TERMS OF REFERENCE (TOR)

for

Consultancy Services of Junior Financial Specialist for 'Establishment of IT/Hi Park at District Level (12 Districts) Project' to maintain register, timely and accurately record transactions, check and verify all bills, write and verify cheques, prepare annual and quarterly disbursement forecast for all components etc. To prepare and oversee the financial management activities of project.

Contract Type	:	Individual Consultancy service of Junior Financial Specialist.
Duration of Assignment	:	36-man months
Duty Station	:	Dhaka, Bangladesh
No of Post	:	01 (One)

PROJECT OBJECTIVES

The objective of the 'Establishment of IT/Hi Park at District Level (12 Districts) Project' is to establish knowledge-based industries throughout the country, particularly related to software and IT Enabled Services, thereby contributing to the national economy. This 'Establishment of IT/Hi Park at District Level (12 Districts) Project' will attract investments from both foreign and local entrepreneurs.

The ICT Division, Government of Bangladesh has applied for financing from the 2nd Indian line of credit (LoC) fund towards the cost of the Establishment of IT/Hi Park at District Level (12 Districts) Project, the implementation agency, Bangladesh Hi-Tech Park Authority intends to apply part of the procedure to hire a qualified individual Consultancy support as Junior Financial Specialist which will be supported by GoB fund.

The specific objectives or the project are to:

1. To create IT business environment to attract local and foreign companies for operating IT/ITES industry in Bangladesh.
2. To establish standard IT/ITES/BPO hubs.
3. To establish basic infrastructure for IT parks.
4. To develop skilled manpower and create employment opportunities.

The Consultant of Junior Financial Specialist will be engaged to carry out maintaining register, timely and accurately record transactions, checking and verifying all bills, writing and verifying cheques, preparing annual and quarterly disbursement forecast for all components etc. To prepare and oversee the financial activities of the project.

The objective of the consultancy services is, but not limited to:

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.
k) Carry out other assignments prescribed by the PD/ Project Authority.

Educational Qualification and Experience:

A. Academic:

Master’s degree in any subject 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.

Reports and Time Schedule:

The Junior Financial Specialist will prepare his/her work Schedule monthly/quarterly/annually and submit the report to the Project Director regularly as well as any report requested by Project Director for GOB/ Donor requirement on the project.

Workplace:

The Junior Financial Specialist will be posted at the head quarter of the project. He/she will work directly under the supervision of the Project Director.