

Assam State Disaster Management Authority**Vacancy Announcement**

Applications along with Prescribed Application Form, attested copies of all certificates, mark sheets, recent passport size photo, experience certificates etc., are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA (AIRBMP Project).

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before applying, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

Sl. no.	Name of the Post	No. of posts	Last date/time of submission of applications
1	Financial Management & Disaster Risk Financing Specialist	1 (one) No.	18-01-2025 / 5:00 PM

**The Chief Executive Officer,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006, Assam.**

Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications.

Further details and prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in>

**Project Officer - AIRBMP,
Assam State Disaster Management Authority.**



Assam State Disaster Management Authority
Ancillary Block, Janata Bhawan
Dispur, Guwahati- 781006
Phone No: 0361-2237221
Email: asdmaghy@gmail.com

Assam Integrated River Basin Management Project (AIRBMP)

DRAFT TERMS OF REFERENCE (ToR) FOR FINANCIAL MANAGEMENT AND DISASTER RISK FINANCING SPECIALIST (FM & DRFS) IN THE PIU-ASDMA UNDER AIRBMP AT GUWAHATI.

A. BACKGROUND & OBJECTIVES OF THE PROJECT :

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

Therefore, The Government of Assam (GoA) has associated with the World Bank for development of an integrated approach for river basin management in Assam. The Water Resources Department, Government of Assam thus has received through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The World Bank investment project is helping lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. The project components and specific activities of the project aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project also focuses on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation.

The Project Development Objective of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project components are as described below:

- Component 1– Institutional Strengthening and Strategic Studies
- Component 2– Water Resources Management Finances.
- Component 3– Disaster Risk Management.
- Component 4– Contingency Emergency Response.

The project is being implemented by the Flood and River Erosion Management Agency of Assam (FREMAA) and Assam State Disaster Management Authority (ASDMA) is one of the Project Implementing Units implementing Component 3 of the Project. ASDMA now invites applications from eligible Indian citizens to provide the Services of **FINANCIAL MANAGEMENT & DISASTER RISK FINANCING SPECIALIST (DRFS)**. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

B. OBJECTIVES OF THE ASSIGNMENT & SCOPE OF WORK:

1. The objective of the assignment is to ensure implementation of proper Risk Assessment/Management/Mitigation/Reporting strategies associated with post disaster.

The broad objective of the assignment includes:

- Develop disaster risk financing and insurance strategy
- Guide resilient, responsive Public Financial Management (PFM) Systems by pinpointing critical PFM policies and practices that can be strengthened to improve the capability to respond more efficiently and effectively to natural disasters and other catastrophic events through Parametric Insurance options, without loss of the integrity and accountability.

2. The key job responsibilities of the FINANCIAL MANAGEMENT & DISASTER RISK FINANCING SPECIALIST include:

- Lead the work for ASDMA on development of the State DRF strategy.
- Lead and collaborate with all technical experts/consultants and State government on the design and planning of activities.
- Take overall responsibility for timely delivery of the State Disaster Risk Financing Strategy, which is based on a risk layering approach, and identifies appropriate disaster risk financing instruments on a conceptual level for various levels of risk, including risk retention and risk transfer instruments.
- Clearly defined hazards/risks/assets for which government will be liable and scale of liability for each level /layer.
- Lead the examination of current disaster risk financing landscape in the State (including both ex-ante and ex-post instruments) and associated regulatory, operational, financial, technical and institutional gaps strengthening the financial preparedness for disaster relief, early recovery and reconstruction.
- Must ensure the access and availability of data/information and inputs required for DRF Strategy formulation from all available sources.
- Collaborate and coordinate with team working on DRR, Multi hazard vulnerability and risk assessment (MHVRA), and DRF Instruments and contribute to an enhanced overall Disaster Risk Management capability.
- Provide inputs in the development of DRF Instruments
- Lead consultation process with Government counterpart (National & District level) and insurance industry to build ownership and define rollout mechanism for institutional anchoring of national DRF strategy.
- Help develop consensus on DRF Strategy and ensure institutional anchoring of the DRF strategy at government level.
- Propose changes in legal, operational and financial structure for DRF wherever needed.
- Prepare guidelines and framework for effective implementation of DRF Strategy
- Propose the monitoring and evaluation (M&E) framework for DRF strategy implementation.
- Engage with and contribute to 16th Finance Commission on Disaster Risk Financing (DRF).
- Any other task assigned by the Revenue Department and/or State Disaster Management Authority (SDMA), pertaining to State DRF.

