

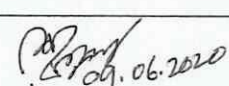
Government of the People's Republic of Bangladesh
Bangladesh Bureau of Statistics
National Household Database (NHD) Project
Parishankhyan Bhaban (9th Floor, Block-1)
E-27/A, Agargaon, Dhaka-1207

Memo No. 52.031.07.131.04.450.2020-

Date: 09/06/2020

Request for Expression of Interest (REOI) for Individual Consultant

1	Ministry/Division	Statistics and Informatics Division	
2	Agency	Bangladesh Bureau of Statistics	
3	Name of Procuring Entity	Project Director, National Household Database (NHD) Project	
4	Title of Service	Selection of Financial Management Specialist (FMS) (National)	
5	Procuring Entity District	Dhaka	
6	Expression of Interest for Selection of	Individual Consultant (Time Based)	
7	EOI Ref No	52.031.07.131.04.450.2020-813	
8	Date	09-06-2020	
KEY INFORMATION			
9	Procurement Sub-Method	Selection of Individual Consultants (SIC)	
FUNDING INFORMATION			
10	Budget and Source of Funds	Development, Aid Grant/Credit	
11	Development Partners (if applicable)	IDA	
PARTICULAR INFORMATION			
12	Project / Programme Code (if applicable)	1631-5013 (Credit No. 5281-BD & 6137-BD)	
13	Project / Programme Name (if applicable)	National Household Database (NHD) Project	
14	EOI Closing Date & Time	Date: 01 July 2020. EOI shall be submitted in sealed envelope marked with "Expression of Interest for Financial Management Specialist".	Time: 03:00 PM
INFORMATION FOR APPLICANT			
15	Brief Description of the Assignment	The FMS will work under the supervision of the Project Director and will be responsible for the overall project financial management. Key responsibilities include, but are not limited to: - Managing the Accounting System: to ensure coverage of all project activities, i.e. all sources of funds and utilization of funds in all activities. - Managing the Budgeting System: to integrate with the accounting system to enable comparison of actual performance with budgetary targets periodically and to ensure that financial forecasts are based on projected work programs and actual performance. - Ensuring the Flow of Funds: to process withdrawal application of IDA funds to the Government Consolidated Fund and/or Designated Account; and to ensure adequate internal control for proper utilization, management and accounting of funds. - Designing Formats/Maintaining Books: e.g. voucher formats, cash and bank books, journals, trial balances, etc. - Financial Reporting: to prepare Interim Financial Reports (IFRs); and to provide quality and timely information to BBS and IDA on the project's Financial performance. - Supporting Bank Account Operation and Reconciliation: by providing advice on efficient operation and preparing monthly reconciliation statements. - Liaising with External Auditors: attending meetings; facilitating timely completion of audits; supplying information and documents in response to queries; and coordinating with various stakeholders in meeting audit objections. Detailed description of assignment will be available in BBS & SID website.	
16	Qualification and Experience	The Financial Management Specialist should have the following academic qualification, skills and experiences: - Professional accounting Qualification from any IFAC body with 5 years' experience in a position no less than Deputy Director in OCAg; - Trained on operating Financial/Accounting Software; - At least 05 (five) years of work experience in financial management in government/semi-government institutions, or with international donors, implementing development projects; - Knowledge of Government budgeting, fund release and reporting requirements; - Knowledge of IDA's financial management and disbursement procedures; - Excellent skills in using spreadsheet applications; - Excellent communication skills (speaking and writing) in English and Bangla.	
17	Other Details	Duration of the consultancy is initially for one year or the date of project closing which one comes earlier. Interested applicants may obtain the Terms of Reference (ToR) downloading from the website: www.sid.gov.bd or www.bbs.gov.bd .	
CLIENT DETAILS			
18	Name of the Official Inviting EOI	Dr. Sheikh Harunur Rashid Ahmed	
19	Designation of the Official Inviting EOI	Project Director (Additional Secretary)	
20	Address of the Official Inviting EOI	National Household Database (NHD) Project, Bangladesh Bureau of Statistics Parishankhyan Bhaban (9 th Floor, Block-1), E-27/A, Agargaon, Dhaka-1207	
21	Contact details of the Official Inviting EOI	Phone: 02-55007001	E-mail: pd_bpd@yahoo.com
22	The Client reserves the right to accept or reject any/all Expression of Interests		


 Dr. Sheikh Harunur Rashid Ahmed
 Project Director (Additional Secretary)

Government of the People's Republic of Bangladesh
National Household Database (NHD) Project
Bangladesh Bureau of Statistics (BBS)
Statistics and Informatics Division
Ministry of Planning
Parishankhyan Bhaban, E-27/A, Agargaon, Dhaka-1207, Bangladesh

Terms of Reference for Individual Consultant: Financial Management Specialist

1. Introduction and Background

The People's Republic of Bangladesh has received a Credit from the International Development Agency in the amount of US\$500 million and a subsequent additional financing of US\$ 245 million equivalent towards the cost of the *Safety Net Systems for the Poorest (SNSP) Project*. The SNSP project is aimed at improving the equity, efficiency and transparency of major safety net programs to benefit the poorest households.

