<b>Start Date:</b>	1 <sup>st</sup> May 2026 or later
<b>Reporting to:</b>	Project Manager, 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**

System Administrator will play a pivotal role in managing and implementing the information technology infrastructure, developing and updation of project website & operational support to all project activities. Will be responsible for advising broad specifications for procurement of hardware & software.

#### **Person Specification**

##### ***I. Qualification & Experience:***

BTech(IT/Computer Science) / MCA/ME(IT/Computer Science) /MSc Computer Science with minimum 5 years of experience in procurement of IT related items. Should be well versed with the process of Procurement by e-portal and GeM Portal. Knowledge of State Procurement Rules of Uttarakhand and World Bank Procurement Procedures and Processes is

essential along with hands on MS Office and ability to write reports in English and Hindi is required.

## **II. Scope of Work**

- (a) To advise in preparation of specification for procurement of Hardware & Software for PMU & Line Department.
- (b) Coordinate with State IT Committee to get the prompt clearance.
- (c) Will ensure that all purchase order, related to PMU & Line Department, be issued as per specification approved by the IT committee and will certify the delivery as per specification placed in purchase order.
- (d) Develop, maintain and update project website.
- (e) 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.
- (f) Ensure that all hardware & software related project activities of allocated line department will have to be completed in given time frame.
- (g) Responsible to see that all hardware & software purchase from project budget be duly installed and are in use. Their warranty and guarantee should be clearly monitored and any troubleshoot be addressed on priority.
- (h) Coordinate and provide support to PMU staff in discharging their duties.
- (i) Any other work assigned by Project Manager, Finance Controller, Additional/ Project Director.

## **III. Deliverables**

Sl No	Deliverables	Timeline / Frequency
1.	To report the Project Manager, Finance Controller, Additional/Project Director regarding progress of the IT related activities.	Daily
2.	Develop IT related procurement cycle with the help of line departments.	As required
3.	Finalization of IT related specification as per requirement of the line departments.	7 days from the date of given task.
4.	Vetting of IT related specification by the State IT committee.	Regular
5.	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 assigned task,
- Quality of outputs,
- Responsiveness to project needs,
- Adherence to World Bank & GoUK rules & procedures,
- Team work and tendency to initiate job at its own.
- Professional efficiency

## Terms of References

For

### **GIS Expert**

#### **PMU, Strengthening Public Financial Management for improved service delivery**

<b>Job Title:</b>	GIS Expert
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	01
<b>Contract Term:</b>	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
<b>Remuneration:</b>	INR 80,000/- to INR 1,40,000/- with annual 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)
<b>Start Date:</b>	1 <sup>st</sup> May 2026 or later
<b>Reporting to:</b>	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**

The GIS expert will be responsible for overall monitoring and evaluation of GIS work across 93 ULB's. Will prepare a plan for GIS survey work for the designated firm and make its mid-term correction if necessary. He will also ensure the timely completion of the said job.

#### **Person Specification**

##### ***I. Qualification & Experience:***

Post Graduation in Remote Sensing and Geo Informatics

OR

Urban Planning/Geography with One year PG diploma in Remote sensing & GIS/Geo Informatics/Geo spatial science

Besides above minimum **05 years** of experience indeveloping and maintaining GIS. They should have working knowledge on use of satellite/drone imagery for property tax

mapping/planning. Hands on MS Office and ability to write reports in English and Hindi is required.

## **II. Scope of Work**

- (a) To monitor the GIS survey work carried out by designated firm. She/he will also be responsible for integration of data in assigned format and validate the accuracy of the data.
- (b) She/He will prepare the project timeline, data standard protocol for designated firm and ensure its implementation in given time frame.
- (c) Coordinate with all stakeholders and try to overcome any bottleneck during the implementation of the said job.
- (d) To initiate the payment process for completed deliverables as per terms & conditions of the contract.
- (e) Will Review and ensure progress of GIS work across all ULBs and will communicate the progress made accordingly to Program Manager, Additional/Project Director.
- (f) To guide the firm in carrying out the smooth functioning of the assigned job.
- (g) Coordinate and provide support to PMU staff in discharging their duties.
- (h) Any other work assigned by Additional/ Project Director.

