Bangladesh Sustainable Recovery, Emergency Preparedness and Response Project (B-STRONG)
Terms of Reference (TOR)
Position: Financial Management Specialist

Key Information

Name of the Project	Bangladesh Sustainable Recovery, Emergency Preparedness and Response Project (B-STRONG)
Name of the Package	Financial Management Specialist
Package No.	BSTRONG/DDM/SI-03
Organization	Department of Disaster Management (DDM)
Selection Method	Individual Consultant Selection (ICS)
Market Approach	National-Open
Contract Type	Time-Based
Duration of the Contract	Up to 48 months
Duty Station	Dhaka and Project Area

1. Background

Bangladesh experienced extreme rainfall from mid-August to mid-September 2024, resulting in significant flooding that affected nearly six million people and caused damages of at least US$1.676 billion. The floods severely impacted 11 eastern districts. Infrastructure, housing, education, health, agriculture, fisheries, and livestock sectors were critically affected. Bangladesh had been facing a series of disasters, including Cyclone Remal (May 2024), the northeastern flood (June 2024), and the northern riverine monsoon flood (July 2024), which together impacted more than 18 million people. More broadly, the Global Climate Risk Index ranks Bangladesh as the seventh most affected country between 2000-2019. In the past 70 years, around 20 percent of the country was flooded annually, while in recent years flood events affecting more than 30 percent of the country have become more frequent.

Financed by the World Bank (WB), the Bangladesh Sustainable Recovery, Emergency Preparedness and Response Project (B-STRONG) aims to address recovery and reconstruction needs as well as strengthen disaster resilience of the country. Flooding is a recurring phenomenon that affects approximately 1 million people annually in Bangladesh, severely undermining development gains. Therefore, the proposed project will follow a Build Back Better approach to reduce future flood risks. Further, the project is multi-sectoral, covering physical interventions and non-physical activities. Altogether, the project design ensures a holistic approach to recovery and resilience building, reducing future flood risks, supporting sustainable agriculture, economic development and preventing vulnerable populations from being left behind. The project is approved in May 2025 and will be closed in December 2030.

1.1. Project Component

The project development objectives are to (a) rehabilitate and enhance the resilience of critical public infrastructure and (b) support flood-affected households to strengthen livelihoods. The Project will perform certain activities under the following components.

Component 1: People Centric Resilient Infrastructure: This Component will finance (1) the construction, rehabilitation, and reconstruction of flood-affected rural infrastructure and facilities under LGED's jurisdiction and (2) rehabilitation, repair, and construction of flood protection infrastructure through a combination of interventions in selected districts. (1) and (2) will be implemented by Local Government Engineering Department (LGED) and the Bangladesh Water Development Board (BWDB), respectively.

Component 2: Livelihoods Recovery and Enhancement Support: This component focuses on restoring and enhancing livelihoods of the flood affected population through services that support economic opportunities for affected households. This component will be implemented by Social Development Foundation (SDF).

Component 3: Community Recovery and Resilience to Disasters: This component will support the Employment Generation Program for the Poorest Plus (EGPP+), which is the shock-responsive window of DDM's national poverty-targeted public works program, and support community preparedness and response to disasters through the supply of rescue boats and equipment, and training, exercises, and drills (TEDs). ThIs component will be implemented by Department of Disaster Management (DDM).

Component 4: Agricultural System Restoration: This Component will improve agricultural livelihoods to enhance food security and nutrition. This component will be implemented by Department of Agricultural Extension (DAE), together with the Bangladesh Agricultural Development Corporation (BADC) as grantee.

Component 5: Project Management, Coordination, Monitoring and Evaluation: This component will support the day-to-day project administration, management, coordination, monitoring, and evaluation of activities by the Project Implementation Units (PIUs).

Component 6: Contingent Emergency Response: This will ensure provision of immediate response to an eligible crisis. In such an event, the component will contribute to immediate and effective response. Any unused balance under the other components can be reallocated to the CERC component, in the event of an emergency.

1.2. DDM's Component

DDM will implement Component 3 in the selected districts (Feni, Brahmanbaria, Cumilla, and Chattogram).

Subcomponent 3.1: Providing livelihood opportunities to communities through EGPP+ : This subcomponent will support the Employment Generation Program for the Poorest Plus (EGPP+), which is the shock-responsive window of DDM's national poverty-targeted public works program. The program has been operating in Cox's Bazar district since FY22 and five other districts since FY23. The subcomponent will provide temporary employment in three flood affected districts (Chattogram, Feni and Brahmanbaria), following the EGPP+ Implementation Guidelines. Temporary employment activities will include public works (e.g., rural road repair, cleaning, reforestation) and community services (e.g., information campaigns, training, and social mobilization to address GBV). The wages and stipends paid through the program will provide critical income support and employment to those most impacted by the floods. All EGPP+ data (i.e., beneficiary profiles, work attendance, payments) will be administered under the EGPP+ Management Information System (MIS).

