

Town Development Fund (TDF)

Expression of Interest for the Individual Professionals/ Experts

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Town Development Fund (TDF) is an autonomous financial intermediary institution, established under the Town Development Fund Act, 2053 (1997), to support municipalities, urbanizing VDCs and other governmental & non-governmental institutions related to urban sector for the development of urban infrastructure. Government of Nepal is the sole equity share holder of this institution and it has been receiving technical and financial assistance from the GoN, KFW (Germany), WB/IDA and ADB. It has provided technical and financial support for more than 700 projects within the last 24 years especially to the municipalities and small towns.

TDF has received a financial support from the World Bank and the Government of Nepal under the Urban Governance and Development Programme/Emerging Towns Project (UGDP/ETP) to strengthen its institutional capacity through the in-sourcing of individual professionals/experts. Currently, TDF is seeking to recruit dynamic, self motivated and result-oriented individual professionals/ experts for in-sourcing on the following positions:

1. **Position : Project Management and Technical Assistance Specialist (Director Level-11)**

Required Number: 1

Key Qualifications and Required Skills:

- Master Degree in Civil Engineering/Urban Planning/Architecture or any other relevant field with a minimum of 10 years of experience in infrastructure development works.
- Well-developed conceptual thinking skills in infrastructure project development and operations management, demonstrated customer relationship management, team player, high level advocacy and excellent communication and presentation skills, fluency in English speaking and writing; and computer skills in project management software are preferable.
- Previous experiences working with local authorities would be an advantage.

Specific Responsibilities:

Take leadership, coordinate with concerned departments and divisions; and mobilize the divisions under the Project Management and Technical Assistance Department for performing the following tasks:

- Coordinate to provide technical assistance to municipality and associated clients for selection, prioritization, preparation, implementation, operation and maintenance of the projects including the resource mobilization for enhancing their borrowing capacity for infrastructure investment.
- Promoting the Business of TDF through identifying the potential clients based on the available funding programmes and investment policy.
- Support municipalities and small towns for pre-feasibility study, feasibility study, and detail engineering design including preparation of tender documents of all the proposed projects to the Fund.
- Mobilize the consultants for supporting municipalities for procurement and construction management of the projects to be funded through TDF.
- Assist to municipality, small town and concerned clients for sustainable and effective operation and management of the projects funded through TDF.
- Mobilize the concerned divisions of TDF for supporting municipalities and small towns for business promotion, project preparation, and project monitoring & supervision management of the projects.

2. **Position : Planning, Monitoring and Evaluation Specialist (Director Level- 11)**

Required Number: 1

Key Qualifications and Required Skills:

- Master Degree in Economics or Engineering or MBS or MBA or Masters Degree any other relevant fields with a minimum of 10 years of experience in the areas of planning, monitoring and evaluation.
- Well-developed conceptual thinking skills, highly numerate, strong analytical/ critical information seeking/problem solving skills, excellent planning and prioritization skills, able to coach on indicators and monitoring tools, knowledge in the use of IT software systems, experience in writing project reports and management plans.
- Creative and able to work without close supervision, high level advocacy, excellent communication and well developed interpersonal skills, empathy with the values and institutional objectives, team player, collaborative with leadership, able to train and motivate staff effectively; and fluency in English speaking and writing are desirable.
- Experiences of working with donors, financial institutions and/or local authorities would be an advantage.

Specific Responsibilities:

Take leadership, coordinate with concerned departments and divisions; and mobilize the sections/units under the Planning, Monitoring and Evaluation Centre for performing the following tasks:

- Safeguard the overall institutional performance of TDF in setting realistic business targets and outputs, and supporting implementation through its various departments & divisions.
- Monitoring of performance in all organizational units, evaluating effectiveness and efficiency, and regular reporting to the Executive Director about the outputs achieved and gaps observed along with the proposals to improve performance levels.
- Support TDF management to enhance quality to the core process of TDF and to take strategic decision for its Institutional Development; and also coordinate for implementation of the ID Sub-component supported by GoN & various donors such as WB, ADB, and GiZ/CIM.
- Assist TDF management in monitoring and evaluation of staff's performance and to develop & implement a performance based incentive system.
- Prepare action plans for implementation of the new framework and program portfolio defined in the Business Plan.
- Coordinate and monitor various departments and divisions for regular updating and effective operation of the IMS of TDF.
- Coordinate among various departments and divisions for prepare long term, medium term and short term strategic plans and programs; and monitor the implementation of Business Restructuring Action Plan (BRAP) of TDF.

3. **Position :Human Resource and Financial Management Specialist (Director Level- 11)**

Required Number: 1

Key Qualifications and Required Skills:

- Chartered Accountant or MBA or MBS or Masters Degree in any other relevant field with a minimum of 10 years of experiences in the areas of HR management, business administration, accounting, financial management and/or statistics.
- Well-developed conceptual thinking skills and extensive experience with investment and loan recovery mechanisms, team player, willing and able to work long hours and contribute in multiple ways in a start-up environment, high level advocacy and excellent communication and presentation skills, computer and spreadsheet proficiencies specially in corporate accounting systems; and fluency in English speaking and writing are preferable.
- Previous experiences working with local authorities would be an advantage.

Specific Responsibilities:

Take leadership, coordinate with concerned departments and divisions; and mobilize the divisions under the Human Resource and Fund Management Department for performing the following tasks:

- Manage and develop TDF's overall budget as well as program-specific funds to ensure that grant and debt service provisions always meet identified needs and priorities according to TDF's Lending and Grant Policies.
- Manage, develop and implement TDF's human resources, administration, logistics and communication systems and plans.
- Mentor, coordinate and evaluate the performance of staffs under the HR Policy and Byelaws of TDF; and recommend for necessary improvements.
- Manage the fund of TDF for investment in appropriate projects identified by concerned departments and make appropriate arrangements for loan collection and repayment in accordance with TDF's Lending and Grant Policies.
- Initiate, enhance and support risk mitigation measures and security mechanisms for overdue loan repayments.
- Ensure regular and timely preparation of income statements, balance sheets and cash flows, and completion of audits and other regulatory compliance.
- Initiate, enhance and support fund-raising schemes.

