

**Government of the People's Republic of Bangladesh**  
Department of Public Health Engineering (DPHE)  
Research and Development Division

**Terms of Reference (ToR) for the engagement of Individual Consultant in the WATA implementation project supported by UNICEF, Bangladesh**

**Package No:** RND/WATA/24-25/PA-001

**Position:** Program Accountant

**Duration:** 9 months from contract signing

**Location:** Dhaka with field visits to 10 WATA implementation sites if required

**Reporting to:** Research and Development Division, DPHE

**1. Background:**

Bangladesh faces significant challenges in ensuring safe drinking water due to contamination from biological and chemical pollutants. It is fact that chlorine is the mostly utilized and useful disinfectant for safe water supply although ensuring a steady and locally available source of chlorine is critical for disinfection, particularly in remote and disaster-prone areas. Moreover, traditional chlorine supply methods are often unreliable due to logistical constraints and degradation of chemicals over time.

In this context, WATA technology offers a decentralized solution, enabling local chlorine production and improving the resilience of water supply system of Bangladesh. WATA is a cost-effective, sustainable solution for producing active chlorine through electrolysis of salted water, which helps disinfect drinking water and maintain hygienic conditions in health structures, schools, and waste management plants. WATA technology ensures safe and reliable chlorine production at the point of use, addressing challenges in accessing disinfectants in remote and vulnerable communities.

The Department of Public Health Engineering (DPHE) is piloting WATA technology at 10 different sites across Bangladesh to improve water quality in Bangladesh. To ensure the project's financial sustainability, an experienced Program Accountant (Consultant) is required to oversee budgeting, expenditure tracking, and financial reporting. Given the complexity of multi-site deployment and the need for continuous financial monitoring, the consultant will play a crucial role in achieving the project's financial goal.

**2. Objectives of the Assignment:**

- To manage financial transactions and ensure compliance with budgetary allocations.
- To provide accurate and timely financial reports.
- To assist in procurement and ensure adherence to financial regulations.
- To maintain records for auditing and transparency.

**3. Scope of Work:**

- Track project expenditures and maintain financial documentation.
- Prepare monthly, quarterly and annual financial reports and submit them to DPHE, UNICEF and relevant stakeholder.

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- Ensure compliance with donor and government financial regulations.
- Assist in procurement processes and budget management.
- Coordinate financial reconciliation with field offices.

#### 4. Deliverables and Timeline:

The deliverables and timeline outline the key milestones for the WATA implementation, ensuring structured execution and timely completion. The table below summarizes the major deliverables along with their corresponding timelines.

**Table 1 Deliverables and Timeline**

Sl.	Deliverables	Timeline
D1	Inception report, Budget and financial plan	Month 1
D2	Documentation and preparation for financial auditing	Month 6-9
D3	Monthly financial report	Each Month
D4	Final financial Reporting	Month 9

#### 5. Qualifications & Experience:

The minimum qualifications and experience criteria are outlined in table below.

**Table 2 Qualification and Experience Criteria**

Sl.	Qualification Areas	Qualification Criteria
1	Educational	Master's in Finance/ Accounting/ Business Administration, or related field
2	Experience	Minimum 5 years in financial management, preferably in donor-funded projects
3	Technical Skills	Proficiency in financial software, Excel, and financial reporting
4	Communication Skills	Strong communication and interpersonal skills Excellent verbal and written communication skills in both English and Bengali.
5	Reporting & Analysis	Strong analytical and problem-solving skills Experience in data analysis and reporting.

#### 6. Facilities to be provided:

Office space, equipped with basic furniture and utilities (electricity, water, internet), will be provided at the CR-WASH Project office (DPHE)/ the Research & Development Division, or another suitable location as available. However, transportation to and from the office will be the responsibility of the consultant.

#### 7. Contract and Payment Terms:

- Payment will be made in equal monthly installments based on the deliverables mentioned in Table 1.

- The consultant will be responsible for the payment of all incurred taxes as per government regulations.

**8. Duration of the Assignment:**

- 9 months from the date of contract signing.

**9. Reporting:**

- The consultant will report to the Research and Development Division, DPHE along with UNICEF
- Regular updates will be provided to the Project Director of Climate Resilient Water Supply Sanitation & Hygiene (CR-WASH) Project, DPHE.

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**Approved**

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