Subcomponent 3.2: Strengthening community disaster preparedness and response: This subcomponent will support community preparedness and response to disasters through (i) the supply of rescue boats and equipment, and (ii) training, exercises, and drills (TEDs). The rescue boats will enhance the operational efficiency of flood response activities, by enabling faster evacuation of at-risk populations; reducing casualties; and facilitating the rapid delivery of food, clean water, and medical aid to stranded communities. The TEDs program will build critical capacities in disaster risk management of communities, volunteers, and local authorities in disaster-prone areas. The training activities will include, but are not limited to, emergency operation planning, emergency operation center management, and climate-resilient infrastructure. The program will train approximately 2,400 volunteers and Disaster Management Committee members in 37 flood prone districts on Search & Rescue (SAR) operations and basic disaster risk management. The participants will receive practical training in boat operation for emergency response, contributing to broader local and national SAR efforts.

2. Objective

The DDM intends to hire a Financial Management Specialist (hereafter referred as "the Consultant") to support Project Director (PD), Project Implementation Unit (PIU) under Selection for Individual Consultant (with Open market approach) following World Bank Procurement Regulations for IPF Borrowers, Sixth Edition, February 2025 for services to address the M&E issues under the project's DDM part.

Main objectives are to:

1) oversee and coordinate the compliance with the legal and standard practice during project implementation;
2) ensure the quality of the financial reports/documents
3) consolidate information and prepare quarterly/IUFR reports
4) prepare budget, disbursement projection, systematic reporting and statement generation and re-checking
5) ensure internal control, book and record management, fund management;
6) provide training to the field level staff, PIU and relevant HQ level stakeholder
7) assist the project director during financing audit and proactively attend the audit meting and prepare responses to resolve the audit issues,
8) provide technical advice to the Project Director (PD) on ensuring compliance. The consultant is to carry out the financial management job in accordance with the guidelines, rules, regulations, policy, procedure of IDA and Government of Bangladesh.

3. Scope of Consultant's Assignment

The Consultant shall work under the supervision of PD and with close association with other members of the PIU. The Financial Management (FM) guidebook issued by the World Bank will be the key guiding rule for project's financial management. The FM guidebook provides details procedures to be followed by the project on the financial management arrangements such as: (i) Budgeting; (ii) Fund flows; (iii) Accounting; (iv) Internal controls; (v) Financial reporting (quarterly IFRs); and; (vi) External audit based on statement of audit needs agreed with Controller and Auditor General (C&AG) of Bangladesh.

The overall responsibility of the Consultant is to maintain register, books and other records; facilitate classification and analysis of financial information; check and verify bills and cheques; prepare documents for timely replenishment of donor's fund; prepare annual budgets; revise budget and financial plan and annual and quarterly disbursement forecast; attend and participate in project review meetings; liaise with Chief Accounts Office of concerned Ministry and both external and internal auditors for facilitating smooth implementation of the project activities. The role further requires the ability to prepare DPP, RDPP, restructuring of Financing Agreement and Project Completion Report (PCR).

The specific tasks/responsibility for the Consultant are as follows:

1. **Financial Management and Fund Flow**: The Consultant will update and ensure continuation of sound financial management procedure at DDM - in accordance with regulations of Government of Bangladesh (GoB) and IDA. S/he will ensure that all policies and procedures are in compliance with funding source policies, procedures, and requirements; and review the efficacy of internal controls in place and suggest adopting best practices to improve internal governance and to

reduce opportunities for corruption. S/he will process withdrawal applications for IDA funds to the Government Consolidated Fund and/or Designated Account; and to ensure adequate internal control for proper utilization, management and accounting of funds.

2. **Budgeting:** The Consultant will assist the PD in consolidating the project budget on the basis of approved procurement plan and implementation plan. S/he will assist the PD in ensuring that the expenditure is made within the budget and variance if any has a valid justification and is duly authorized. The Consultant will provide a variance analysis as part of the quarterly Interim Financial Reports (IUFRs). S/he will also have to provide some standard ratio analysis and carry out taxation accounting for VAT, TAX, CD etc.

3. **Development of a Chart of Accounts:** The Consultant will develop/update a comprehensive Chart of Accounts for the project to capture financial data under (i) GoB code of accounts (ii) project components and sub-components (iv) World-Bank disbursement categories for the project, so as to enable the computerized system to classify and group financial data for the various financial reports as required by the World Bank and various GoB agencies. S/he will maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.

