



# Odisha Livihoods Mission

Department of Mission Shakti, Government of Odisha  
SIRD & PR Campus, Unit-VIII, Bhubaneswar-751012, Odisha  
Tel: (0674) 2560166/2560126, E-mail: [smmu.olm@gmail.com](mailto:smmu.olm@gmail.com)



EOI No: 89/26

Date: 20/01/2026

## Request for Expression of Interest

1. The Odisha Livihoods Mission under Department of Mission Shakti now invites eligible Consultant to indicate their interest in providing the service of **Individual Consultant for Finance ( SNA – SPARSH)**.
2. Interested Consultant should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services in the prescribed format at Annexure-A (ToR)
3. Further information can be obtained at the address given below during office hours (10:00 to 17:30 hours). The detailed Terms of Reference (ToR) can be viewed and downloaded from the website <https://missionshakti.odisha.gov.in> with effect from **23.01.2026**.
4. In case of any Addendum/Clarification/Corrigendum/Extension regarding this EOI, the same will be published in the above websites only.
5. Expressions of interest in sealed envelope Superscribed as "**Expression of Interest for Individual Consultant for Finance ( SNA – SPARSH)**" must be delivered in a written form to the State Mission Director, Odisha Livihoods Mission, SIRD & PR Campus, Unit-VIII, Bhubaneswar, 751012, (post/courier) latest by Dt **13.02.2026, 5.30 pm**.
6. Authority reserves the right to accept or reject any application, and to cancel the procurement process and reject all application, at any time prior to the selection, without assigning any reason thereof.

**Contact Person:** Shri Rabi Prasad Mishra, Dy CEO (Admin & Procurement), OLM  
**Contact No:** 9937462008

691821

**State Mission Director-cum-CEO  
Odisha Livihoods Mission**

**Memo No:** 90

**Date:** 20/01/2026

Copy to Additional Secretary, Department of Mission Shakti, for kind information of Commissioner cum Secretary, Department of Mission Shakti. Further, it is requested to publish the advertisement in the website of Department of Mission Shakti for wide publicity.

691821

**State Mission Director-cum-CEO  
Odisha Livihoods Mission**

**Terms of Reference (ToR)**  
**Hiring of Individual Consultant for Finance ( SNA – SPARSH)**

**1. Background**

Finance Section is integral part of OLM. The objective of finance cell is to keep in record and keep check on various transaction especially the expenditures taking place in OLM. The finance cell is responsible for making payments to various parties, keeping vouchers along with the supporting documents, dealing with EPF matters, preparing IUFR etc. Further various audits are taken place such as Statutory Audit, Internal Audit, etc. So, the finance cell is responsible for analysing various reports and also making the compliances to the observations in the Audit Report by the Auditors.

**2. Scope of Work**

The Consultant will be responsible for the following activities:

- i. Working on the Single Nodal Agency (SNA) mandates.
- ii. Conducting training and providing handholding support to OLM on SNA-SPARSH operations.
- iii. Coordinating with the PFMS team, State IFMIS team, NMMU team, and Directorate of Treasuries & Inspection (DTI).
- iv. Resolving technical issues related to SNA-SPARSH transactions.
- v. Providing technical support to SNA-SPARSH users.

**3. Deliverables**

The Consultant shall deliver the following:

- i. Technical support such as DSC enrolment, signatory configuration, fund allocation, budget allocation, etc., for EFMAS users.
- ii. Preparation of daily Bank Reconciliation and Fund Reconciliation statements.
- iii. Preparation of project progress reports and expenditure reports.
- iv. Step-by-step guidance to users for ID creation and operation of the EAT module (Expenditure, Advance, and Transfer).
- v. Processing refund of interest in Bharatkosh.
- vi. Centralised reconciliation of transactions at the Head Office.
- vii. Generation of daily/weekly/monthly reports, or as and when required by management.
- viii. Liaising with districts on fund disbursement, utilisation, and submission of Utilisation Certificates (UCs).

#### **4. Qualification and Experience:**

- I. The candidate must possess a Master's degree in any discipline (preference will be given to candidates with MCA).
- II. The candidate must possess a Master's degree in any discipline with 5 years of relevant experience in handling PFMS and EFMAS systems under Government projects, either as a consultant or an outsourced professional, with sound knowledge of SNA-SPARSH implementation.
- III. The candidate must have strong knowledge of organisational accounting and fund management.
- IV. Preference will be given to candidates with additional experience in banking, particularly in Government business.
- V. The candidate must be below 45 years of age.

#### **5. Location**

The Consultant will be based at the State Mission Management Unit (SMMU), Bhubaneswar.

#### **6. Remuneration**

The consultant will receive a consolidated monthly fee of **Rs. 35000/-**, inclusive of all taxes and incidental expenses.

