

Memo No. 18.15.0000.023.14.064.25-491

Dated: December 22, 2025.

Request for Expressions of Interest (REOI)
(Consulting Services – Firms Selection) (National)

Country: Bangladesh

Name of the Project: Accelerating Transport and Trade Connectivity in Eastern South Asia (ACCESS) – Bangladesh Phase I: (BLPA Component) Project

Credit No.: IDA 7166-BD

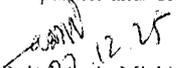
Assignment Title: Consultancy Services for Internal Audit (Firm)

Reference No.: BLPA-S5

1. The Government of the People's Republic of Bangladesh has received financing from the World Bank toward the cost of the "Accelerating Transport and Trade Connectivity in Eastern South Asia (ACCESS) – Bangladesh Phase I: (BLPA Component) Project" and intends to apply part of the proceeds for consulting services.
2. The consulting services ("the Services") include "Consultancy Services for Internal Audit (Firm)". The main objective of the services is to audit financial management system, procedure and performance of ACCESS-BLPA project. Detail scope of services are provided in the Terms of Reference (ToR).
3. The duration of the assignment is for 9 months spread over three years, expected start date is July 1, 2026. The total key professional staff-months for the assignment are 39 person-months (detailed positions are mentioned in the TOR).
4. The detailed Terms of Reference (TOR) for the services can be found in the web site www.blpa.gov.bd or can be obtained at the address of the undersigned.
5. Accelerating Transport and Trade Connectivity in Eastern South Asia (ACCESS) – Bangladesh Phase I: (BLPA Component) Project now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:
 - (i) Registration of the Firm: The firm should be registered and in good standing with the Institute of Chartered Accountants of Bangladesh (ICAB)
 - (ii) General Experience of the Firm: The Chartered Accountant Firms should have at least 10 (ten) years of experience in Auditing of public/private sector organizations with at least two Chartered Accountants (CAs), one of whom must be a Fellow member and another Chartered Accountant must be experienced in Internal Auditing in Public sector
 - (iii) Specific Experience of the Firm: The Chartered Accountants Firm should have specific experience in auditing of five or more IDA financed projects (report accepted by IDA)
6. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
7. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
8. A Consultant will be selected in accordance with the QCBS (Quality and Cost Based Selection) method set out in the Procurement Regulations.
9. Further information can be obtained at the address below during office time.
10. Expressions of interest must be delivered in a written form, one (1) hard copy and one (1) soft copy (MS Word/ Pdf format- copy paste enabled, in CD or DVD or Flash Drive) by **January 13, 2026 up to 03.00 p.m.** to the address- Project Director, Accelerating Transport and Trade Connectivity in Eastern South Asia (ACCESS) – Bangladesh Phase I: (BLPA Component) Project, Land Port Building, Plot No. F-19/A, Sher-E-Bangla Nagar, Agargaon, Dhaka-1207, Bangladesh.

Instruction to the Consultant: The consultant should submit the following papers for the completeness of the EOI document along with his own documents of submission.

- Legal documents of the firm (incorporation document, trade license, VAT registration, TIN certificate or similar equivalent documents). It should be for all firms in case of JV.
- Submit letter of authorization (power of attorney) in favour of signatory of the EOI. In case of JV, all firms should give power of attorney in favour of the signatory of EOI. Mention clearly the name, designation, active mobile number and email of authorised signatory.
- In case of JV, please mention clearly who is lead firm and who is/ are JV firm. If there is any sub-consultant, then mention it clearly. Submit JV agreement or letter of intention to form JV.
- The shortlisting will be done as per shortlisting criteria mentioned in para 5 above. So please provide the information clearly, precisely and separately (in different chapter/ para) on that. For similar experience, provide the information on name/title of the consulting service, contract price of services, start date, completion date, deliverables of the services as per contract, implementing agency, source of fund (GOB or mention the name of development partner), name of the client/ procuring entity (name, designation, address, phone, email)
- Please provide table of content of EOI at the beginning so that the required papers can be found easily. On the cover page of EOI, mention full name of the firm with address, telephone number and email. Provide same information of all firms for JV (indicating lead firm, JV partner and/ or sub-consultant)


(Md. Ruhul Amin Miah)
Project Director (Joint Secretary)
ACCESS-BLPA Component Project.
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Terms of Reference of Internal Audit Firm
Package No. BLPA-S5

1. The Objectives of the Internal Audit

The main objective of Internal Audit is to add value and improve quality of project operations. It will help the project accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The objective could be achieved by examining, evaluating and reporting on the adequacy of the project control environment by individual audit assignments for the period. Based on this work, recommendations will be made as necessary, as to how procedures can be improved to manage the risks faced in achieving project objectives.