4. **Computerized Accounting System:** The Consultant will be responsible for procuring and implementing a Computerized Accounting System (CAS) for the project. The Consultant would be fully conversant with the system and train up other accounting staff in its operation and be responsible for keeping it going. The Consultant will arrange to maintain the books and meet the financial reporting requirements using an MS Excel based system until the computerized system is functional. Ensure that the computerized fixed assets records are maintained in the PIU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.

5. **Disbursement Plan:** The Consultant, with the assistance of project accounting staff and in consultation with other staff involved in project implementation, will prepare the annual, quarterly, and half yearly disbursement forecasts of the project in line with project's procurement and implementation plan and budget; and acquire approval from the PD for the purpose of preparing quarterly/half yearly financial reports for disbursement.

6. **Fund Management:** The consultant will assist the PD in obtaining quarterly fund release for GoB allocated fund and requisite government approval. S/he will ensure proper use of funds for the project activities; manage funds including the operation of a designated account; timely replenishment; conduct timely preparation of Bank Reconciliation Statements and initiate and respond to all fund and bank related correspondence with GoB and IDA; and process withdrawal applications prepared for draw down of the World Bank funds for project activities. The Consultant will review and verify the accuracy of information on payment vouchers for signing of checks; prepare payment vouchers before cheques are written for all Project related expenditures' and manage Project expenditures while ensuring full compliance with GoB rules and procedures.

7. **Replenishment of Fund:** The Consultant will exercise due diligence to ensure the genuineness and appropriateness of all financial information in the withdrawal application before preparing the consolidated replenishment request to IDA.

- **Processing Payments:** The Consultant will ensure appropriate continuous arrangement in place for smooth processing; approval and payments of bills for procurement of goods, works and services for the project from all sources of funds complying with relevant GoB/IDA rules; maintaining requisites files; records and books, following internal control and safeguard measures. The Consultant will review the accuracy of payment vouchers and cheques; verify and ensure availability of funds before checks are written; and prepare payment vouchers before cheques are written. S/he will review receivables and payables and ensure prompt settlement of payables to the Project's suppliers and contractors; and review and certify receipts and cash transfer sheets regarding Sale of Tender documents.

- **Internal Control:** The Consultant will ensure that all policies and procedures are in compliance with funding source policies, procedures and requirements and will review the efficacy of internal controls in place and suggest adopting best practices to improve internal governance and to reduce opportunities for corruption. This will include ensuring the appropriate use of financial powers, delegated or otherwise; separation of duties and policy for authorization of transactions; adequate internal check and control system to safeguard physical assets; and timely periodic and regular reconciliation.

8. **Books and Records:** The Consultant will ensure maintenance of the adequate registers, books and records in appropriate order to meet the statutory requirements of stakeholders and to facilitate classification and analyzing the financial information for monitoring the project progress.

9. **Fixed Assets Record:** The Consultant will ensure that the computerized fixed assets records are maintained in the PIU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.

10. **Preparation of Financial Statements and Reports:** The consultant will ensure that the annual financial statements and other monthly and quarterly reports as specified under the GoB Project Accounting Manual and Interim Unaudited Financial Reports (IUFRs) required under the Financing Agreement are accurately prepared and submitted in due time. The Consultant will make sure of pragmatic cash forecasts bi-annually while preparing the UFRs. The Consultant will ensure that Interim Un-audited Financial Reports (IUFRs) are produced on a quarterly basis showing project progress on a user-friendly format and submit the same to IDA within 45 days from the end of each calendar quarter. S/he will also be required to ensure timely submission of the other financial reports to the Ministry, IMED, and other stakeholders.

11. **Interface with External Auditors:** The Consultant will prepare the Statement of Audit Needs (SAN) to be agreed with the C & AG extending the audit focuses on testing controls preventing corruption and detecting the Transactions with corrupt practice. S/he along with FM staff will attend entry and exit meetings with FAPAD auditors; facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries; and initiate actions for holding tripartite meetings and coordinating with various agencies in meeting audit objections. The Consultant will prepare the consolidated financial statement and submit to the Chair, Steering Committee with copies to the Secretary of ministry with management letters addressed top head of agencies, and assist in publishing the project audit reports on the project website. S/he will assist the PD on independent performance audits, including review of the financial management system and verification of procurements will be carried out by a firm of Chartered Accountants.

12. **Internal Audit:** The Consultant will play a key role in developing and finalizing the ToR for Internal Audit (internal audit) in coordination with the PD an IDA, which will be conducted throughout the project by an external firm. The Consultant will provide recommendations to the PD on corrective actions to the issues that would be raised in the Internal Audit Report. S/he will present the internal audit report findings to the Project Steering Committee for its review and instructions to follow up. The consultant will coordinate with internal and external auditors

13. **Special Assignments:** The Consultant will assist Project Procurement/Tender/Audit Committee in performing their activities; assist/advise the PD in all financial matters as and when required.

