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আইপিটি সাকফিল
চট্টগ্রাম পানি সরবরাহ ও পরামর্শদাতা কর্তৃপক্ষ
Chattogram Water Supply & Sewerage Authority
WASA Office Building, Dampara, Chattogram, Bangladesh

Memo No. 46.06.0000.331.35.006.2025-21

Date: 09.04.2025

REQUEST FOR EXPRESSIONS OF INTEREST (NATIONAL)

For Selection of **Senior Financial Management Consultant (Package No.: CWSIP/S15)**


1. The Government of the People's Republic of Bangladesh (GoB) is in the process of receiving a credit/loan from the International Development Association (IDA) towards the cost of “**Chattogram Water Supply Improvement Project (CWSIP)**”, to be implemented by Chattogram WASA and intends to apply a part of the proceeds of this credit for the services of a **Senior Financial Management Consultant**
2. **Scope of Services:** The Scope of Services of the **Senior Financial Management Consultant** includes, but not limited to:
 - a) **Financial Management Manual:** Prepare a financial management (FM) manual that would be embodied in the Project Implementation Manual of the project. The FM manual would include authorities and responsibilities of project staff in respect of various segments of FM function recording and processing procedures for payment fund flow arrangements.
 - b) **Budgeting:** Assist the Project Director in preparing the project budget on the basis of approved procurement plan and implementation plan in consultation with CWASA planning division and various other units involved in project implementation.
 - c) **Chart of Account:** The SFMC will develop a comprehensive Chart of Account for the Project to capture financial data under (i) GoB code of accounts (ii) WASA's heads of computerized accounting system.
 - d) **Computerized Accounting System:** The SFMC will interact with the Computerized Accounting System (CAS) for CWASA for adopting the system for the Project and will assess the adequacy of the project's needs.
 - e) **Disbursement plan:** The SFMC, with the assistance of project accounting staff and in consultation with other staff involved in project implementation, would prepare the annual and quarterly disbursement forecasts for all components of the project in line with project's procurement and implementation plan.
 - f) **Fund Management:** SFMC would assist the PD and the CWASA in obtaining quarterly fund release for GoB allocated fund and requisite government approval for use of IDA fund.
 - g) **Replenishment of Fund:** The SFMC will exercise due diligence to ensure the propriety and, appropriateness of all financial information in the withdrawal application before preparing the consolidated replenishment request to IDA.
 - h) **Internal Control:** Ensure that all financial management activities are in compliance with funding source policies, procedure and requirements.
 - i) **Books and records:** The SFMC will ensure maintenance of adequate register, books and records in appropriate order to meet the statutory requirements.
 - j) **Fixed Assets records:** Ensure that the computerized fixed assets records are maintained in the PMU identifying location and user of each asset.
 - k) **Preparation of Financial Statement and Reports:** The SFMC will ensure that preparation of the annual financial statement and other monthly and quarterly report, as specified under the GoB Project Accounting Manual, and Financial Monitoring Report (FMR) as required by IDA.

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- l) Interface with External Auditor: The SFMC will prepare the Statement of Audit Needs (SAN) to be agreed with the FAPAD/C& AG.
 - m) The SFMC, in consultation with PMU/the Bank, will prepare the ToR for the engagement of a private Audit Firm, if needed.
 - n) Follow up action with Project Audit Review Committee (PARC): The SFMC will provide necessary co-operation to the Project Audit Review Committee (PARC) which will be constituted as per the agreement with the World Bank.
 - o) Training Accounting Staff: The SFMC will provide hands on training to the accounting staff on various aspects of financial management tasks under a structured training plan.
 - p) Contribute to drafting reports, including monthly, quarterly and annual financial reports on project activities, memos, minutes of meetings etc.
 - q) Provide support regarding required fund proposed by the development partner through proper financial analysis and mechanism.
 - r) Ensure maintenance of a secure and reliable electronic financial management and IT system, if needed in addition to the existing CWASA system
 - s) Provide advice to the Client on fund management.
 - t) Prepare periodic Account Reconciliation.
 - u) Coordinate with the auditors and prepare the Broad Sheet (B/S) audit reply (if any) for the financial related audit objections (if any) raised by the FAPAD or other institution.
 - v) Ensure the compliance of project implementation with GOB & the World Bank rules, regulation and policies and oversee the utilization of resources in activities.
 - w) Perform any other assignments as and when desired by the Authority.
3. **Duration:** The duration of the consultancy services is tentatively 60 (sixty) months.
4. **Required Skills and Experiences:**
- The Consultant should have the following minimum credentials:
- a) Master's degree or equivalent in Accounting/Business Administration, Management, Finance or relevant field of study. Member of a Professional Accountancy Organization (PAO) recognized by the International Federation of Accountants (IFAC) will be an advantage.
 - b) Minimum 10 years work experience of which at least 3 years in a managerial position in financial management in government, autonomous or semi-autonomous government agency;
 - c) Candidates with experience in donor-funded projects will be preferred.
 - d) Proven experience in working with program/project implementation.
 - e) Experience in facilitating inter-institutional organization and ability to work with teams.
5. Applicants are required to submit their Expressions of Interest (EoI), comprising of a CV (including employment history with duties and responsibilities) and a forwarding letter briefly describing the reasons that the applicant considers him/her-self best suited to perform the assignment.
6. The attention of interested Applicants is drawn to paragraphs 3.14, 3.16, and 3.17 of the World Bank's Procurement Regulations, setting forth the World Bank's policy on conflict of interest.
7. Detailed Terms of Reference (ToR) and other information will be available upon request from the address provided below either through email or in person. ToR is also available in Chattogram WASA's website (www.ctg-wasa.org.bd).
8. The consultant will be selected following the procedures for Selection of Individual Consultants as described in the World Bank Procurement Regulations for IPF Borrowers, Fifth Edition, September, 2023.



9. Expression of Interest needs to be submitted (either through e-mail or in person or by mail) to the following address by **16:00 hours (BST) (GMT+6) on or before 30 April 2025**. Please clearly mention **“Expression of Interest (EoI) for Selection of Senior Financial Management Consultant, Package No: CWSIP/S15”** in the subject line and on the top of the envelope.
10. EoIs received after the last date of submission will not be considered for short listing. The authority reserves the right to accept or reject any or all EoIs without assigning any reason, whatsoever.

 09.04.2025

(Md. Rejaul Ahsan Chowdhury)

Executive Engineer

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Copy for kind information:

- 1) Deputy Managing Director (Engineering), Chattogram WASA, Chattogram.
- 2) Chief Engineer, Chattogram WASA, Chattogram.
- 3) PRO, CWASA-10 copies of REOI enclosed herewith for publication to News Papers as per PPR-2008.
- ✓4) System Analyst, Chattogram WASA, Chattogram- with request to publish the REOI to CWASA website.
- 5) P.A to Managing Director, Chattogram WASA (For kind information to Managing Director, Chattogram WASA).
- 6) Office copy.