The primary objectives of the internal audit are to review and report on:

- Reliability of the financial management system, financial data and report at all tiers of operation of the Project as per GoB rules and regulations and updated World Bank Financial Management and Disbursement Guideline;
- Adequacy and effectiveness of the accounting, financial and operational controls;
- Internal Control Systems: completeness, written instructions, effective implementation and frequency of review and up-dating;
- Level of compliance with the established policies, plans and procedures;
- Financial Report: completeness, timeliness, accuracy, reliability and for the purpose oriented of different stakeholders;
- Assets: completeness, existence, recording, safeguard and utilization for the purpose intended.

2. Nature of Internal Audit:

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the quality of the organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Internal Audit will take positive steps to ensure that the management has made adequate arrangements for the prevention and detection of fraud and corruption. The major role of Internal Audit is to provide independent assurance that systems operated by the Authority are effective and that the control environment is adequate. Internal auditors are to provide independent assurance that risks are mitigated and that the organization's corporate governance is strong and effective. And, when there is room for

improvement, internal auditors make recommendations for enhancing processes, policies, and procedures.

The Internal Audit shall support the project in the achievement of its goals by:

- Identifying and assessing financial and operational risks in the project operations;
- Evaluating the adequacy and effectiveness of overall internal control system which may include but not limited to:
 - Preventing and detective controls;
 - Risk identification, risk assessment and risk management by the Project;
 - Reliability and comprehensiveness of financial reporting;
 - Efficiency, effectiveness and economy of operations;
 - Safeguarding assets and information;
 - Performance of tasks and achievement of goals.
- Providing recommendations for improving activities in the project

3. Scope of Services:

The consultancy services shall cover internal auditing of the project for three fiscal years and shall be carried out as a continuous process, reporting every six months, monitoring utilization of **ACCESS Project, Land Port Component** resources, and results/impact of the programs in all the components, during project implementation.

The scope of internal audit activity includes examining and evaluating the policies, procedures and systems which are in place to ensure reliability and integrity of information, compliance with policies, plans procedures, laws and regulations; safeguarding assets; economical and efficient use of resources; and accomplishment of establishing objectives and goals for operations or programs.

The audit will be carried out in accordance with the International Standards of Internal Auditing issued by the Institute of Internal Auditor and should include such tests and controls necessary for performance of the audit. The scope of internal audit areas should include but not limited with the followings:

- Review of the FM arrangements for the project, focusing on the control procedures e.g., approval procedures, segregation of duties, roles and responsibilities, reconciliation procedures, procedures for verifying delivery of goods and service, invoice verification procedures, payroll controls, retirement of advances controls and Imprest procedures. Critical examination of the accountabilities for staff advance especially for cash purchase /training/meeting/workshop events should be done to determine the eligibility of expenditure.
- Review of the arrangements for managing the Designated Account (DA)s, including tracing all withdrawals and transfers from the DA to determine that they are for eligible expenditure for which claims have been sent to the World Bank;
- Determine whether project counterpart funds have been provided by the Government and used in accordance with the financing agreement and accounted for properly.
- Verify existence of project fixed assets;
- Identify all expenditure that have been made but are not eligible for funding from project funds;