4. **Position :Project Finance Specialist (Manager Level -10)**

Required Number: 1

Key Qualifications and Required Skills:

- Chartered Accountant or MBA or MBS or Masters Degree in any other relevant field with a minimum of 7 years of experience in Public Finance, Municipal Finance or Banking sector.
- Experience in appraisal and financing of projects in the investment banking/credit departments; comfortable with developing and analyzing complex financial models for infrastructure projects, capable of sensitivity analysis, exposed to economic cost benefit analysis, computer literate in financial evaluation software, strong analytical, report writing and presentation skills, good interpersonal communication and fluency in English speaking and writing are preferable.
- Previous experiences working with local authorities would be an advantage.

Specific Responsibilities:

Take leadership, coordinate with concerned divisions; and mobilize the sections/units/desks under the Project Finance Division for performing the following tasks:

- Conduct financial and economic analysis of the projects to be invested by TDF based on its standardized financial/economic models and appraisal procedures.
- Make evaluation of the Financial Operating Plan (FOP) of Local Authorities and recommend necessary institutional & financial measures to be planned and implemented for enhancing their borrowing capacity.
- Monitoring of the implementation of economic and financial management measures by the clients as recommended in the project appraisal report.
- Appraisal of the PPP projects from their financial and economic viability perspective including the need of private sector equity, viability gap funding and possible debt financing through TDF.
- Prepare standard appraisal reports at various stages of project development (i.e. PFS, FS and DE stages) with attention of all relevant financial, economic, technical, institutional, social, environmental, legal aspects, and thereby recommend appropriate financial structure and lending terms.

5. **Position : Risk Management Specialist (Manager Level- 10)**

Required Number: 1

Key Qualifications and Required Skills:

- Master Degree in Environmental Engineering or Environmental Science or Natural Resource Management or Social Science or any other relevant field with a minimum of 7 years of experience in Environmental and Social Management or Community Development Projects.
- Experience in Environmental Impact Assessment (EIA) and Social Impact Assessment (SIA), institutional and legal issues, excellent interpersonal communication, presentation skills, and fluency in English speaking and writing are preferable.
- Previous experiences working with local authorities would be an advantage.

Specific Responsibilities:

Take leadership, coordinate with concerned divisions; and mobilize the sections/units/desks under the Project Finance Division for performing the following tasks:

- Define and subsequently monitor and evaluate suitable indicators on social/environmental, institutional/legal safeguards.
- Carry out analysis of the legal and institutional status of the client for the proposed TDF financing and propose appropriate safeguard measures.
- Suggest mitigating measures for involuntary resettlements of displaced people on account of projects.
- Make post construction evaluation of the projects financed through the TDF and make recommendations for the appropriate measures to be taken for work out of problem loans to ensure repayment of TDF.
- Support municipalities and clients of TDF for conducting EIA, IEE, SIA studies and their implementation.

6. **Position : Fund Management Specialist (Manager Level - 10)**

Required Number: 1

Key Qualifications and Required Skills:

- Chartered Accountant or MBS or MBA or Masters Degree in any other relevant field with a minimum 7 years of experiences in financial management and/or accounting.
- Familiar with standard international accounting system, computer literate in financial management software, interpersonal communication and presentation skills, and fluency in English speaking and writing are preferable.
- Previous experiences working with municipalities or in urban sector is preferable.

Specific Responsibilities:

Take leadership, coordinate with concerned divisions; and mobilize the sections/units/desks under the Fund Management Division for performing the following tasks:

- Handle all financial functions, implement strategic planning and investment opportunities, manage the cash flow according to short and long term financial goals, and provide all relevant end-of-year financial statements.
- Implement lending and grant policies and procedures of TDF and manage investment (short term assets) with cash flow.
- Advice and support on raising financial resources for TDF; and implement the loan collection and repayment.
- Ensure compliance with standard accounting and auditing norms and also ensure statutory compliance including tax.

- Prepare budgets in compliance with all financial covenants; and manage the audit as per the financial regulation of TDF.

Important Information:

- All the positions are based in Kathmandu but required frequent field visits to its project sites.
- In their application, applicants must clearly specify the position that they wish to apply for.
- The selected candidates will be on a one year contract which may be renewed annually for up to three years subject to satisfactory performance evaluation at the end of each year.
- Remuneration will be as per TDF's existing compensation structure.
- Detailed TOR and the prescribed CV form for the above posts can be downloaded from the TDF website: www.tdf.org.np or can be collected from TDF office in office hours up to one day before the last date of the submission of application.

Application Procedure:

Applications shall be in writing and include **Curriculum Vitae (CV) in the prescribed format and a recent passport size photograph**. The application shall be submitted to the Town Development Fund Office during office hours within 15 days of the first date of publication of this notice (i.e. by end of office hours on 2068/05/21 (7th September, 2011)).

The selection of the candidates will be as per the TDF Rules based on the evaluation of their academic qualifications, past experiences, relevant training and interview.

For further queries please contact:-

Mr. Harka Bahadur Chhetri, HRFM Department,

Town Development Fund, New Baneshwor, Phulchowki Marg, Kathmandu (within Office hours),
Phone Number: (01) 4464874/4493866.

(Only short-listed candidates will be contacted individually for the further selection process. TDF encourages individuals from marginalized communities and disadvantaged groups and women to apply.)