- Payment will be made upon submission and approval of monthly progress reports and deliverables.
- TA/DA/Mobile allowance will be paid as per OLM norms, at par with Project Executive, OLM.
- Increment to the consultant will be given on the basis of the satisfactory performance at par with OLM and as decided by the management.

#### **7. Duration of Assignment**

The consultancy will be for a period of 6 month only.

#### **8. Leave Norms:**

- The consultant will be entitled to 1 working days of leave per month.
- Any additional leave beyond this entitlement will be considered as unpaid leave and will require prior approval from the reporting authority.
- In case of medical emergencies or exceptional circumstances, special leave may be granted at the discretion of the project authority.
- All leave must be informed and approved in writing (email/letter) in advance, except in emergencies.

## **9. Reporting and Supervision**

The consultant will report to the **Dy CEO Finance/AFA** and will work closely with PM(FM), OLM.

## **10. Confidentiality:**

The Consultant shall maintain the confidentiality of all documents, data, and information received during the course of the assignment. No information shall be disclosed to any third party without prior written approval of OLM.

## **11. Conflict of Interest**

The Consultant shall not engage in any assignment that may create a conflict of interest with this consultancy. If such a situation arises, the Consultant must immediately inform OLM in writing.

## **12. Termination of Contract:**

OLM reserves the right to terminate the contract by giving **one month's written notice** in case of:

- Non-performance,
- Breach of contract terms, or
- Misconduct by the Consultant.

The Consultant may also resign from the assignment by giving one month's prior written notice.

## **13. Ownership of Data and Materials:**

All reports, documents, manuals, and data produced during the consultancy shall be the property of OLM. The Consultant shall have no right to use or publish the same without prior permission of OLM.

**ODISHA LIVELIHOODS MISSION**  
**DEPARTMENT OF MISSION SHAKTI, GOVERNMENT OF ODISHA**  
**Application Form for Individual Consultant for Finance ( SNA – SPARSH)**



1. Name of Applicant : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Age as on 01.01.2026 : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
4. Qualification : \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
6. Address for Communication: \_\_\_\_\_  
\_\_\_\_\_
7. Telephone No : \_\_\_\_\_ Mob No: \_\_\_\_\_
8. Email Address : \_\_\_\_\_
9. Total Experience in Govt Sector.:- \_\_\_\_\_ Years \_\_\_\_\_ Month

**10. Experience in chronologically.**

SI No.	Name of the Post Held	Name of the Organisation	Designation	No. of Years.	Job Responsibility/Key achievement

**Note:** Candidates are required to furnish detailed information regarding their relevant experience in PFMS and EFMAS under Government projects only. Any experience not directly related to the scope of this assignment shall not be considered. ***A copy of the experience certificate must be submitted along with the application form.***

11. Qualification in chronologically.

SI No	Educational Qualification	Year	Board /University	Percentage Secured

**Note:** Candidates are required to submit a self-attested copy of the relevant qualification certificate along with their application form. Applications without the required certificate shall not be considered.

12. Proficiency in Computers:

Working knowledge in Internet and MS office: .....

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

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

**Date :-**

**Place :-**

**Signature of Applicant**

## **SELECTION PROCESS**

- A State Level Procurement Committee chaired by State Mission Director will scrutinize the application at State Level based on fixed evaluation parameters.
- Top 3 candidates will be shortlisted for interview at State level.
- The State Level Procurement committee will select one candidate through Personal Interview. Rest of candidates will be waitlisted for one year.
- The candidate securing the highest score out of a total of 100 marks will be awarded the contract.

### **Short listing Criteria at State Level:**

<b>Criteria</b>	<b>Parameters</b>	<b>Maximum Marks</b>
<b>Mandatory Criteria</b>	The candidate must possess a Master's degree in any discipline (preference will be given to candidates with MCA).	Yes/No
	Must have minimum 5 years of experience in Govt Sector as a consultant /outsourced professional/Contractual/Regular	Yes/No
	Must be below 45 years of age	Yes/No
<b>Preferential Criteria</b>	Candidates Having MCA or higher equivalent qualification. If Yes 5 Mark, If no 0 mark	5 Marks
	Experience in implementation SNA-SPARSH implementation (If Yes 5 Mark, If no 0 mark)	5 Marks
	Experience in Working Govt Sector as a consultant /outsourced professional/Contractual/Regular <i>(2 Marks for every 1 year of experience)</i>	20 Marks
	Experience in PFMS and EFMAS in Government projects <i>(2 Marks for every 1 year of experience)</i>	10 Marks
	Working Knowledge in Banking Sector for Government Business <i>(2 Marks for every 1 year of experience)</i>	10 Marks
<b>Total</b>		<b>50 Marks</b>

### **Evaluation Criteria for Personal Interview: (50 Marks)**

- Attitude - 15 Marks
- Knowledge on Organisation Accounting, Fund Management & General Accounting - 15 Marks
- Skills (Communication, Negotiation, Problem Solving)-20 Marks