14. **Supervision:** The Consultant will advise and maintain all concerned in complying with the latest income tax and VAT deduction rules and tax certification; supervise Accounts Assistant(s) and other accounting/FM staff of the project and will provide hands on training to the accounting staff on various aspects of financial management tasks under a structured training plan.

15. **Training and Workshop:** The Consultant will conduct and/or assist project-related training and workshop as required and requested by the PD.

16. **Other:** The Consultant will perform other duties deemed necessary by the PD.

17. In addition, the Consultant need to perform the followings:

    Client Connection: The Consultant will operate the World Bank's Client Connection platform, responsible for ensuring its smooth functioning, and keeping records for accountability.

    IBAS++: The Consultant will operate IBAAS++ and responsible for setting up and configuring the system, processing transactions, generating reports, maintaining and troubleshooting the system, ensuring compliance, managing security.

    RPA through GoB: The Consultant will perform RPA through GoB fund management.

4. Responsibilities of the DDM

The DDM will make experienced officials available and will ensure that the Consultant has access to all information required and documentation. The DDM will provide liaison and communicate with other Government Authorities if and when required for performing the job of Consultant and facilitate different meetings, focus group discussion and workshops based on initial planning. The DDM will provide logistic support for the filed visits. PD, B-STRONG will provide appropriate office space and other associated logistic facilities to carry out his/her roles and responsibility.

5. Key Qualifications:

Academic Qualifications and Professional Experience of the Consultant:

a) Educational Qualification

- At least a Bachelor's Degree in Accounting Business Administration / Finance or related subject. Associate or member of a Professional Accountancy Organization (PAO) (CA/ACCA/CMA etc.) recognized by the International Federation of Accountants (IFAC) will be an advantage

b) Experience

- At least seven (7) years' post qualification experience in financial management of which at least three years as a financial management expert in any World Bank funded development project implemented by any Govt./Semi. Govt./Autonomous bodies, being actively involved and fully conversant with the large contract payments, GoB budget, fund release and reporting formalities, knowledge regarding rules and regulations for budgeting, accounting, financial reporting and auditing.
- At least three (3) years' experience about Management Information System(MIS)
- Extensive knowledge of Government budgeting, fund release and reporting requirements;
- Extensive knowledge of IDA's financial management and disbursement procedures;
- Excellent spoken and written Bengali and English skills;
- Fully conversant with and have had hands on experience with computerized accounting system with ability to assist in implementation and customization; skills in software installation and troubleshooting will be added advantages;
- Experience in World Bank's disbursing and reporting requirements; and working with World Bank or similar financiers' funded projects will be an added advantage;
- Candidates with experience with Client Connection, and IBAS++ preferred;

- Proven track record of ability to develop a chart of accounts befitting the relevant computerized accounting system and the reporting;
- Strong organizational and planning skills with the ability to work independently as a team player and under pressure;
- Strong interpersonal communicative skills, experience in team leadership and participatory management;
- Ability to train the project staff on financial management system.
- Age must be within 55 years.

6. Duration of the Assignment

The Consultant shall perform the Services for up to 48 months or project closing date, whichever is earlier. However, the duration will depend on performance of the individual in this position.

7. Institutional Arrangement

The Consultants will work at PIU, Dhaka under direct control of the PD. S/he will report directly to the PD with close collaboration with other officials of the Project. The Consultant shall be accountable to the PD for everyday activities. The Consultant may be required to conduct field visits to project sites.

8. Expected Outputs

The Consultant will need to produce the following:

No	Description	Reporting Time
1	Updated Books of Accounts and Records	Continuous
2	Statement of Expenditure (SOE) to the World bank, Chennai office and its follow-up	As required
3	Prepare all report of IMED and relevant Ministries	Monthly and quarterly
4	Unaudited Interim Financial Reports	Quarterly
5	Relevant reports, statements , schedules to Auditors and reviewers	As required
6	Annual work plan and Budget and fund forecast	As required
7	L/C opening and management	As required
8	Reconciliation of Bank accounts	Monthly
9	Revenues to govt exchequer	Monthly
10	Follow-up all bills in Central bank and other offices	As required
11	All contract payments and amendments	As required
12	All other works assigned by PIU	As required
13	Update on External Audit observations	Quarterly

9. Selection procedure

A consultant will be selected following the Selection of Individual Consultant method as set forth in the World Bank Procurement Regulations for IPF Borrowers, Seventh Edition, September 2025. The applicant will be selected based on following criteria:

Education, Professional Qualification and Training: 25 Point
Adequacy for the assignment; 75 Point

The minimum qualifying points 70 out of 100. The applicant who are not meeting minimum qualifying points, shall be considered disqualified.