

Government of the People's Republic of Bangladesh
 Directorate General of Food
 Modern Food Storage Facilities Project (MFSP)
 Probashi Kallyan Bhaban (L-17)
 71-72, Eskaton Garden, Dhaka-1000
www.mfsp.gov.bd

Memo no. MFSP-13.01.0000.362.11.001.14(pt-2).690

Date: 02/06/2021

Request for Expression of Interest (REOI) for Selection of Individual Consultants (Time-Based)

1. Government of The People's Republic of Bangladesh has received an IDA credit toward the costs of the Modern Food Storage Facilities Project (MFSP), being implemented by the Directorate General of Food (DG Food), Ministry of Food.
2. DG Food now invites eligible Individual National Consultants to submit their Expressions of Interest (EOI) in hardcopy for providing the services mentioned below.
3. Duty Location: The positions are based at Dhaka but may require field visit.
4. Position and Key requirements:

Pack age	Name of Post	No. of Post	Key educational and experience requirements
SD-40	Senior Social Specialist (Intermittent)	01 (One)	Post Graduate Degree on Social Science and 10 years relevant experience. Details are available in TOR at http://mfsp.gov.bd/tender_services.php
SD-47	Accounts Officer	01 (One)	Post Graduate in Accounting/Finance and 10 years relevant experience. Details are available in TOR at http://mfsp.gov.bd/tender_services.php
SD-46	Accountant cum Cashier	01 (One)	Post Graduate in Accounting/Finance/Management or Post Graduate with commerce background and 10 years relevant experience. Details are available in TOR at http://mfsp.gov.bd/tender_services.php

5. The Terms of Reference (TOR) of the above position is available in the website: www.mfsp.gov.bd that will provide detail scope of work and required qualifications and experiences.
6. **Selection Procedures:** MFSP, DG Food now invites eligible applications from eligible applicant to express their interest in providing the services with complete CV in prescribed format available at www.mfsp.gov.bd. The individual consultant will be selected in accordance with World Bank Guidelines: Selection and Employment of Consultants under IDA Credits & Grants by World Bank Borrowers updated January 2011.
7. **Remuneration:** Negotiable consolidated remuneration inclusive of all applicable Tax & VAT as per law of Bangladesh within the project allocated budget.
8. **Last date and time of submission:** 04:00 PM, June 20, 2021
9. **Place of submission:** Office of the undersigned. Only EOIs in hardcopy will be considered.
10. Only short-listed candidates will be contacted.
11. The authority reserves the right to accept or reject any or all EOIs.

30/05/2021 02/06/2021

(Md. Rezaul Karim Sheikh)
 Project Director

Modern Food Storage Facilities Project (MFSP)

Date: 02/06/2021

Memo no. MFSP-13.01.0000.362.11.001.14(pt-2).690

Copy for information and necessary action:

1. The Secretary, Ministry of Food, Bangladesh Secretariat, Dhaka.
2. Director General of Food, Khadya Bhaban, 16 Abdul Gani Road, Dhaka-1000.
3. Task Team Leader, MFSP, World Bank, Dhaka.
4. Accounts Officer, MFSP. He is requested to publish the REOI in two national (One Bangla and One English) newspaper, website of CPTU, DG Food and MFSP.

30/05/2021 02/06/2021

(Md. Rezaul Karim Sheikh)
 Project Director

Government of the People's Republic of Bangladesh
Ministry of Food
Modern Food Storage Facilities Project

Terms of Reference for Consultant Services

Individual Consultant

Senior Social Specialist

**IDA Project Cr. Number: 52650- BD for
Modern Food Storage Facilities Project – MFSP**

Objectives of SMRPF

The SMRPF is intended to provide general policies, guidelines, and procedures to DG-Food for social inclusion and integration of required mitigation measures of possible safeguard impacts into the selection, design and construction of silos facilities in phases. The objective of the SMRPF is to help DG-Food to achieve the following:

- Enhance the social development outcomes of development of modern silos facilities at strategic locations and provide home silos to targeted families in disaster prone areas;
- Identify and mitigate adverse impacts that the selected sites might cause on people (men & women), including protection against loss of livelihood activities, with culturally, socially and economically appropriate measures;
- Develop necessary safeguard mitigation measures to adequately disclose and consult with affected people on draft action plans, to replace their lost assets and to improve (or at least restore) their incomes and livelihoods, and
- Ensure compliance with the relevant GOB policies and those of the World Bank on social safeguards and other social issues, including those with gender implications.

