**TERMS OF REFERENCE**

**Individual Consultant –Finance**

# Background

The Government of Odisha (GoO), through the Odisha Livelihoods Mission (OLM) is spearheading the implementation NRLM/NRLP. The Project aims to improve rural livelihoods and enhance social and economic empowerment of the rural poor. This would be done by developing organizations of rural poor and producers to enable them to access and negotiate better services, credit and assets from public and private sector agencies and financial organizations.

1. **Need for Individual Financial Management Consultant**

The need for Individual Financial Management Consultant arises to provide support to ADDL. CEO. (Finance), PM (Financial Management) and PE (Cash and Advance) at State office regarding responsibilities relating to financial management during the scale up and expansion phase of the project.

1. **Scope of Work:**

The scope of work will include support to ADDL. CEO (Finance), PM (Finance) and PE (Cash & Advance) at SMMU in the following matters:

**Financial Management and Accounts**

1. Maintenance of books of accounts of OLM such as cash book, ledger, voucher etc. manually
2. Writing of cheques.
3. Providing support for proper maintenance of accounts in establishment finance.
4. Calculating and filing of Tax Obligations
5. Monitoring registration of TAN number for districts.
6. Collection and compilation of reports from districts

Any other responsibility assigned by the management from time to time which can be linked with the Individual Consultants and which will be at the discretion of monitoring committee

1. **Period of assignment**

The services of the Consultants would be initially required for a period of one year starting from date of signing of the contract and in case of project’s need and performance of the consultant it can be extended further.

1. **Data, services and facilities provided by the OLM**
2. All data will be provided as per the needs and requirement.
3. Proper seating and filling arrangement, computer system will be made available
4. Other normal facilities in the office availed by the OLM staffs will also be available to Individual Consultants.
5. **Deliverables**

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| --- | --- | --- |
| Sl. No. | Deliverables | Period |
| 1 | Maintenance of books of accounts of OLM such as cash book, ledger, voucher etc. manually | Everyday |
| 2 | Writing of cheques, depositing in bank and preparation of BRS | Regularly |
| 3 | Providing support for proper accounting in establishment finance. | Everyday |
| 4 | Calculating and filing of Tax Obligations | Quarterly/ Whenever required |
| 5 | Monitoring registration of TAN number for districts. | Regularly |
| 6 | Assistance in Collection and compilation of reports from districts | Regularly |
| 7 | Any other task assigned by Addl. CEO (Finance)/PM(Finance)/PE(Cash & Advance) | - |

1. **Composition of review committee and review procedures to monitor consultants work**

Review will be done for the work performed by the Individual Consultant, on monthly basis, after which fee of consultants will be released. Review committee will be constituted by the SMD-cum-CEO, OLM.

1. **Qualification and experience**

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| --- | --- |
| Area of Specific Expertise Desired | Minimum Qualification and professional Experience desired |
| Preparation, Maintenance and consolidation of books of accounts and compilation of reports. | 1. Graduation, B.COM (Accounts) 2. Knowledge of TALLY 3. Minimum experience of two years required. 4. Experience in Livelihoods project will be given preference. |

# Terms and Conditions

* Consultants should attend OLM office everyday during regular office hours and they are entitled to holidays as per OLM norms for the staff.
* **The interested candidates will submit their CV in the prescribed format only.**
* The Consultant needs to follow the timeline and quality standard as per the agreed ToR.
* The Mission Director reserves the right to cancel the consultancy at any time during the process for any reason, if the Consultant does don’t deliver as per the ToR or if found indulged in any unfair practices that bring bad names for the Project, its staff or Clients.