## **III. Deliverables**

Sl No	Deliverables	Timeline / Frequency
1.	To report to the Program Manager Additional/Project Director regarding progress of the project.	Daily
2.	Develop Plan, update & its mid term correction.	Regular
3.	Monitoring of GIS Work, update GIS Software and mentoring of firm.	Regular
4.	To support Program Manager, Additional/Project Director.	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

### **Accounts Specialist**

#### **PMU, Strengthening Public Financial Management for improved service delivery**

<b>Job Title:</b>	Accounts Specialist
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	01
<b>Contract Term:</b>	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
<b>Remuneration:</b>	INR 50,000/- to INR 90,000/- 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)
<b>Start Date:</b>	1 <sup>st</sup> May 2026 or later
<b>Reporting to:</b>	Manager Accounts, Finance Controller, 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 relating to Finance &Accounts.
- Timely compliance of statutory obligations.
- To process the payments relating to various obligations of PMU & line departments.
- To support internal/external auditor and preparation of annual financial statements.
- Prepare, maintain and update books of accounts of project in Tally.
- To process bill received to ensure timely payments.

## **Person Specification**

### ***I. Qualification & Experience:***

B. Com with minimum 05year of experience of accounting & related work, and minimum01 years of experience of any Externally Aided Projects.Adequate knowledge of GST, Income tax along with hands on MS Office, and Tally. Proficiency/experience/familiarity with State Finance &World Bank rules & procedures would be an added advantage.

### ***II. Scope of Work***

- (a) To assist the Manager Accounts 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) Updation of entries in Tally.
- (c) Maintain payment files and vouchers.
- (d) To prepare bank/vendor reconciliation.
- (e) To assist in accounts, income tax matters, utilization certificate and schedule of expenditure and necessary correspondence in this regard under the supervision of Manager Accounts.
- (f) Any other work assigned by Manager Accounts.

### ***III. Deliverables***

Sl No	Deliverables	Timeline / Frequency
1.	Entries in Tally software.	Daily
2.	Vouching and filing of documents related to accounts. Preparation of note-sheets for processing bills.	Daily
3.	Preparation of cashflow/Bank reco/Vendor Reconciliation	Regular
4.	To support PMU, Finance Dept, 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 release of payments,
- 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 Assistant**

#### **PMU, Strengthening Public Financial Management for improved service delivery**

<b>Job Title:</b>	Procurement Assistant
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	02
<b>Contract Term:</b>	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
<b>Honorarium:</b>	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)
<b>Start Date:</b>	1 <sup>st</sup> May 2026 or later
<b>Reporting to:</b>	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 with minimum **03 years** of experience in procurement and 01 year 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**

<b>Deliverable</b>	<b>Timelines/ Frequency</b>
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	With in 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.

## **Terms of References**

For

### **Project Assistant**

#### **PMU, Strengthening Public Financial Management for improved service delivery**

<b>Job Title:</b>	Program Assistant
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	02
<b>Contract Term:</b>	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
<b>Remuneration:</b>	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)
<b>Start Date:</b>	1 <sup>st</sup> May 2026 or later
<b>Reporting to:</b>	All concerned of 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 Project Assistant will be custodian of all project documents (except procurement related documents). Will look after the document control procedures and proper security of important document. Cataloging them, and retrieving them when needed. Will be capable of preparing power points for various presentations and prepare minutes of meeting.

#### **Person Specification**

##### ***I. Qualification & Experience:***

Graduate with 5 year experience of office procedure along with Experience of MS office with bilingual typing knowledge. Experience of Externally Aided projects will be given preference. Bilingual minimum typing speed 4000 KDPH is must.

## **II. Scope of Work**

- (a) Day to day management, upkeeping & maintenance of project documents and reports in hard as well as in digital form.
- (b) Develop a long term strategy for effective storage & retrieval of project documents as and when necessary.
- (c) Protect sensitive information and ensure confidentiality of unauthorized access.
- (d) Ensure preparation of required project reports as per World Bank & project guidelines.
- (e) Participate in the meeting with various stake holders & will prepare the PPT & MoM.
- (f) Providing all relevant documents during statutory audit, mission & for other meeting.
- (g) Any other work assigned by PMU officials.

