Terms of Reference
Consultant (Finance)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare (MoH&FW) is seeking applications from qualified candidates under NPMU for Implementation of "India COVID 19 Emergency Response and Health Systems Strengthening Package" for the above mentioned post purely on contractual basis.

A. PROJECT BACKGROUND AND OBJECTIVES

An outbreak of the coronavirus disease 2019 (COVID-19) caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) virus strain has been spreading rapidly across the world since December 2019, following the diagnosis of initial cases in Wuhan, Hubei Province, China. In response to the rapid rise of COVID-19 cases in India, the India COVID-19 Emergency Response and Health Systems Preparedness Project has been initiated by the Government of India (GOI). The project objectives are to prevent, detect, and respond to the threat posed by COVID-19 and strengthen national health systems for preparedness in India.

B. SCOPE OF WORK

The Consultants (Finance) will work closely with the MOHFW and its implementing agencies—the National Health Mission (NHM), the National Center for Disease Control (NCDC), the Indian Council for Medical Research (ICMR) and others to support the following tasks:

Responsibilities:
1. Timely submission of SOE by states and project implementing entities;
2. Follow up with states and project implementing entities to ensure up-to-date accounting and record keeping to reflect the actual expenditure and fund position;
3. Provide support and handholding for furthering the implementation of Public Financial Management System (PFMS) by the implementing agencies;
4. Review of SOE submitted by different implementing agencies to national level for eligibility under financing / lending by different creditors;
5. Consolidate SOE at the national level and preparation of Interim Unaudited Financial Report every quarter for claiming reimbursements from various creditors;
6. Prepare and compilation of SOE`s from Implementing agencies and submission to the MOHFW along with review Statements of Expenditure (SOE) and determine eligibility for reimbursement
7. Follow up with implementing entities for timely submission of audit report as well as audit compliances;
8. Prepare quarterly Interim Unaudited Financial Reports (IUFR) and follow up on separate audit reports from the states incurring expenditure and submit to the MOHFW
9. Coordination with creditors financial management team on related matters.
10. Support MOHFW to fulfil audit requirements of the funding partners
11. Undertake any other activities / tasks as assigned by the supervisors.

Essential Qualification / Requirements

Post-graduate degree in Commerce/ MBA (Finance) / CA.
Minimum 5 years of post-qualification work experience in Government accounting, including preparing, implementing PFMS and handling of budgets and finance related activities including coordination with external agencies and other government departments.

Preferential Qualification/Skills

Experience in Public Health programme at national/ state level.
Related experience in COVID emergency response would be desirable.
Experience of working with donor agencies like WB, ADB etc. would be an added advantage.
Working knowledge of computers.

Reporting

The overall In charge of Consultants (Finance) would be the nodal officer COVID-19, MOHFW.

Age

Up to 40 years and ready to travel extensively

No. of Position
Two (02)

Remuneration
Remuneration Range: Maximum up to Rs. 100,000/- per month

Location: Delhi

To Apply: Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to npmu.covid.01@gmail.com only, by **18-Dec-2020**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.