

Bangladesh Municipal Water Supply and Sanitation Project (BMWSSP)
Terms of Reference (TOR)
Position: Consultant (Junior Financial Management Analyst)
Package no. S - 4

A. Background :

Government of Bangladesh through the Department of Public Health Engineering (DPHE) had been implementing provision of safe and sustainable water services under different Project mainly in rural Bangladesh. DPHE has taken a International Development Association (IDA) and Asian Infrastructure Investment Bank (AIIB) financed Project for strengthening the WSS services delivery system along with infrastructure development at secondary town level / selected municipalities. Project aims to address capacity deficits by: (i) infrastructure provision and operationally sustainable services delivery by private sector; (ii) institutional capacity strengthening of municipalities to enable them to play increasingly central roles in planning and supervision of services delivery by private sector; and (iii) strengthening DPHE to focus more on policy and facilitation roles (away from direct infrastructure provision).

The Project's approach is part of the national law and policy to devolve water and sanitation responsibilities to the local governments in order to ensure sustainability and cost-effectiveness. It directly supports the SDP target of improved services (with piped water and fecal sludge management) in municipalities, along-side strengthening institutional capacities of municipalities to provide universal access to improved water and sanitation services in a financially sustainable manner. This involves changing mindsets and operating principles and developing the private sector. In addition, efforts will be made towards identifying opportunities for women to increase their participation in planning and implementation of water supply and sanitation services, expand their employment opportunities, and promote their safety.

The Project Management Unit (PMU) will be responsible for implementation and supervision of works headed by Project Director and with adequate staffing along with experienced Consultants. The PMU intends to appoint a "Junior Financial Management Analyst" for technical supports and carry out day to day work under the direct guidance of Financial Management Analyst in order to smooth implementation of the project.

B. Objective

The engagement of the Consultant is to establish and operate the Accounts and reporting system for the project.

C. Key tasks/responsibility

The overall responsibility of the Junior Financial Management Analyst for Bangladesh Municipal Water Supply and Sanitation Project (BMWSSP) (GOB-WB-AIIB) is to establish and operate the accounts system in the project. He/she will work under direct guidance of Senior Consultant of FM unit of the Project. As a part of his duties, he/she will ensure in maintaining register, books and other records, facilitate classification and preparation of financial statements of OA of each Pourashava. In addition he/she will assist the Project Management Unit (PMU), DPHE to maintain register, books and other records, facilitate classification and analysis of financial information, check and verify' bills and issue cheque, prepare document for timely replenishment of donor's fund, preparing annual budget, revised budget and financial plan and annual and quarterly disbursement forecast, liaise with Accounts Officer (GOB), both external and internal auditors for facilitating smooth implementation of the

project activities. S/he will frequent travel to the Pourashava and work liaison with the Project Management Unit (PMU) and consulting firm(s).

The specific tasks/responsibility for the Consultant:

- Maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds;
- Prepare quarterly financial reports for the GOB and quarterly Interim Unaudited Financial Reports (IUFR) for the World Bank;
- Process withdrawal applications prepared for draw down of the World Bank funds for all activities;
- 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 for all Projects;
- Manage Project expenditures, ensuring full compliance with project rules and procedures;
- Assist in the Preparation of Budget estimates/allocation for Project activities;
- Assists and provide guideline to the staffs of WSS unit of Pourashava regarding finance and accounts;
- Prepare monthly/quarterly/annual reports as needed;
- Review accuracy of payment vouchers, cheques, bank and EFT advices;
- Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements;
- Review receivables and payables and ensure prompt settlement of payables to the Project's suppliers and contractors;
- Attend Project review and other meetings;
- Monitor closely the work of the team involved in the maintenance of the Cash Book;
- Build financial management capacities within the Project and Pourashava;
- Review and verify Pourashava operational accounts(OA) on regular basis;
- Ensure that entire fund has been disbursed from Pourashava OA to the payee for performance grants within the calendar quarter for properly documentation of expenditures paid from DA;
- Ensure preparation of monthly financial statements for all OA separately with the help of Technical Support Unit and related services consultancy firm;
- Develop chart of accounts to capture financial data appropriately;
- 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 as per requirement;
- 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;

- Ensure that the computerized fixed assets records are maintained in the PMU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records;
- Assist the PD/FMA in ensuring that all financial information is included in the Project's web site;
- 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, initiate actions for holding bilateral and tripartite meetings and coordinating with various units of PMU in meeting for resolution of pending audit objections;
- Finalize the TOR for internal audit in consultation with IDA;
- Provide necessary cooperation to the Project Audit Committee (PAC);
- Participate in Project Procurement/Tender Committee meetings and activities;
- Assist/advise the PD in all financial matters as and when required;
- Advise and maintain all concerned in complying with the latest income tax and VAT deduction rules and tax certification;
- Assist procurement consultant through providing critical financial and contract management related information as and when required;
- Prepare DPP/RDPP/Restructuring documents/PCR etc.;
- Maintain close relation with consultancy/technical firm(s) and NGO's engaged under the project;
- Supervise 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; and
- Any other duties assigned by the PD/DPD/FMA.

D. Key Qualifications:

Educational Qualifications and Professional Experience of the Consultant:

a) Educational Qualification:

- Bachelor/ Master of Commerce in Accounting/Finance or MBA with major in Accounts/Finance. Candidate having part qualification from any IFAC enlisted professional bodies will get preference.

b) Experience:

- Minimum 05 years of working experience in Financial Management including knowledge in of which at least 03 years in Junior Consultant position being actively involved and fully conversant with contract payment, GOB budget, fund release and reporting formalities, Is fully conversant with Computerized Accounting System and has the ability to assist in implementation;
- Strong organizational and planning skills with the ability to work independently as a team player and under pressure;
- Strong interpersonal communication skills, experience in team leadership and participatory management;
- Ability to train the project staff and Pourashava personnel on financial management system.

- Age preferably be within 55 years.

E. Duration of the Assignment

The duration of the assignment will be throughout the project's duration of 48 months or project closing date, whichever is earlier. But it may be extended as per requirement of the project. However, this will depend on performance of the individual in the position.

F. Institutional Arrangement

The Consultants will work under direct control of the Project Director. S/he will report directly to the Project Director with close collaboration with other officials of the Project. The Consultant shall be accountable to the Project Director for his day to day activities.

G. Remuneration

The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the Project Director.

H. Reporting Obligations

- i. Monthly Activity Report
- ii. Quarterly Summarized report
- iii. Final Report
- iv. Any other reports as required by PMU

I. Procurement/ Hiring method

The Consultant will be hired and contracted as per the "Individual Consultant (IC)" Selection method of World Bank Procurement Regulation (PR), July, 2016 (Revised November 2017).