**EOI NO: OLM/NRLP/15-16/04 Dated: 19.06.2015**

**REQUEST FOR EXPRESSION OF INTEREST**

***India***

**Odisha Livelihoods Mission**

**National Rural Livelihoods Project (NRLP)**

**Credit No: 4978. IN**

**Assignment Title: “Hiring of 2 Nos. of Individual Consultants (Finance) under Odisha Livelihoods Mission”**

1. The Government of India has availed a credit from International Development Association (IDA), towards the National Rural Livelihoods Project which aims to support the National Rural Livelihoods Mission under the Ministry of Rural Development, Government of India; and intends to apply part of the loan proceeds to make payments under the contract for the following services:

**The consulting services (“for Individual Consultants (Finance) under Odisha Livelihoods Mission”) include following;**

2. **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.

3. **Objectives:**

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.

4. **Scope/ Deliverables:**

 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

**5. Eligibility**:

 Qualification and experience

|  |  |
| --- | --- |
| 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.
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6. The Odisha Livelihoods Mission (OLM) now invites eligible individual consultant to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services in the prescribed format at Annexure-A

7**.** Period of Contract: 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.

8. "The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers “Consultants Selection Guidelines of the World Bank dated January 2011” (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest. " "The Guidelines are available at [www.worldbank.org/procure](http://www.worldbank.org/procure)ment."

9. Consultant will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Consultant Guidelines (NRLM Procurement Manual)

10. Further information can be obtained at the address below during office hours i.e. 10.00 to 17.00 hours and the details ToR and NRLM Procurement Manual can be seen and downloaded in OLM website www.tripti.org and [www.ormas.org](http://www.ormas.org)

11. In case of any Addendum/Clarification/Corrigendum/Extension regarding this EOI, the same will be published in the above websites.

12. Expressions of interest in sealed envelope must be delivered in a written form to the address below (in person, or by post/courier) latest by 04.07.2015 ,17.00 Hours (IST).

State Mission Director-Cum-CEO

Odisha Livelihoods Mission (OLM)

SIRD Campus, Unit-8, Bhubaneswar

Contact Person- Goutam Mohanty

PM (Procurement),0674-2560166

 Sd/-

 **State Mission Director-Cum-CEO**

 **Annexure-A**

 **Odisha Livilihoods Mission**

**Panchayatiraj Department , Government of Odisha**

Attach a Self attested Passport Size Photo

**Application for Individual Consultant-Finance**

Ref No (official use only)

1. Name of Applicant :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Father’s Name :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Age as on 10.06.2015 :- \_\_\_\_\_\_\_ Years \_\_\_\_\_\_\_\_Months \_\_\_\_\_\_\_\_\_\_\_\_Days

4. Qualification :-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Permanent Address :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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6. Address for Communication :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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7. Telephone No :-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mob No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Email Address :-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Month and Year of Experience Organization wise:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Organization** | **Duration****(From –To)** | **Job responsibility** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

10. Knowledge of Tally :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N.B:-** *Attach Additional Sheet if Required*

I hereby declare that the information furnished above are true and correct to the best of my knowledge

Date :-

Place :-

Signature of Applicant