

Government of the People's Republic of Bangladesh  
Office of the Project Director  
Sustainable Forests & Livelihoods (SUFAL) Project  
Bangladesh Forest Department  
Ban Bhaban, Agargaon, Dhaka-1207, Bangladesh



## **Terms of Reference (TOR)**

**Selection of Individual Consultant: Junior Consultant (Accounts)**

**(Package no: SD-8-1A)**

**Forest Department**

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## Terms of Reference (ToR)

Position	: Junior Consultant (Accounts)
Type of contract	: Individual Contract
Duty station	: PMU, Dhaka and/or any Field Cost Center(s)
Language	: English & Bengali

### Background of the Project

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan of US\$175.00 million and GOB contribution of US\$3.85 million for a period of 6 years 6 months (01 July 2018 to 31 December 2024) to implement Sustainable Forests & Livelihoods (SUFAL) Project. The overall objective of the project is to improve collaborative forest management and increase access to alternative income generation activities for forest-dependent communities in targeted sites. This will be achieved by: (i) improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration and, (ii) reducing direct dependence and exploitation of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for trees outside forests. Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increased employment opportunities for some of the poorest and most vulnerable communities, including women and small ethnic communities. Project will implement a number of activities which are grouped under following four components:

Component-1: Strengthening Institutions, Information Systems and Training

Component-2: Strengthening Collaborative Forests and Protected Areas Management

Component-3: Increasing Access to Alternative Income Generating Activities (AIGAs) Forest Extension Service & Trees Outside Forests (ToF)

Component-4: Project Management, Monitoring, and Reporting

This project is designed to contribute in improving organizational effectiveness by adopting improved policy and regulatory framework including infrastructural development, management information system upgradation, capacity building of BFD officials and investing in degraded and denuded forest restoration and building green belt along the coast. This project will finance tree cover improvement in the ToF areas technology transfer, training, research and innovation support and engage forest dependent communities in collaborative forest management practices. By and large the project will enhance wildlife and PA management practices and thereby improve forest conservation and wildlife protection in the country.

### Objective of the assignment

SUFAL project has a large budget and proper financial monitoring and accounting is essential. This requires a strong financial set up with financial management and accounting experts. As the accounting task at the cost center level is expected to be large, it is necessary to ensure that the involved accounting procedures and norms are strictly followed and this necessitates the placement



of a qualified accountant to handle the financial matters of the project at PMU, Dhaka and all cost centers in the field. Main task will be to feed to PMU with all financial management reports for the project.

**Scope of the services:**

The Consultant will work under the direct control and supervision of the respective Divisional Forest Officer (DFO)/ Conservator of Forests (CF) and under regular guidance of Consultant-Accounts & Financial Management and Senior Financial Management Specialist (SFMS). The consultant may be posted at PMU to support senior financial management specialist at PMU. S/he will perform the following duties and responsibilities:

- Ensure the accounting and disbursement at the Divisional Forest Office/ Conservator of Forests level following the World Bank guidelines for the project;
- Conduct financial and budget planning, cost accounting, auditing, etc. at the divisional level;
- Establish and manage the project operational account (including the preparation of account statements) at divisional/Cost center level;
- Implement computerized accounting system for the project at Divisional Forest Office/ Conservator of Forests level;
- Maintain Books of Account at Divisional Forest Office /Conservator of Forests level;
- Prepare the monthly accounts and applications for next replenishment;
- Provide training and guidance to the Range and Beat level forest officials on the financial reporting;
- Regularly carryout field visit to oversee the nursery, plantation and field level activities;
- Review the financial records at the Range and Beat offices;
- Carryout field cross-checking for the payments made against physical progress;
- Continually assess fiduciary risks at the field level implementation and report any concerns to the DFO/CF and Accounting Expert;
- Ensure the efficient cash flow position at the divisional/CF level;
- All other works related to project accounting and financial management under direct supervision of DFOs/CFs;
- Report to DFO/CF and Consultant-Accounts & Financial Management; and any other project related work required for the smooth project implementation.
- The Consultant needs to understand the existing BFD procedure and to internalize the project accounting and disbursement system.
- Carry out any other relevant periodic duties that may be assigned by the Project Director/concerned authority from time to time.

**Transfer of knowledge (training) where appropriate:**

S/he will work at the cost center level, where he will transfer know-how on the accounting procedure followed under SUFAL Project to the cost center's staff members.



**List of reports, schedules of deliveries, period of performance**

The following are the key outputs of the Consultant on periodical and ad-hoc basis for the project activities at the divisional forest level/PMU level:

- Financial reports (monthly, quarterly, and annually)
- Accounting books of primary records
- Advance register
- Bank Reconciliation Statement
- Fixed Asset Register
- Stock Register

**Data, Personnel, Facilities and Local Services to be Provided by the Client**

The PD will arrange necessary information for the consultant if required.

**Institutional Arrangement**

The consultant will be based at any one of the 31 cost centers under the project and will report to the Head of the cost center where s/he will be based. S/he will have a parallel reporting line to the SFMS. The consultant is expected to undertake the activities (scope of services) mentioned in the TOR in order to achieve the stated objectives. Under this consultancy travels are being envisaged. However, travels necessary for the exigencies of services to achieve the desired objectives, may be under taken but with prior permission of the Head of the Cost Center.

The deliverables will be submitted on time by the consultant to the Cost Center head, SFMS, SUFAL Project, BFD, Dhaka Bangladesh.

**Duration of the Assignment**

The duration of the assignment will be 6 (Six) man-months beginning from the commencement of the service. However, the duration of the assignment may be increased or reduced according to the performance of the consultant, availability of the consultant, project needs, and budget.



**(This qualification requirements will not be part of TOR but will be used in REOI and Evaluation)**

a) Required Academic qualifications:

At least Bachelor's (Graduation) in Accounting, Finance, BBA or graduation with accounting, Finance or graduation with accounting credibility.

b) Required Experience qualifications:

- Minimum 03 years of job experience of which at least 2 years as Accountant or similar position, preferably with IDA/Donor funded project;
- Trained on Financial Management/ Accounting software application;
- Good interpersonal communicative skills, experience in team leadership and participatory management;
- Ability to impart training to the field level staff on accounting system;
- Proficient in computer operation with experience of working independently;
- Must possess good communication skills in English, both written and spoken.

**Conditions for application:**

- During the term of the contract the consultant shall not be associated with any other Government agency, consulting firm or private business entities.