- Conduct physical on-site verification of assets, or services rendered using project funds, to ensure that these are genuine and were actually done as described in the payment documents, contracts etc. Evidence of work done should include photographs of the goods and works; statements from randomly selected beneficiaries, participants, stakeholders, communities and other audit; written statements from randomly selected third parties, supporting documents from venues of workshop, etc.;
- Assess the procedures for raising of cheques and confirm whether cheques are raised after the goods of service are rendered. Identify cases where advance payment are made before goods and services are delivered, review the cashbook for un-presented cheques as they could be an indication of cheques raised and thereafter held awaiting receiving of goods and services, look for cases whereby cheques are supported by pro-forma invoice while awaiting the real invoice from suppliers.
- Follow up on cases whereby material cash payment are made in accordance with provision of established rules and procedures for goods or service which would otherwise be made using cheques and confirm the reasons for this and the justification thereof;
- Assess the approval and authorization procedures especially for cheques signatories and confirm whether there are mandatory signatories or whether any group of signatories can approve payments without centralized control;
- Conduct value-for-money reviews of the expenditures with special emphasis on whether the price are inflated, the procedures used are the most efficient, the presence of losses and wastages, whether the goods and works are being utilized as intended or whether they are broken down, neglected and never installed in the place or whether substandard goods/equipment received instead of original product for which payment was made;
- Assess and report on the corruption/fraud prevention and detection mechanisms looking out for any red-flags that may point to existence of fraud/corruption in the Project.
- An assessment of the adequacy of the project's financial management system, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls exercised by the project and suggestions of improvement, if any.
- Ascertaining the extent of level of compliance with established policies, plans and procedures including those agreed under the legal agreement.
- Verify the procurement plan and procedures whether it is implemented in accordance with the government procurement rules and World Bank guidelines;
- Review and verify the recruitment of project staff and selection procedures with the compliance of World Bank and Government system.
- Review and verify the appointment of consultant and selection procedures with the compliance of World Bank and Government system
- Verifying that the funds received under the project have been used in accordance with the financing agreement, with due attention to economy, efficiency and utilized only for the purposes for which the financing was provided.
- Review whether budgeting & accounting practice meets established International/National standards.
- Verify the assets procured under the project as well as scrutinize the asset register
- Verify the expenditures charged under the project are eligible for financing, correctly classified and all necessary supporting documents, records, accounts and contracts have been kept in respect of all project transactions/activities.

- Confirm an appropriate system of accounting and financial reporting exists, on the basis of which SOE claims/IUFRs are prepared and submitted for reimbursement/replenishment.
- Examine & evaluate the adequacy of manpower for sound & effective operation of the project.
- Justify the proper utilization of manpower appointed in the project including National Consultant.
- Ascertain the reliability of integrity, controls, security and effectiveness with the system.
- Discuss the initial findings with the implementing agencies and make appropriate recommendations for future implementation.

4. Applicable Auditing Standards:

The internal audit services shall be carried out in accordance with the International Internal Auditing Standards and international best practices, for example, application of COSO risk management framework etc

The internal audit services firm should focus on risk based internal audit model and management issues, internal control environment in the areas listed below:

- At the Project Implementation Unit (PIU), the internal audit will be required to assess the effectiveness of internal control system with regard to cash book maintenance, accounting, computerization status, bank reconciliations, fixed assets management etc.
- The auditor should examine financial reports prepared for reimbursement/ documentation during audit period to:
 - Assess the methods used to compile them,
 - Ascertain that the information on these reports accurately reflects the underlying records and documents, and
 - Ensure that there is no material misstatements.
- The internal audit firm should also review and take into account of the external audit reports in planning and conducting their work. This includes the work of the previous Foreign Aided Projects Audit Directorate (FAPAD) reports.
- Internal Audit firm will be required to examine the compliance of IDA Procurement Regulations/ Guidelines, the Public Procurement ACT 2006, Public Procurement Rules 2025 and amendments 2009 relating to international bidding/tender, and test the application of the following for the purpose of National Competitive bidding/ tender:
 1. Post bidding negotiations not allowed
 2. Bids submitted and opened in public and one location immediately after deadline for submission
 3. Re-bidding not carried out, except with IDA's prior approval/concurrence
 4. Lottery in award of contract is not allowed
 5. Bidder's qualification /experience made mandatory
 6. Bids not invited on the basis of percentage above or below the estimated cost and contract award is based on the lowest evaluated bid price for eligible and qualified bidder,

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5. Expected Deliverables:

