

**Rural Water, Sanitation and Hygiene for  
Human Capital Development Project  
Terms of Reference (TOR)  
Position: Financial Management Specialist  
Package no. RWSHP-SD-04**

**1. Background**

Bangladesh is one of the world's most populous countries with an estimated 165 million people in a geographical area of about 144,415 sq.km and per capita income of US\$1,670 (WB Atlas method) in 2018, well above the lower middle-income country category threshold which it crossed in FY14. During recent years, economic condition was much improved in the country with higher GDP growth rate. About 97 percent of the rural population had access at least to 'basic' water supply. This achievement was largely due to the expansion of tube wells in rural areas, with close to 95 percent of rural people using them.

Bangladesh's performance against the Millennium Development Goals (MDG) goals was also impressive relative to the South Asia Region average for most of the indicators. Now, Bangladesh is committed to achieve SDG goal 6.1 and 6.2. The Rural WASH for HCD Project is a first step in the World Bank's support designed to help the government achieve better human development outcomes through WASH interventions and uses a convergence approach. The proposed project will invest in WASH infrastructures that meet the 'safely-managed' service standard including in remote areas and public places. The project will be supported through Investment Project Financing (IPF) on IDA terms. The government has committed to investing in 'safely-managed' WASH facilities, which are in line with the service standards needed for meeting SDG 6 and maximizing human capital development.

**2. SCOPE OF SERVICE:**

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

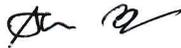
The overall responsibility of the Financial Management Specialist for Rural Water, Sanitation and Hygiene for Human Capital Development Project (GOB – WB-AIIB) Project is to establish and operate the Accounts system in the project. As a part of his duties, he/she will assist the Project Management Unit (PMU), DPHE to maintain register, books and other records, Facilitate classification and analysis of financial information, Check and verify' bills and Cheques, 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) and both external and internal auditors for facilitating smooth implementation of the project activities. S/he will work liaison with the Project Management Unit (PMU) and consulting firm.

## TASKS

- 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 [expenditure and revenue] for the GOB and quarterly Interim Unaudited Financial Reports for the WB-AIIB
- Process withdrawal applications prepared for draw down of the WB-AIIB 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.
- Prepare monthly/quarterly/annual reports as needed.
- Review accuracy of payment vouchers and cheques.
- Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements.
- Assist in the preparation and updating of the Project Operational Manual/ Financial Management Manual
- Review receivables and payables and ensure prompt settlement of payables to the Project's suppliers and contractors.
- Attend Project review meetings.
- Monitor closely the work of the team involved in the maintenance of the Cashbook.
- Build financial management capacities within the Unit
- Review and certify receipts and cash transfer sheets regarding Sale of Tender documents.

- 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
- 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 in ensuring that all financial information as 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 tripartite meetings and coordinating with various units of PMU in meeting audit objections.
- Finalize the TOR for internal audit in consultation with WB-AIIB.
- 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.
- 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.





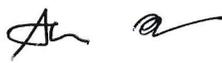
3. **Educational Qualifications and Experiences:**

*The ideal candidate*

- will have professional accountancy qualification such as ACCA/CA/CMA/CPA etc. along with Master of Commerce from a reputed university.
- Minimum 10 years of working experience in Financial Management of which at least 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 customization; Skills in software installation and troubleshooting will be added advantages.
- 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 on financial management system.
- ~~Age must be within 55 Years~~ 

4. **Duration of the assignment:**

The duration of the assignment will be throughout the project's duration (atleast upto December, 2025). But it may be extended as per requirement of the project. However, this will depend on performance of the individual in the position.

## 5. Remuneration

The Financial Management Analyst 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.

*Nazia Tasmin*  
29/04/21

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29/04/21

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29/04/2021

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*Md. Sarwar Hossain*  
29/4/21

(Md. Sarwar Hossain)  
Addl. Chief Engineer (Works)  
Department of Public Health Engineering,  
Dhaka &  
Convener, ToR Approval Committee,  
DPHE

CE, DPHE

proposed TOR may be approved

*Sb.*  
08/05/21

প্রকৌশল শান্তনু বড়ুয়া  
সহকারী প্রকৌশলী  
প্রধান প্রকৌশলীর কার্যালয়  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, ঢাকা।

*Dalim*  
06.05.2021

Executive Engineer  
DPHE

Approved

*Md. Saifur Rahman*  
06/05/21

মোঃ সাইফুর রহমান  
প্রধান প্রকৌশলী  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর  
বাংলাদেশ সরকার