3. Other key responsibilities under Financial Management:

- Facilitate in developing and establishing FM arrangements for the project:
Assist in establishing a system of financial management planning, accounting, and monitoring during project implementation with effective MIS, in close liaison with Department of Finance, Water Resources Department (WRD), Assam State Disaster Management Authority (ASDMA), and other such project implementation units (PIUs) added from time to time by FREMAA, in consultation with the World Bank.
- Prepare a draft fiduciary (finance management) manual for the project; and suggest improvements in the same from time to time, to keep the FM Manual relevant.

4. Budgeting:

Assist ASDMA in adequately forecasting funding requirement, annual budgets, as per the norms for funding as well as prioritizing expenditure and work for efficient utilization of funds with appropriate reporting mechanism.

5. Fund Flow arrangement:

Work with various PIUs to establish an effective fund flow arrangement – explore options of implementing Parent-Child Accounting, Just in Time Fund transfer etc.

6. Accounting:

- Assist in designing, developing, and installing a computerized accounting system or assisting in selection of the off-the-shelf accounting software for ASDMA.
- Maintenance of Cash Book, Bills and Vouchers, Ledgers, General Ledgers etc. (books of account) of the Project and Authority on the accounting software.
- Ensure proper maintenance of supporting documents, registers and records in accordance with generally accepted accounting principles.
- Preparing quarterly financial reports to the government and external funding agencies, as per prescribed formats.
- Prepare monthly statement of accounts along with Bank reconciliation of accounts for review of Project Head at ASDMA.
- Monitor expenditure incurred and process payments and disbursements as required under the project
- Work with various PIUs to implement an effective accounting solution for proper maintenance of books of accounts of the project.

7. Statutory compliance:

- Preparation and filing of annual e-TDS Returns, Annual ITR of the Authority, documents for IT exemption etc.
- Obtaining registration under GST and all other applicable statutes from time to time and preparing and filing returns as required.
- Filing and preparation of various statutory returns applicable to society and issuing certificate to concerned parties.
- Filing of annual report and audited financial statements with the Registrar of Societies.

8. Audits (internal and statutory):

- Providing support for conduct of internal and external audits of the Authority for the project, including assistance in selection & contracting of the audit firms.
- Monitor and support internal audit work. The Specialist will help in determination of internal audit plans, including coverage of high-risk transactions. Assist in framing internal control questionnaire in coordination with internal auditor.
- Ensure timely compliance of the audit observations and assist in ensuring that appropriate and timely follow up and remedial actions were taken at the Society as well as the PIUs.
- Undertake field visits and carry out random checks of books of accounts maintained by PIUs from time to time.

9. Reporting:

- Consolidate the financial position of the project with information from all PIUs.
- Prepare quarterly Interim Unaudited Financial Reports (IUFR) as per financing agreement with IBRD.
- Preparation of Annual Financial Statements such as Balance Sheet, Income & Expenditure Statement and other statements and reports that are required as per various statutory requirements
- Assisting in submission of IUFRs and Audit Reports to the World Bank (online in the Client

Connection portal), and any other reporting obligations to stakeholders.

- Provide timely FM inputs for preparation of annual and mid-term progress reports, and other such reports.

10. Other matters:

- Coordinate on FM matters with all relevant line departments in the state to facilitate project implementation.
- Assist in maintenance of assets procured under the project and conduct of annual verification of assets and stock and reconciliation with books of accounts.
- Conduct training and capacity building of the FM staff of ASDMA and other project implementation units (PIUs) to ensure maintenance of separate books of accounts for the project and related documentation.
- Any other work as directed by the CEO/ Executive Committee/ Governing body of ASDMA from time to time.

11. Deliverables:

- State Disaster Risk Financing Strategy
- Mid-term and final progress reports of the assignment.
- Comprehensive working paper on proposed Disaster Risk Financing Strategy with time line and priority list for actions in terms of short term, medium term and long terms
- Continuous and ongoing support in managing and running the DRF unit within the SDMA.
- Finance management manual, quarterly IUFRRs, AFS, annual budgets and expenditure forecasts, expenditure progress reports, and other such reports solicited by the Project Head i.e. CEO, ASDMA; and any other deliverables arising out of the above mentioned tasks.

C. **ESSENTIAL QUALIFICATION AND EXPERIENCE:**

Educational Qualification: A qualified Chartered Accountant OR a candidate with a MBA in Finance OR a Master degree in Commerce from a recognized university (All courses should be full time courses).

In addition, Candidates having Master's degree in Disaster Risk Management, Economics, Public policy / Administration from recognized University/Institution will be given more preferences.

