

Memo No: 46.03.2600.548.07.005.21-006

Date: 11/05/2021

Request for Expression of Interest (EOI)

Ministry/Division	ঃ	Ministry of Local Government, Rural Development and Co-operative, Local Government Division
Agency	ঃ	Department of Public Health Engineering (DPHE)
Procuring Entity Name	ঃ	Office of the Project Director, Rural Water, Sanitation & Hygiene for Human Capital Development Project, DPHE Dhaka.
Procuring Entity Code	ঃ	Not used at present
Procuring Entity District	ঃ	Dhaka
Expression of Interest for Selection of	ঃ	Individual Consultant (National) (Time-Based)
Title Of Service	ঃ	Financial Management Specialist (Package No: RWSHP-SD-04)
EOI Ref. No.	ঃ	46.03.2600.548.07.005.21-006
Date	ঃ	11/05/2021
KEY INFORMATION		
Procurement Sub-Method	ঃ	Selection of Individual Consultant (SIC)
FUNDING INFORMATION		
Budget and Source of Funds	ঃ	Development Budget Loan/Credit
Development Partners	ঃ	International Development Association (IDA), Asian Infrastructure Investment Bank (AIIB)
PARTICULAR INFORMATION		
Project/Programme Name	ঃ	Rural Water, Sanitation & Hygiene for Human Capital Development Project
EOI Closing Date and Time	ঃ	01/06/2021 3.00 PM
Publication Date	ঃ	11/05/2021

Brief Description of Assignment

- Maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
- Review and verify accuracy of information on payment vouchers for signing of checks.
- Verify and ensure the availability of funds before checks are written.
- Prepare payment vouchers before cheques are written.
- Manage Project expenditures, ensuring full compliance with project rules and procedures.
- Assist in the Preparation of Budget estimates/ allocation for Project activities.
- Procure and operationalize computerized accounting system for the project for accurate and timely management of financial resources.
- Prepare disbursement forecast on a monthly/ quarterly/yearly basis for the project.
- Attend entry and exit meetings with FAPAD auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format.
- Provide necessary cooperation to the Project Audit Committee (PAC).
- Supervise Accounts Officer (s) and other accounting 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.
- Any other duties assigned by the PD/DPD

Experience, Resources and Delivery Capacity Required

- a) Educational Qualification:
 - The Candidate will have professional accountancy qualification such as ACCA/ CA/ CMA/ CPA etc. along with Master of Commerce from a reputed university.
- b) Experience:
 - Minimum ten (10) years of working experience in Financial Management of which at least five (5) years in a Managerial position being actively involved and fully conversant with large contract payment, GOB budget, fund release and reporting formalities.
 - Is fully conversant with operating Computerized Accounting System and has the ability to assist in implementation and customi-zation; Skills in software installation and trouble-shooting will be added advantages.

Other Details (if applicable):

- The competent applicant is invited to provide information indicating that s/he is qualified to perform the services (complete CV along with description of similar assignments, experience in similar conditions, general qualifications and financial proposal)
- Expression of Interest must be delivered in a written form to the address below and clearly marked “Request for Expression of Interest”, package number, name of the position applied for and name and address of the individual.
- Any interested applicant who has an ongoing contract in the World Bank Financed Project with a duration of more than 6 months from the last date of EOI submission, will not be considered for short listing.
- Duration of the consultancy services will be 60 months or project closing date whichever is earlier.
- Interested applicants may obtain the detailed Terms of Reference (ToR) upon request from the address provided below either by e-mail or in person during the office hours (09-00 am to 05-00 pm).
- The ToRs are also available at the DPHE website (<http://www.dphe.gov.bd>).
- For further information and clarification, intending applicant may contact at the address given below during office hours (9:00 am to 5.00 pm BST).

PROCURING ENTITY DETAILS

Name of Official Inviting EOI	Md. Tabibur Rahman Talukder	
Designation of Official Inviting EOI	Project Director	
Address of Official Inviting EOI	Rural Water, Sanitation & Hygiene for Human Capital Development Project, Level-4, Design Division, Department of Public Health Engineering 14, Shaheed Captain Monsur Ali Sarani, Kakrail, Dhaka.	
Contact details of Official Inviting EOI	Phone: 02-22223371	Email: pd.rwshcd@dphe.gov.bd

The Procuring Entity reserves the right to accept or reject all EOIs.

Md. Tabibur Rahman Talukder
Project Director
Rural Water, Sanitation & Hygiene for
Human Capital Development Project
Department of Public Health Engineering
14, Shaheed Captain Monsur Ali Sarani, Kakrail, Dhaka.
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