The project will support the design, development and implementation of the National Household Database (NHD) that is being implemented by the Bangladesh Bureau of Statistics (BBS) under the supervision of Statistics and Informatics Division (SID), Ministry of Planning. This National database is expected to have information on estimated 37 million households that will be used to better target the poor in five safety net programs of the Department of Disaster Management (DDM), under the Ministry of Disaster Management and Relief (MoDMR), as well as other safety net programs implemented by other agencies.

The BBS is in the process of hiring a qualified financial management specialist (FMS) who could work closely with BBS to provide strong technical guidance and support in tasks related to accounting and budgetary matters to facilitate the financial management activities under the project. In addition, the FMS will also be responsible for maintaining accounting records as well as preparing periodic reports as per the requirement of the BBS and the World Bank.

2. Objective of the Assignment

The main objective of this assignment is to manage the Project Financial matters as part of the Project implementation arrangements in accordance with the relevant GOB and IDA financial management requirements.

3. Scope of Services

The FMS will work under the supervision of the Project Director and will be responsible for the overall project financial management and will support the BBS in strengthening its financial management capacity. Key responsibilities include, but are not limited to:

- Developing a Chart of Accounts: to capture financial data under appropriate headings and classify group data for various reports, e.g. Expenditure Chart of Accounts (management of expenditure).
- Developing a Financial Procedures Manual: as guidance material for procedural function.
- Managing the Accounting System: to ensure coverage of all project activities, i.e. all sources of funds and utilization of funds in all activities.
- Managing the Budgeting System: to integrate with the accounting system to enable comparison of actual performance with budgetary targets periodically, and to ensure that financial forecasts are based on projected work programs and actual performance.

- Ensuring the Flow of Funds: to process withdrawal application of IDA funds to the Government Consolidated Fund and/or Designated Account; and to ensure adequate internal control for proper utilization, management and accounting of funds.
- Designing Formats/Maintaining Books: e.g. voucher formats, cash and bank books, journals, trial balances, etc.
- Adhering to Financial and Accounting Policies: to ensure that simple, clear and transparent accounting and reporting policies are in place; to ensure policy and procedures for fund transfers and accounting for expenditures, including payment of advances, recovery of amounts, etc., are adhered to; and to ensure classification of expenditures under appropriate headings in the Chart of Accounts; etc.
- Complying with Financial and Accounting Procedures: to ensure that a satisfactory system of internal controls operates; to ensure appropriate use of financial powers, delegated or otherwise; to ensure separation of duties and policy for authorization of transactions; to ensure an adequate internal check and control system to safeguard physical assets; and to ensure timely periodic and regular reconciliation.
- Financial Reporting: to prepare Interim Financial Reports (IFRs); and to provide quality and timely information to BBS and IDA on the project's Financial performance.
- Monitoring Contract Administration: to record commitments, expenditure and performance of contracts and a system for generating periodic contract status reports; and to process bills for payment.
- Supporting Bank Account Operation and Reconciliation: by providing advice on efficient operation and preparing monthly reconciliation statements.
- Liaising with External Auditors: attending meetings; facilitating timely completion of audits; supplying information and documents in response to queries; and coordinating with various stakeholders in meeting audit objections.
- Any other task assigned by the project authority.

4. Duration

The duration of the consultancy services would be approximately for 15 (fifteen) months expected to be commenced from around April 2020.

5. Institutional Arrangement

The Consultant will work under direct control of the Project Director. He will report directly to the Project Director with close collaboration with other officials of the project. He will be accountable to the Project Director for his day to day activities.

6. Reporting Obligations

The Consultant shall provide inputs for internal use as well as for other purpose and submit all kinds of reports related to his assignments as and when required by the Project Director and include the followings:

- Finance and Accounts related reports for internal use;
- Periodic (monthly, quarterly, annual & other) reports of Statistics & Informatics Division;
- Periodic (monthly, quarterly, annual & other) reports for Prime Minister's Office, Cabinet Division, ERD, IMED, Planning Commission, Planning Division, Finance Division and other Government Organizations;
- Relevant reports for the World Bank as and when necessary;

7. Qualifications and Experience

The Financial Management Specialist should have the following academic qualification, skills and experiences:

- Professional accounting Qualification from any IFAC body with 5 years' experience in a position no less than Deputy Director in OCAG;
- Trained on operating Financial/Accounting Software;
- At least 05 (five) years of work experience in financial management in government/semi-government institutions, or with international donors, implementing development projects;
- Knowledge of Government budgeting, fund release and reporting requirements;
- Knowledge of IDA's financial management and disbursement procedures;
- Excellent skills in using spreadsheet applications;
- Excellent communication skills (speaking and writing) in English and Bangla.

8. Deliverables

- Interim unaudited financial reports (IUFR), other reports as required by the BBS, monthly progress and activities report stating the work accomplished, issues and challenges, next steps, key recommendations and timeline for each activity identified.

9. Selection Method

Selection of the FMS will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulation for IPF Borrowers, July 2016.