To achieve the objectives, social management plans (SMP) will be prepared for each phase following the principles, guidelines and procedures outlined in the SMRPF and implemented before construction of civil works. The resettlement action plan (RAP) will be prepared and implemented where private lands or public land from private uses will be taken for construction modern silo facilities.

Objectives and Scope of the Assignment

The Project Management Unit (PMU) in DG-Food's office will engage the Senior Social Specialist (individual consultant) to achieve the objectives of the SMRPF. The consultant will assist the PMU in facilitating inclusion and community engagement in project process, social screening of food silo sites, and preparation and implementation of SMPs and RAPs of the project interventions following the SMRPF to enable the project comply with the World Bank policy requirements. The Senior Social Specialist will carry out the following specific tasks related to social inclusion, land acquisition and resettlement including:

- (i) Design and carry out inclusive beneficiary selection for the project's household silos program,
- (ii) Monitor activities of contracted party managing the household silos program and ensure full compliance with social development requirements,
- (iii) Design and carry out (or make the project carry out) in accordance with the SMRPF, the social screening of silo sites and preparation of social screening reports (subject to clearance from the Bank);
- (iv) Design and carry out (or make the project carry out) social impact assessment of modern silo construction sites in accordance with the SMRPF, and prepare (or oversee preparation of) RAPs (subject to clearance from the Bank);
- (v) Prepare or make the project prepare SMPs and share them with the Bank for review and clearance;
- (vi) Where land acquisition and population displacement is involved

- a. Liaison with district administration to support land acquisition;
- b. Day-to-day management, supervision, monitoring of resettlement work;
- c. Ensure timely availability of budget for all activities;
- d. Synchronize resettlement activity and handover land as per the construction schedule;
- e. Initiate to form necessary participatory bodies for assessment and valuation of affected assets; and

(vii) Make the project address complaints related to the project interventions, resettlement and quality of construction;

(viii) Work closely with the third party Monitoring & Impact Evaluation firm to ensure that monitoring of community engagement, social impact assessment, land acquisition (if any) and implementation of SMP and any RAP, is adequately performed

(ix) Ensure that all activities on social management will be included in the project progress reports and reviewed under third party monitoring and also by periodic Bank missions.

As a member of the PMU, the Consultant will work closely with the DG Food and coordinate all relevant activities with other units of DG Food and DG FPMU. The consultant will sit in PMU office in Dhaka at convenient location from DG Food office to whom they will be reporting on a day to day basis. S/he will work in close collaboration with the other staff in the PMU.

Expected Outputs & Deliverables

The Consultant will need to produce the following:

No	Description	Reporting Time
1	Quarterly progress reports on Social management as per WB formats, giving details of: (a) measures taken in furtherance of the said instruments; (b) conditions, if any, which interfere or threaten to interfere with the smooth implementation of the said measures; and (c) remedial measures taken or required to be taken to address such conditions	Quarterly, no later than 7 days after completion of the quarter.
2	Annual progress reports on Social management as per WB formats. The report will cover: (a) the progress of each component, (b) implementation of key features of the SMPs and any RAP, (c) achievement of GRM, (d) difficulties and measures taken and (e) consultation and recommendations.	By 15 August of each year
3	Review/ Prepare site specific SMP/RAP incorporating monitoring plans based on all inclusive consultation, social screening and social impact assessment	Before bidding process
4	Produce Corresponding chapter in PIM	1st Month

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খাদ্য মন্ত্রণালয়
বাংলাদেশ সর্টিবালয়, ঢাকা।

5	Assisting PMU in finalizing the choice of sites taking into account social issue factors and other technical issues based on further studies before bidding process ;	Before bidding process
6	Review/Conduct all outstanding site-specific Social Assessments and Management Plans in conformity with the WB and existing Government rules and regulations ;	Before bidding process
7	Periodical reports following formats and Guidelines of IMED and Bank respectively.	Whenever necessary

Consultant qualifications and expertise required

The Senior Social Specialist should have the following academic qualification, skill and professional experiences:

Education:

- Post Graduate Degree on Social Science.

Experience:

- Minimum 10 (ten) years of relevant working experience with advance knowledge, obtainable usually through a combination of experience and continuing education; or Equivalent combination of education, training and experience ;
- Experience in working with multiple discipline projects ;
- Experience of working with silo construction will be preferred ;
- Experience of working with World Bank funded and/or other donor agency projects/program as Social Specialist will be preferred.

