

Uttarakhand Watershed Development Unit (UWDU)
(A Registered Society under Watershed Management Directorate, Govt. of
Uttarakhand)

Integrated Livelihood Support Project

Terms of Reference (TOR) for Internal Auditors

BACKGROUND

The Uttarakhand Watershed Development Unit (UWDU) through Govt. of Uttarakhand has received a credit from IFAD (International Fund for Agriculture Development) for implementation of Integrated Livelihoods Support Project, (ILSP). The UWDU is PIA for Project Component -2: Participatory Watershed Development. The project development objective (PDO) is: The overall objective (goal) of ILSP will be to reduce poverty in hill districts of Uttarakhand. This would be achieved via the more immediate development objective of “enable rural households to take up sustainable livelihood opportunities integrated with the wider economy”.

Under Component-2 of the Project a total of 22 Micro-watersheds (MWS) covering an area of about 70194 ha in three hilly districts of Pauri, Champawat and Nainital will be developed. These MWS include about 381 Revenue Villages spread over 7 Development Blocks (partially covered), with a population of about 22420 households (based on census 2011). These watersheds have been shortlisted as they have been identified as priority MWS in the State Perspective and Strategic Plan (SPSP) for Watershed Development.

THE PROJECT PERIOD

The project duration is 9 years and the project cycle in each GP will be of 5 years in following three phases.

The preparatory phase: - First year

The Implementation Phase: - Three years.

The Withdrawal Phase: - Fifth year

The Project will commence from F.Y.2013-14.

TOTAL PROJECT COST FOR THE COMPONENT- 2

The total project cost of Participatory Watershed Management Sub- Project is estimated to be INR 286.95 crores. The Project will be financed by an IFAD loan of INR 211.82 crores (73.82%), a contribution of State Govt. of INR 55.97 crores (19.51%), and INR 19.16 crores (6.67%) from beneficiaries. Significant additional funds will flow to members of project groups though convergence with other government programmes.

NEED FOR CONSULTANCY SUPPORT

It is a community-owned and demand driven project. The project is managed, planned and implemented by the community and the GPs. Its success depends on the levels of interest and participation and commitment of all stakeholders. Project expenditure will incur at different levels viz State level offices, Regional offices, District level offices and at GPs. Each office will have to follow financial and accounting procedure agreed between State and IFAD.

Audit Manager will ensure that the finance management and accounting systems in the project are meeting standards of compliance as per the F&A rules, IFAD Guidelines and Statutory Compliances, through regular audits. He will also ensure that financial resources mobilized from all sources are managed optimally in accordance with Finance & Administrative Rules and accounted for efficiently, transparently and within the prudential norms to achieve project targets as stated in Project Design Report.

SCOPE OF WORK

Quarterly Audit of UWDU, WMD, Regional PDs ,DPDs and GPs.

- Check allocation & utilization reports on external funds – grants, equity & borrowed funds
- Check reimbursement claims submitted to CAAA & IFAD as per GoI procedures
- Follow up on the outstanding issues and gather supporting documentation
- Level of compliance of signatory powers as determined by the Project following F & A rules on the following:
 - o type of documents to be signed
 - o Signing of bank cheques as per financial limits; and
 - o types of payments
- Check quality of books of accounts including supporting vouchers and receipts, and monthly consolidation
- Conduct comprehensive audit of procurement processes, control elements and level of efficiency demonstrated by the Procurement Committees

Periodic Audit of PGs (During District Quarterly Audit)

- Periodic audit of groups using a tool that would include the following broad parameters:
 - o level of adherence to byelaws by members
 - o efficient and democratic use of group funds, project grants and other sources of funds
 - o group is engaged in sustaining their livelihoods; and
 - o check accounting records and transactions.

Periodic Audit of LCs (During District Quarterly Audit)

- Make necessary preparations for commissioning formal and structure audit periodically of all LCs to capture critical elements such as
 - quality of governance
 - controls and transparency in financial and non financial records
 - satisfaction of clients/members on the services provided by the LC
 - ability of staff in managing the services of the LC
 - ability to comply with liabilities in the form of financial and non financial credit, statutory
 - compliances, assets management, and achieved level of financial sustainability

Preparation of Reports & other tasks

- Audit Reports to be submitted to management on Quarterly-basis
- Follow the Code of Conduct including formal dress code to maintain the decorum of the Project
- Prompt response to telephone calls, SMS's, e-mails and other communications related to tasks and responsibilities
- Any other tasks as assigned by the PD

QUALIFICATION & EXPERIENCE:

Formal Academic

- Graduate of Commerce/ Science and/or ICWA (Inter) or CA (Inter)

Relevant Training

- Proficient in accounting SOFTWARE package preferably Tally
- Proficient in MS Office particularly computer based spread sheet (i.e. MS Excel)

Work Experience

- Minimum of 5-7 years work experience in Audit & Accounting, preferably 1-2 years experience in SHGs and Federations
- Good knowledge of International & Indian Accounting standards and chart of accounts

Additional Skills:

- Proficient in review of financial statements
- Knowledge of statutory audit requirements for financial compliances
- Proactive, work with minimum supervision

WORK STATION

The consultant would be based in the UWDU/Project Director, Kumaon region , Haldwani, Nainital will have to make regular field visits to project areas as per project requirements.

OWNERSHIP

UWDU/Watershed Management Directorate of Uttarakhand will have the ownership of all the documents and material developed. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of the UWDU/WMD.

REVIEW COMMITTEE

A review committee constituted by members selected by UWDU/WMD would monitor and review the performance, quality and impact of the activities undertaken by the Consultant. The members of the review committee are as under:

- A. Project Director, ILSP,UWDU, Dehradun
- B. Project Director (Admn.)
- C. Joint Director, WMD Dehradun
- D. Senior Finance Officer
- E. Deputy Director(Planing)

PERIOD OF THE ASSIGNMENT

Annual, extension will be given on satisfactory review of performance by the committee.

TERMS OF PAYMENT

Monthly payment, based on the satisfactory report from concerned authority.

INPUTS TO BE PROVIDED BY THE UWDU/WMD

The consultant would be provided all the necessary and relevant documents, manuals, route approach to the Project area.

ARBITRATION

In the event of any dispute between the contracted agency and the PD, ILSP of UWDU/WMD, the CPD, WMD will be the arbitrator.