

Andhra Pradesh Rural Water Supply & Sanitation Project (APRWSSP)

Terms of Reference (TOR) for Individual Consultant

Accountant

1. Background

- 1.1. The Government of Andhra Pradesh is implementing the World bank assisted Andhra Pradesh Rural Water Supply & Sanitation Project in 6 districts namely Visakhapatnam, Prakasam, Kadapa, Mahaboobnagar, Karimnagar and Adilabad. The broad objective of the Project is in improving rural water supply and sanitation services through progressive decentralization, community participation and enhanced accountability.
- 1.2. The Rural Water Supply & Sanitation Department (RWSSD) has the overall responsibility for implementing the Project. The State Water Sanitation Mission (SWSM), which has already been established under the GOI Swajaldhara Program will be responsible for sector policy, planning and review. The Project Support Unit (PSU) with multidisciplinary team will function as the secretariat to the SWSM and will be assisted by the District Project Support units (D-PSU) for implementing the Project in six districts.
- 1.3. The participating districts will scale up the policies and institutional arrangements based on Swajaldhara principles. The District Water and Sanitation Mission (DWSM) established under the Zilla Parishad (ZP district PRI) will be responsible for the district RWSS program and policy, with the District Water and Sanitation Committee (DWSC) as its executive arm for implementing the program with active participation by the GPs during scheme planning, designing and implementation. D-PSU with multidisciplinary team will support the DWSC in Project implementation.
- 1.4. All financial transactions will be carried out in accordance with the World Bank guidelines. A separate Accounts Manual enunciating the guidelines and procedures is prepared under the project and shall be followed. The Project intends to use part of the proceeds to hire individual consultant for the post of Accountant for the Project Support Unit to help the Financial Expert. These terms of Reference govern the scope of the services to be performed for the assignment of Accountant.

2. Objective

The objectives of the assignment are to carry out the duties and responsibilities of Accountant.

3. Outline of Tasks / Responsibilities of the Consultant:

The Accountant, who has a sound knowledge in maintaining accounts and book-keeping, will assist the Financial expert in the PSU/ D-PSU in accordance with the Government of AP and World Bank Guidelines.

The duties and functions of the Accountant will include, but are not limited to:

- Maintenance of accounts pertaining to all financial transactions in accordance with Government of Andhra Pradesh Financial Rules and Account Code manual, and compliance with financing agreements of the Bank..

- Maintenance of files and Registers pertaining to accounts and stocks of materials etc.
- Build the capacity of D-PSU by training the accounts staff and other staff if necessary.
- Receive financial reports from the D-PSUs, scrutinize and guide the D-PSUs
- Attend regular audit and produce records required by the audit team.
- Preparing the budgets of the project.
- Consolidation of the monthly, quarterly and year-end actual expenditure reports.
- Prepare and submit the IUFRs within agreed time limit.
- Reconciles and prepares statements.
- Prepare and Submit regularly financial reports and audit reports to the World Bank, GOI and GoAP.
- Provides accounting and administrative support to the Finance Expert
- Proper control of the supporting documents for payments and financial reports; preparation of vouchers.
- Maintenance of the internal expenditure control system which ensures that vouchers processed are matched and completed; transactions are correctly recorded and posted.
- Timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Presentation of information on the status of financial resources as required.
- Maintenance of Accounts Receivables and recording of deposits.
- Maintenance of proper filing system for finance records and documents & administrative records and documents.
- Provides administrative support to the office.
- Timely preparation and issuance of the various financial reports
- Any other role assigned by the Project Director/ PSU Experts.

4. Schedule for the Assignment

The services of the consultant is procured for a period of 2 years initially (with possibility of extension)

Facilities to be provided by D-PSU: The consultant will be provided with space at the office of D- PSU to carry out the assignment.

5. Expected Outputs of the Consultant

- Facilitating to ensure satisfactory internal controls, efficiency and effectiveness in project operations, public accountability and transparency (external and internal).
- Reporting requirements of various stakeholders including Government of AP, SWSM and the Bank are met.
- Implementation strategy for Financial, accounting and administrative procedures in accordance with GoAP & World Bank guide lines.

Note – The list as above is only illustrative and not exhaustive.

The reporting requirement:

- Monthly Self – Assessment Report in prescribed format.

6. Specialist Qualification and Experience

The Accountant Specialist will have the following minimum qualifications and specific experience:

- Bachelors Degree, with minimum 3 years of experience in accounting and financial management
- Experience in working with Government of Andhra Pradesh department with accounting function is desirable.
- Must be computer literate in the use of word processor, spreadsheets and any other applications used in the accounting system.
- Experience of working in Community mobilization and Rural Development Projects with external agencies like World Bank or ADB etc., is desirable.
- Must be a person of proven honesty and integrity with no criminal record, result oriented and proactive.
- Excellent written and oral English communication skills.

7. Terms and conditions

- i. The appointment is purely temporary on contract and does not confer any rights for regular appointment.
- ii. The consultant will be paid a consolidated remuneration which is inclusive of all allowances like house rent allowance, medical reimbursement, traveling expenses and local transport cost within city / town.
- iii. TA and DA will be paid for travel at the approved rates of the PSU.
- iv. An advance notice with one month time shall be given in case of your discontinuance
- v. The consultant will be required to give an advance intimation of at least one month time in case of his leaving the post to the Project Director, APRWSSP.
- vi. The consultant would be working full time and should not perform other private or Govt. jobs during the same.
- vii. The consultant has to sign a MOU with the D- PSU in token of having agreed for the contract
- viii. The Project Director reserves the right to terminate the contract without assigning any reason except the condition stipulated at item v.
- ix. Working hours etc. are as per AP State Service Rules.

**Project Director,
PSU, APRWSSP**