Specific Abilities and Skills:

- Excellent knowledge on country legal process on land acquisition and population displacement and understanding of the World Bank guidelines on social safeguards and social development issues
- Excellent proven report writing skill on Social issues;
- Excellent computer skills (MS Word, Excel and internet);
- Strong interpersonal communicative skills, experience in team leadership and participatory management;
- Ability to impart training to the project staff on different Social issues followed by World Bank and Government of Bangladesh;
- Must possess excellent communication skills in English, both written and spoken.

Reporting and supervision arrangements

The consultant will report to the Project Director, Directorate General of Food and contribute in preparation of project progress reports and on call reports.

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বাংলাদেশ স্টিবালয়, ঢাকা।

Responsibilities of the contracting party

MFSP will provide office space and relevant institutional support needed to carry out the assignment. The contracting authority will provide all relevant reports, maps, data and studies as are available. The Employer will provide any other assistance not readily available that the consultant may reasonably request, including liaison with the Government and other agencies concerned.

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Ministry of Food
Modern Food Storage Facilities Project

Terms of Reference for Consultant Services

Individual Consultant

Accounts Officer

**IDA Project Cr. Number: 52650- BD for
Modern Food Storage Facilities Project – MFSP**

Objectives of the Assignment

The overall objective of this assignment is to verify and process all payments and prepare all reports and returns relevant to the financial management of the project, in accordance with the provisions of the legal agreements prevailing for the MFSP and in line with relevant government rules and regulations. The project will be implemented in accordance with the Governance and Accountability Action Plan (GAAP) in order to ensure proper implementation of the project and the use of IDA and BCCRF Grant funds. Financial Management would be undertaken by the three member team of Financial Consultants to be recruited by the Directorate General of Food, and to be based in Dhaka with the PMU. All financial management activities will be undertaken centrally in the Project Management Unit (PMU) at the DG Food office in Dhaka, to ensure fully accountability. Thus the PMU will have a financial management system whose objective is to adequately account for all resources and expenditures in accordance with the provisions in the FM chapter(s) in the Project Implementation Manual.

Scope of the Assignment

Project Director through its nominated representative, Deputy Project Director and his supports staff, shall work in close association with the consultant with regard to the financial management of the project. In all FM activities the consultant will work directly under and in coordination with the Senior Financial Management Specialist. The FM chapter(s) in the Project Implementation Manual (PIM) will be the key guiding rule for project financial management. These would be updated time to time and at least once a year to incorporate lessons learned over the past years. The PIM provides complete details/procedures to be followed by the project on the financial management arrangements: (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.

After disbursements begin, required quarterly interim project reports will show: (i) sources and uses of funds by disbursement category; and (ii) usages of funds by project components after expenditures, consolidated fund utilization based on governmental head of accounts, compared with budget. The Government and the World Bank have agreed on a customized report format. The Accounts Officer will be accountable to the MFSP management for the overall financial management.

The Key Responsibilities of the Consultant would include, but not be limited to the following:

- a) Assist SFMS in reviewing all available project documents to facilitate establishment of a sound financial management system within PMU and supervising all financial planning, recording, accounting, receipt/expenditure budgeting and reporting for the management and implementation of the project;
- b) Assist SFMS in providing necessary supports to the employer on establishing a financial management system for the project based on the PIM and guidelines & procedures for financial management under World Bank funded projects, and the government regulations for the management of public funds;
- c) Assist SFMS in respect of conducting financial risk assessment and establishing and

বাংলাদেশ আবৃত্তি কাউন্সিল
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খাদ্য মন্ত্রণালয়, ঢাকা।
বাংলাদেশ সর্বিয়ার, ঢাকা।

managing a robust financial management system in conformity with the government's commitment as per the legal documents of the MFSP;

