

TERMS OF REFERENCE

Thematic Expert (Finance)

1. About DDU-GKY

The Ministry of Rural Development (MoRD), Government of India, is implementing a placement linked skill development program called the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY). The vision of DDU-GKY is “Transforming Rural Poor Youth into Economically Independent and Globally Relevant Workforce”.

DDU-GKY aims to achieve this vision with an inclusive agenda, standards-led delivery focused on industry requirements and its outreach that makes skills acquisition aspirational amongst the rural poor, thereby helping to create a productive and empowered workforce.

DDU-GKY is unique in its focus and approach to skilling. It is the only national level program that is fully focused on youth from rural families to ensure that the majority of the potential demographic dividend which resides in the villages of the country are equipped with skills to participate in economic growth of the country. In its design and mandate, DDU-GKY gives priority to disadvantaged groups such as the SCs/ STs/ women/ minorities and People with Disability (PWD), victims of human trafficking and Particularly Vulnerable Tribal Groups (PVTGs) and other such vulnerable groups.

DDU-GKY has many “firsts” to its credit. It is the first program to launch “Roshni” which is a placement linked skill training program aimed at rural youth in left-wing extremist (LWE) districts of the country. Similarly, DDU-GKY is a pioneer in launching “Himayat” aimed at providing skills and employment to the youth of Jammu and Kashmir. Both of these programs have been highly appreciated by all stakeholders and have now become the norm for providing productive alternatives in conflict areas. DDU-GKY has also been pioneer in setting the very first standards for infrastructure and processes for skill delivery in the country, supported by a quality framework that puts self-regulation at the heart of its quality policy. In its objective to benchmark skills to global standards, DDU-GKY has also been the first mover to introduce information technology supported by tablets for every trainee, soft-skills and english language delivery.

DDU-GKY is implemented through a 3 tier structure with:

- a) MoRD at the apex as the policy making, facilitation and coordination agency supported by two Central Technical Support Agencies - NIRDPR & NABCON;
- b) the State Skill Missions (SSMs) / State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies playing central role for SSMs/SRLMs in driving program delivery, its quality and outcomes; and
- c) external organizations (Corporates, Societies, NGOs, Private Skill Training providers) as Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program.

The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>.

2. National Resource Centre (NRO) at NIRDPR

The National Institute of Rural Development and Panchayati Raj (NIRDPR), an autonomous organisation under the Union Ministry of Rural Development, is a premier national centre of excellence in rural development and panchayati raj. Recognized internationally as one of the UN-ESCAP Centres of Excellence, it builds capacities of rural development functionaries, elected representatives of PRIs, bankers, NGOs and other stakeholders through inter-related activities of training, research and consultancy. The major thrust is on development of knowledge, skills, attitude of the rural development functionaries. The institute is located in the historic city of Hyderabad in Telangana state. In addition to the main campus at Hyderabad, this institute has North-Eastern Regional Centre at Guwahati, Assam to meet the NE-regional needs.

The DDU-GKY unit of NIRDPR functions as a Central Technical Support Agency (CTSA), NIRDPR and supports MoRD for the implementation of DDU-GKY programme in the 18 states & UTs assigned to it by discharging following key functions:

- a) Standard based monitoring and evaluation of DDU-GKY, Roshni and Himayat projects
- b) Help MoRD in Policy Formulation - Guidelines & SOPs
- c) Training & Capacity Building of states and PIAs
- d) Research & Impact Analysis
- e) Project Appraisal

In order for it to bring in more professionalism and focus more on policy matters relating to skilling of rural poor youth, with the funding from World Bank, MoRD has approved a plan to set up a National Resource Organisation (NRO) at NIRDPR. NRO will have a Project Management Agency (PMA) based at NMMU at New Delhi. As an NRO, NIRDPR shall strive to bring all the stakeholders under one roof using appropriate technology like a web portal and to provide technical and implementation support to all stakeholders involved.

The vision of the NRO is to be a Centre of Excellence (COE) in skilling for providing strategic advisory, consultative, and program implementation support and guidance with particular reference to rural communities and disadvantaged sections of the population not only in India but to other developing countries in Asia and Africa.

3. Professional Required

NIRDPR is seeking the services of a thorough professional titled “Thematic Expert (Finance)” , with high degree of integrity to provide subject matter expertise concerning all aspects of the finance of the DDU-GKY programme.

3.1 Thematic Expert (Finance) - 1 no.

3.1.1 Roles and Responsibilities

Thematic Expert (Finance) shall be responsible for and perform the following services:

- a) Develop, implement and maintain accounting and administrative policies and procedures for a wide-ranging set of activities including financial accounting and reporting in accordance with NIRDPR norms and policies
- b) Perform budget and cost planning, budget allocation, fund release, fund management and payment support and reconciliation
- c) Provide support to the states as and when required with respect to program related financial requirements.
- d) Perform financial consolidation at the centre, review with states and support state specific requirements
- e) Manage, oversee, analyse current and future financial & accounting requirements
- f) Co-ordinate, audit, analyse and report the financial performance to the management
- g) Prepare short and long-term financial forecasts of financial performance for use with internal management and MoRD
- h) Makes recommendations in areas of expertise
- i) Prepares special studies and reports
- j) Peoples' orientation and the ability to work with people
- k) Establish, build and sustain effective relationships, partnerships and alliances, advocate effectively and communicate sensitively
- l) Identifies problems and propose solutions
- m) Demonstrates extremely strong influencing and facilitation skills
- n) Provide finance & accounting support for DDU-GKY NMMU
- o) Any other task assigned from time to time by management

3.1.2 Qualification and Experience

- a) Post Graduate in Finance/Commerce/Economics preferably Masters in Business Administration (specialisation in Finance), CA, ICWA, etc.
- b) Minimum of 6 years with at least 5 years' experience in finance & accounts for Government/ semi-Government/ PSU organizations in India and should be familiar with norms, timelines, rules e.g. GFR rules, various directives of Ministry of Finance / Gol / State / MoRD
- c) The candidates should have a Cost Account or Chartered Accountant or qualified from Indian Revenue Services
- d) The candidates should have at least 3 years' experience in budget planning, estimation, fund management, corporate finance, project finance

3.1.3 Skills and Competencies

- a) Self-driven, self-motivated with an entrepreneurial ability to drive the team & function

- b) Ability to work independently with lean resources
- c) Ability to network and co-opt collaboration from diverse stakeholders in government and private entities who are part of the DDU-GKY eco system
- d) Ability to work under pressure and tight deadlines
- e) Unimpeachable integrity and strong work ethics and personal commitment
- f) Strong written and oral communication skills
- g) High level of numeracy and high level proficiency in software application including some popular databases/ Ms-Office/ Data Analysis packages, etc.
- h) Gender sensitivity
- i) Ability to understand and consistently apply organizational policies and procedures in work
- j) Willingness to travel.

3.1.4 Term and Location

Thematic Expert (Finance) shall be appointed initially on contract for 1 year and the tenure is extendable on mutual agreement. The job shall be based at PMA of NRO in New Delhi and will involve travel to all over the country in the states as required.

3.1.5 Reporting

This role shall be reporting into the Director (Finance)/PMA Head/ Deputy PMA Head

3.1.6 Remuneration

Consolidated remuneration for this position will be 1,00,000/- p.m. This will not be constraint to the right candidate.

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