Working Experience: Minimum **Eight (8) years** of **post-qualification experience** or equivalent combination of education and professional experience which includes at least 5 years of working with public sector agencies/ World Bank or Externally aided projects/Government projects/ Government Institutes or undertakings project is required with a proven track record in conducting disaster risk management, disaster risk financing and international development. Experience in Disaster Risk Finance/insurance sector/micro finance sector will be advantageous. Experience in the design of methodology and instruments related to Disaster Risk Finance, Insurance and Risk Transfer Mechanisms, Experience of leading DRF Projects at country level engaging different stakeholders. Sound understanding of employing Catastrophe Risk Modeling Results/Output in the development of DRF Instruments and DRF Strategy; must be well versed in the Financial and Insurance Industry dynamics.

Other relevant Experience:

- **FINANCIAL MANAGEMENT & DISASTER RISK FINANCING SPECIALIST** should have analytical skills, an eye for detail, commercial awareness, numerical skills, planning and organizational skills, and communication and presentation skills
- Sound knowledge and analytical skills on disaster risk management and disaster risk financing;
- Strong and demonstrated skills and experience in working with government authorities and officials and large groups of experts on the topic;
- Knowledge of TALLY and other computerized accounting packages is required. Qualification and Experience:
- Relevant experience in organizing workshops, trainings, and other knowledge exchange activities on the topic;
- Strong communication, interpersonal, outreach, and facilitation skills;

- Proficiency in Microsoft 365 software like Word, Excel, PowerPoint, Outlook, Access, Publisher, and Teams and other software and utility tools related to the job.
- Ability to work as a team with other experts:
- Ability to schedule, manage and deliver multiple tasks against strict deadlines;
- Ability to work independently;
- Excellent oral and written communication and presentational skills in English is required.

Language: Good knowledge of written and spoken English & Assamese will be added advantage.

Age: No age bar applicable as per World Bank Guidelines.

D. Duration of Contract, Notice Period :

- The duration shall be for minimum period of **one (1) year**, to be reviewed and renewed based on performance and work requirement. The consultant shall be based full time at the ASDMA office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.
- The contract with **FM&DRFS** may be terminated by either side at any point of time during the contractual period by serving a **30 days' notice** without assigning any reason and without there by incurring any liability to the CEO/Project Head/Officer/Govt of Assam/Department. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the project closing date. The CEO/Project Head/Officer/Govt of Assam/Department shall not undertake any responsibility for subsequent deployment of **FM&DRFS**.
- The **FM&DRFS** shall not assign or sub-contract, in whole or in part, his/her obligations except with the Reporting Officers' prior written consent. The **FM&DRFS** will have to serve the project on full-time basis. He/she will provide services from the office of the ASDMA.

E. Reporting and Performance Review:

The **FM&DRFS** will report to the CEO/Project Head/Officer of ASDMA. The work and performance of the Specialist shall be reviewed by the CEO/Project Head/Officer on a half yearly and annual basis.

F. Facilities to be provided by the Client (ASDMA):

ASDMA will provide the team with the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs and per diem as per contract. The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities, upon the request of Specialist.
- The applicant should be physically fit to undertake extensive field visit within and outside the state.
- The Selection Committee reserves the power of selecting any candidate depending on the fitment of his candidature vis-à-vis the position advertised even if it requires relaxation in certain qualification criteria.

G. Remuneration:

The consolidated fixed remuneration of the **FM & DRFS** shall be within the range of **₹1,60,000/- to ₹2,00,000/- per month**. Taxes as applicable shall be dealt with as per applicable laws. **TA/DA** and Allowances admissible as per project norms.

Note: This is a draft ToR and CEO/Project Head/Officer, AIRBMP reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.

**Project Officer - AIRBMP,
Assam State Disaster Management Authority.**

18. Email ID, if any:

19. Telephone/ Mobile No.(s), if any:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

20. Distinction/ Award/ Special Achievements/ Extra Curricular Activities (attach a separate sheet if required):

DECLARATION

1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for Educational Qualification / Computer Proficiency and Age.]
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

- **APPLICATION NOT SIGNED BY THE CANDIDATE WILL BE REJECTED.**
- **PHOTOCOPY AND SCANNED SIGNATURE WILL NOT BE ACCEPTED.**

NOTE:

APPLICANTS ARE ADVISED TO SUBMIT THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES **THE CHIEF EXECUTIVE OFFICER, ASSAM STATE DISASTER MANAGEMENT AUTHORITY, ASDMA BUILDING, ASSAM SECRETARIAT, OPP. SECTT. BR. OF SBI, DISPUR, GUWAHATI-06**, ON OR BEFORE THE CLOSING DATE. APPLICATIONS NOT RECEIVED OR DELIVERED AT ASDMA OFFICE WITHIN THE FIXED DATE AND TIME FOR THE PURPOSE OR NOT SUBMITTED IN THE MANNER PRESCRIBED WILL NOT BE CONSIDERED. NO APPLICATION RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED UNDER ANY CIRCUMSTANCE.