- d) Assist SFMS in operating and maintaining designated project bank accounts (for IDA and BCCRF) in accordance with the GoB rules, regulations and IDA guidelines as applicable.
- e) Facilitating the Office of Auditor General of Bangladesh in undertaking periodic reviews and annual audit of PMU financial transactions as per the GoB rules and requirements;
- f) He/She must contribute to enhancing the capacity of selected staff from the project implementing agency in financial management by providing regular training.
- g) Assisting SFMS in respect of issues arising in the internal and external audits that need to be promptly addressed and acted upon in a timely manner.
- h) Verify and process all payments to contractors/vendors, compile vouchers for review and enter reviewed vouchers into accounting software.
- i) Review monthly memo, to make needed corrections, send response to SFMS
- j) Assist in the preparation of monthly cash flow requests
- k) Assist the SFMS in budgeting for the projects and budget review for all subcontracts/consultancies
- l) Responsible for payroll and tax deductions, including preparation of tax deduction challan, bank deposit and other calculation and maintaining office register
- m) Verify per diem statements and other travel expenses, as per existing guidelines, and arrange payment as appropriate
- n) Maintain and manage petty cash and prepare petty cash vouchers and disbursements to recipients
- o) Maintain finance files, i.e. copies of sent vouchers with receipts, copies of quotes
- p) Prepare bank statement reconciliation for SFMS approval
- q) Review monthly field accounts package with SFMS before 10th of each month
- r) Maintain Advance Records, if any.
- s) Perform other related duties as may be assigned
- t) Will also act as the Administrative Officer of the PMU

The Consultant will work closely with other members from the Project Implementation Unit and coordinate all relevant activities with other units of DG Food and DG FPMU. The consultant will sit in PMU office in Dhaka at convenient location from DG Food office to whom s/he will be reporting on a day to day basis. S/He will work in close collaboration with the other staff in the PMU.

Expected Outputs & Deliverables

The Consultant will need to produce the following:

No	Description	Reporting Time
1	Assist in updating Financial Manual(FM)	At least once a year and more frequently if required
2	Prepare IMED report (IMED-03).	Quarterly, no later than 15 days after completion of the quarter
3	Prepare Statement of Expenditure (SoE)	Periodically
4	ToRs for Internal Audit	By 31 March 2014

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5	Prepare Interim Financial Reports (IFRs)	Quarterly,
6	Annual work plan and Budget	By 31 March of each year
7	Preparing IMED Report (IMED -05)	Monthly

Consultant qualifications and expertise required:

The Accounts Officer should have the following academic qualification, skill and professional experiences:

Education:

- Post-Graduate in Accounting/Finance;
- Professional accounting qualification CA/CMA /ACCA etc. are preferable;

Experience:

- 10 years experience in financial management, preferably in any IDA funded project.

Specific Abilities and Skills:

- Strong analytical skills.
- Strong verbal and written communication skills both in English and Bangla.
- Strong presentation skills are needed to brief concerned organization on financial matters.
- Ability to manage multiple priorities within required timeframes.
- Demonstrated ability to identify gaps in the financial process and apply remedial measures.
- Strong computer skills, including word processing, excel any account management software.
- Ability to learn additional applications as needed.

Reporting and supervision arrangements:

The consultant will report to The Project Director, Directorate General of Food.

Responsibilities of the contracting party

MFSP will provide office space, and relevant institutional support needed to carry out the assignment. The contracting authority will provide all relevant reports, maps, data and studies as are available. The Employer will provide any other assistance not readily available that the consultant may reasonably request, including liaison with the Government and other agencies concerned.


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Government of the People's Republic of Bangladesh

Ministry of Food

Modern Food Storage Facilities Project

Terms of Reference for Consultant Services

Individual Consultant

Accountant cum Cashier

**IDA Project Cr. Number: 52650- BD for
Modern Food Storage Facilities Project – MFSP**

Objectives of the Assignment

The overall objective of this assignment is to verify and process all payments and prepare all reports and returns relevant to the financial management of the project, in accordance with the provisions of the legal agreements prevailing for the MFSP and in line with relevant government rules and regulations. The project will be implemented in accordance with the Governance and Accountability Action Plan (GAAP) in order to ensure proper implementation of the project and the use of IDA and BCCRF Grant funds. Financial Management would be undertaken by the three member team of Financial Consultants to be recruited by the Directorate General of Food, and to be based in Dhaka with the PMU. All financial management activities will be undertaken centrally in the Project Management Unit (PMU) at the DG Food office in Dhaka, to ensure fully accountability. Thus the PMU will have a financial management system whose objective is to adequately account for all resources and expenditures in accordance with the provisions in the FM chapter(s) in the Project Implementation Manual.

Scope of the Assignment

Project Director through its nominated representative, Deputy Project Director and his supports staff, shall work in close association with the consultant with regard to the financial management of the project. In all FM activities the consultant will work directly under and in coordination with the Accounts Officer. The FM chapter(s) in the Project Implementation Manual (PIM) will be the key guiding rule for project financial management. These would be updated time to time and at least once a year to incorporate lessons learned over the past years. The PIM provides complete details/procedures to be followed by the project on the financial management arrangements: (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.

After disbursements begin, required quarterly interim project reports will show: (i) sources and uses of funds by disbursement category; and (ii) usages of funds by project components after expenditures, consolidated fund utilization based on governmental head of accounts, compared with budget. The Government and the World Bank have agreed on a customized report format. The Accounts Officer will be accountable to the MFSP management for the overall financial management.

The Key Responsibilities of the Consultant would include, but not be limited to the following:

- a) Assist Accounts Officer in reviewing all available project documents to facilitate establishment of a sound financial management system within PMU and supervising all financial planning, recording, accounting, receipt/expenditure budgeting and reporting for the management and implementation of the project;
- b) Assist Accounts Officer in providing necessary supports to the employer on establishing a financial management system for the project based on the PIM and guidelines & procedures for financial management under World Bank funded projects, and the government regulations for the management of public funds;
- c) Assist Accounts Officer in respect of conducting financial risk assessment and establishing (যোগাযোগ আবৃত্তি কাউন্টার) and managing a robust financial management system in conformity with the government's commitment as per the legal documents of the MFSP;
- d) Assist Accounts Officer in operating and maintaining designated project bank accounts (for IDA and BCCRF) in accordance with the GoB rules, regulations and IDA guidelines

as applicable.

- e) Facilitating the Office of Auditor General of Bangladesh in undertaking periodic reviews and annual audit of PMU financial transactions as per the GoB rules and requirements;
- f) He/She must contribute to enhancing the capacity of selected staff from the project implementing agency in financial management by providing regular training.
- g) Assisting Accounts Officer in respect of issues arising in the internal and external audits that need to be promptly addressed and acted upon in a timely manner.
- h) Verify and process all payments to contractors/vendors, compile vouchers for review and enter reviewed vouchers into accounting software.
- i) Prepare budget based on the approved/proposed work-plan in collaboration with the SSFM and review quarterly
- j) Prepare monthly Cash Flow Projection and secure funds.
- k) Review and approve all requisitions and expenditures involving expenditure for appropriateness and to make sure they conform with the budget
- l) Ensure that all expenditures are made following existing financial rules and regulations.
- m) Ensure that financial database is updated on a daily basis.

The Consultant will work closely with other members from the Project Implementation Unit and coordinate all relevant activities with other units of DG Food and DG FPMU. The consultant will sit in PMU office in Dhaka at convenient location from DG Food office to whom s/he will be reporting on a day to day basis. S/He will work in close collaboration with the other staff in the PMU.

Expected Outputs & Deliverables

The Consultant will need to produce the following:

No	Description	Reporting Time
1	Prepare Monthly Cash Flow Projection and secure funds.	Monthly
2	Prepare Bill and Voucher the Contractors and Consultants	Periodically
3	Updated financial database	Daily
4	Prepare IMED report (IMED-03).	Quarterly, no later than 15 days after completion of the quarter
5	Prepare Statement of Expenditure (SoE)	Periodically
6	Prepare Interim Financial Reports (IFRs)	Quarterly,
7	Annual work Plan and Budget	By 31 March of each year
8	Preparing IMED Report (IMED -05)	Monthly

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খাদ্য পদ্ধতি বিষয়ে
ঢাকা।

Consultant qualifications and expertise required:

The Accountant-Cum-Cashier should have the following academic qualification skill and professional experiences:

Education:

- Post-Graduate in Accounting/Finance/Management or Post Graduate (Masters) with Commerce Background;

Experience:

- 10 years experience in an Accountant-Cum-Cashier position in the private sector or an international organization.

Specific Abilities and Skills:

- A team player with good interpersonal skills
- Experience working in a computerized Accounting Package
- Proficiency in Microsoft Office programs (Word, Excel, Access, Power point) and email communication is essential
- Strong communication skills (including interpersonal and cross-cultural) with fluency in written and spoken English and Bangla.

Reporting and supervision arrangements:

The consultant will report to The Project Director, Directorate General of Food.

Responsibilities of the contracting party

MFSP will provide office space, and relevant institutional support needed to carry out the assignment. The contracting authority will provide all relevant reports, maps, data and studies as are available. The Employer will provide any other assistance not readily available that the consultant may reasonably request, including liaison with the Government and other agencies concerned.

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