- (a) The audit will be conducted at (a) Project Implementation Unit, BLPA, Dhaka (b) Three field/project site where construction or development work is implementing (i) Benapole Land Port, Jessore (ii) Bhomra Land Port, Satkhira and (iii) Burimari Land Port, Lalmonirhat. The audit will cover GoB rules and regulations and update World Bank Disbursement Guideline and Financial Management & procurement Guideline as needed to implement the project. The audit will be conducted semi-annually and will provide feedback to project management on any control weakness and issues, if any that require management attention. PIU and BLPA will take effective steps to address the weaknesses highlighted by the internal auditors.
- (b) Internal audit firm shall submit the methodology and work plan for carrying out internal audit in their proposal;
- (c) Internal audit firm will submit the following reports to the project authority:
- (i) Inception Report: Inception Report to be submitted to project within 2 (two) weeks after the signing of the contract;
 - (ii) Internal Audit Report (Annual):
 - a. Draft Internal Audit Report: The draft internal audit report shall be submitted to project within 60 days after 30th June each year after incorporating the comments if any given by the project;
 - b. Final Internal Audit Report: The final internal audit report shall be submitted within 14 days after getting comments on submitted draft internal audit report.
 - (iii) Final Completion Report: The final completion report shall be submitted within last day of 3rd week of last fiscal year or end of the project closing month of the project.

6. Duration of the assignment:

The Internal Audit of the project will be conducted on semi-annual basis of the total duration of the project. The duration of the assignment is about 12 weeks each year but 1st assignment would be conducted after end of the 1st year and 2nd assignment would be conducted after end of the 2nd year. 3rd assignment would be conducted after the end of last fiscal year of the project.

7. Staff Input:

S.N.	Key Experts (CVs shall be evaluated)	Inputs in month		
		No	Man-month	Total (mm)
A	Team Leader/Audit Manager	1	9	9
B	Co- Task Team Lead	1	9	9
C	Financial Management Expert	1	3	3
D	Procurement Expert	1	3	3
E	Senior Auditor	1	6	6

S.N.	Key Experts (CVs shall be evaluated)	Inputs in month		
		No	Man-month	Total (mm)
F	Junior Auditor	1	9	9
	Total Key-Staff Inputs	5		39
	Non-Key Experts			
G	Computer Operator	1	9	9
	Total Non-Key-Staff Inputs	1		9

8. Consultant's Qualification:

Eligibility of the Firm

The consulting firm should fulfill the following requirements:

- 1) **Registration with ICAB:** Should be registered and in good standing with the Institute of Chartered Accountants of Bangladesh (ICAB).
- 2) **General Experience:** The Chartered Accountants Firm should have at least 10 (ten) years of experience in Auditing of public/private sector organizations with at least two Chartered Accountants (CAs), one of whom must be a Fellow member and another Chartered Accountant must be experienced in Internal Auditing in Public sector
- 3) **Specific Experience:** The Chartered Accountants Firm should have specific experience in auditing of five or more IDA financed projects (report accepted by IDA);

Team Composition

The Consultant should propose the person-days required for each staff, keeping in mind that the entire internal audit for each year has to be completed within 12 weeks as specified.

SL	Designation	Qualification and Experiences
01	Team Leader/Audit Manager	CIA/CA/ACCA. At least 10 years of relevant experience in auditing the public sector donor funded projects, preferably IDA funded projects.
02	Co- Task Team Lead	CIA/CA/ACCA. At least 5 years of relevant experience in auditing the public sector donor funded projects, preferably IDA funded projects.
03	Financial Management Expert	Masters in Accounting/Finance or Business Administration or relevant discipline. At least 05 years of relevant experience in auditing the financial management aspects of public sector projects.

SL	Designation	Qualification and Experiences
04	Procurement Expert	Bachelor in Engineering/MBA or Masters in relevant discipline. At least 05 years of relevant experience of working in an audit firm in the area of procurement activities auditing.
05	Senior Auditor	Bachelor degree in Accounting/Finance or Business Administration or relevant discipline. At least 05 years of relevant experience in auditing the public sector projects.
06	Junior Auditor	Bachelor degree in Accounting/Finance or Business Administration or relevant discipline. At least 02 years of relevant experience in auditing the public sector projects.

9. Required Documents:

The firm must furnish the following documents:

- a. Registration with ICAB, ICMAB, ACCA or other professional bodies;
- b. Updated VAT registration and Tax Payment Certificate;
- c. Financial statement (last three years);
- d. Bank Solvency Certificate;
- e. Service completion certificates from clients.

10. Selection Method: The consultant will be selected using the Quality and Cost Based Selection (QCBS) method in accordance with the World Bank's Procurement Regulations for IPF Borrowers (July 2016, amended in November 2017, August 2018 and November 2020 and September 2023) ("Procurement Regulations").

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