## **III. Deliverables**

Sl No	Deliverables	Timeline / Frequency
1.	Disposal of assigned work	Daily
2.	Filing of documents.	Daily
3.	Maintenance of project documents	Regular
4.	Timely preparation of PPT and MoM	As and when required
5.	To support PMU.	As and when required

## **IV. Facilities to be provided by the Client**

- Furniture Office space, 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:

- Proper upkeeping of project documents,
- Quality of outputs,
- Responsiveness to project needs,
- Team work and tendency to initiate job at its own.
- Professional efficiency



## **Terms of References**

For

### **Data Entry Operator**

#### **PMU, Strengthening Public Financial Management for improved service delivery**

<b>Job Title:</b>	Data Entry Operator
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	02
<b>Contract Term:</b>	Initially 1 Year, possibility for extension subject to the satisfactory performance & project requirements.
<b>Remuneration:</b>	INR 25,000/- to INR 45,000/- 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)
<b>Start Date:</b>	1 <sup>st</sup> May 2026 or later
<b>Reporting to:</b>	All concerned of 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**

- Responsible for Daily Office Work.
- File maintenance and organisation.
- Making sure that every relevant document will be put up in file for further processing.
- Maintenance of Dak receipt and dispatch register.
- To help in data entry work.

#### **Person Specification**

##### ***I. Qualification & Experience:***

Any Graduate with minimum 03year of experience in office procedure pertaining to any office. Experience of MS Office with bilingual typing knowledge is essential. Experience of Externally Aided projects will be given preference. Bilingual minimum typing speed 4000 KDPH is must.

## **II. Scope of Work**

- (a) Support senior officials and executives with data feeding and data entry tasks.
- (b) Providing information based on data entry function to the right individuals as well as composing and typing correspondence in Hindi & English Language.
- (c) Organize & maintain data entry records and files, including creating reports.
- (d) Efficiency in computer operating, data entry, data record keeping and data entry operation, data management & different IT related works,
- (e) Any other work as and when required.

## **III. Deliverables**

Sl No	Deliverables	Timeline / Frequency
1.	Disposal of assigned work	Daily
2.	Filing of documents.	Daily
3.	Maintenance of dispatch register	Regular
4.	To support PMU.	As and when required

## **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 release of payments,
- Quality of outputs,
- Responsiveness to project needs,
- Team work and tendency to initiate job at its own.
- Professional efficiency



# Strengthening Public Financial Management for Improved Service Delivery in Uttarakhand Project

## APPLICATION FORM FOR ENGAGEMENT BY SELECTION

(Last date for submission of application form is 10<sup>th</sup> April 2026 at 5:00 pm.

1. Name of the assignment applied for:	
2. Period required to join if selected:	Affix a recent passport size photograph duly attested by the candidate
3. Name in full (in capital letters)	
4. Father's/Spouse Name:	
5. Date of Birth:	
6. Nationality  Gender:	
7. Email id <i>(Mandatory as all future communication will be on this email id)</i> Contact Number:	
8. Postal address for communication with PIN code	
9. Permanent address with PIN Code	
10. Have you ever been convicted by a court or any criminal / disciplinary proceeding against you?	Yes / No  <i>If yes please furnish the details in separate sheet.</i>

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

Sl.	Department /Organization	Post held	Regular/ Temporary /Permanent/ Contract	Period of employment		Total No. of years	Key Job Responsibilities	Remuneration (per month)
				From	To			
1								
2								
3								
4								
5								

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

Sl.	Name of EAP	Post held	Period of employment		Total No. of years	Key Job Responsibilities relating to EAP only
			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 Organisation	Period		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 and 12, 13 and 14 attach a separate sheet if required.

15.	References: (Only seniors but not related)	
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(i)	Name: Designation & Organization: Postal address: Phone number: E-mail id:	Contact #:
(ii)	Name: Designation & Organization: Postal address: Phone number: E-mail id:	Contact #:
16.	Additional remarks such as special qualification or experience not covered in the preceding columns.	
17.	Language competency: English Hindi(pl mention 'Yes' or 'No' against each)	Read                  Write                  Speak

**18. Please write one paragraph with reference to your proposed assignment in your own handwriting (not more than 150 words) justifying your suitability for the post applied.**

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:

Signatures

Date:

### **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 organisation.
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](mailto:pmu.spfm@gmail.com) in PDF form duly signed as to reach latest by 10<sup>th</sup> April 2026 at 5:00 pm to the:-  
“Project Director, SPFM,  
31/62 Rajpur Road,  
3<sup>rd</sup> Floor UDD Building,  
Dehradun – 248001”
11. Application received after due date & time will not be entertained and summarily rejected and no communication in this regard will be entertained.

Place:

Signatures

Date: