

Establishment of IT/Hi-Tech Park at District Level (12 Districts) Project

Bangladesh Hi-Tech Park Authority
Information and Communication Technology Division
ICT Tower, Level-09, Agargaon, Dhaka-1207.

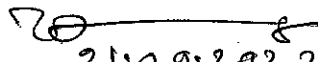
No. 56.02.0000.024.11.114.22-1004

Date:21.09.2023

Request for Expression of Interest (EOI) for Individual Consultant (National)

1	Ministry/Division	Information and Communication Technology Division (ICTD)
2	Agency	Bangladesh Hi-Tech Park Authority (BHTPA)
3	Name of Procuring Entity	'Establishment of IT/Hi Park at District Level (12 Districts) Project'
4	Title of Service	Selection and Employment of a Junior Financial Specialist
5	Procuring Entity District	Dhaka
6	Expression of Interest for Selection of	Junior Financial Specialist (Individual Consultant -National)
7	EOI Ref. No.	56.02.0000.024.11.114.22
8	Date	21/09/2023
9	Procurement Method	SIC (Selection of Individual Consultant)
Funding Information		
10	Budget & source of funds	LoC & GoB
11	Development Partner	Exim Bank of India
Particular Information		
12	Project Code &Name	224126000 & 'Establishment of IT/Hi Park at District Level (12 Districts) Project'
13	Closing Date and time	16/10/2023, 02.00 PM
14	Submission place	Project Director, 'Establishment of IT/Hi Park at District Level (12 Districts) Project', Bangladesh Hi-Tech Park Authority, ICT Division, ICT Tower, Level-11, Agargaon, Dhaka-1207
Information for Applicant		
15	Brief Description of the Assignment (Please see details in TOR): a) Maintain register, books, and other records in appropriate order to meet statutory and reporting requirements of GoB and to facilitate classification and analysis of financial information including file maintenance in orderly and easily retrievable manners. b) Timely and accurate record transactions in a computerized environment to fulfill accurate and efficient reporting requirement consistently. c) Check and verify all bills, for procurement of goods, works and services for the project as per applicable rules and forwarding to the PD for payment approval. d) Write and verify cheques and present those to the signatories and arrange delivery of the signed cheques to the beneficiaries, ensure timely recording of all payments, timely prepare Bank Reconciliation Statement, and initiates all correspondence in connection with instruction. e) Prepare annual and quarterly disbursement forecast for all component of the project in line with the procurement and implementation plan. f) Liaise with Accounts section of BHTPA for the reporting as per the need of the Ministry. g) Ensure deduction and payment of local Taxes (Income Tax and VAT) and CD VAT on invoices as per the income Tax ordinance and VAT Act. h) Assist both external and internal auditors in carting out audit by providing necessary financial information and respond to the audit queries. i) Maintain liaison with the resource person, public and private sector stakeholders. j) Assist other team members of PIU in their work as directed by PD. Carry out other assignments prescribed by the PD/ Project Authority.	

16	Qualification Criteria (Selection criteria)	
	A. Academic: A Minimum master's degree in any discipline from a reputed University.	
	B. Experience:	
	a) At least 15 (Fifteen) years of relevant experience in the field of accounting and financial management of which minimum 10 (Ten) years' experience in auditing of donor financed projects in Bangladesh. b) Experience in accounts/fund management/ Foreign Aided Projects Audit Directorates will be given preference. c) The Junior Financial Specialist should have IT knowledge including thorough understanding of government accounting, budgeting and auditing systems. d) Sound knowledge on fund release and reporting formalities, development partner financial management and disbursement procedures. e) Capacity to work in a multi-disciplinary team environment. f) Ability to work under pressure and time bound condition. g) Proficiency in report writing & presentation. h) Must have excellent communication and presentation (oral and written) skills in Bangla and English. i) The Candidate should have Computer skills including operation of Word, Excel, PowerPoint. j) The candidate having training on Accounting & Auditing from any Financial Management Academy will get preference.	
18.	Application Details	
	The Project Authority invites eligible applicants to express their interest in providing the services. Interested applicants are requested to provide information indicating that they are qualified and competent to perform the services (A complete CV with three (03) copy recent passport size photographs, photocopy of academic, training & experience certificates and other details as required as per the application forms (RFA) provided by the undersigned). Interested applicants may obtain detail TOR, application forms available at BHTPA website (www.bhtpa.gov.bd). Expressions of interest (EOI) shall be submitted by the applicants on or before 16/10/2023, 02.00 PM in a sealed envelope delivered to the undersigned and be clearly marked " Request for expression of interest for selection of National Individual Consultant: Junior Financial Specialist " on the top of the envelop.	
	Procuring Entity Details	
19.	Name, Designation & Address of the Official Inviting Application	A.K.A.M. Fazlul Hoque, Project Director , Establishment of IT/Hi Park at District Level (12 Districts) Project, ICT Division, Bangladesh Hi-Tech Park Authority, ICT Tower, Level-11, Agargaon, Dhaka-1207
20.	Contact Details	Tel No: +88 02-55006865, Email: pd.12it@gmail.com
21.	The procuring entity reserves the right to accept or reject any or all Expressions of Interest (EOI) without assigning any reason whatsoever.	


21.09.2023

(A.K.A.M. Fazlul Hoque)
Project Director
Established of IT/ Hi-Tech Park at
District Level (12 Districts) Project
Bangladesh Hi-Tech Park Authority