



### Key tasks/responsibility

The specific tasks/responsibility for the Consultant:

- Update the Procurement Plan in consultation with the PIU for all works, goods and services to be procured under the Project; and enter those in electronic monitoring systems like e-Procurement Platform (EPP). The procurement plan will detail contract packages for works, goods and services, estimated cost for each package, procurement or selection methods and tentative processing time of each procurement activity in compliance with the Financing Agreement and the applicable regulations.
- Preparation, review and finalization of procurement documents such as bidding documents, REOI, TOR, Request for Proposals (RFP), Bid/Proposal evaluation reports, Specific Procurement Notice (SPN)/shortlist/ Draft contract etc. for all remaining contracts packages in accordance with the procurement procedure of the procurement Guidelines of Islamic Development Bank and the People's Republic of Bangladesh (Public Procurement Act 2006, Public Procurement Rules 2025 and Financial Delegation Power) (If and where applicable).
- Prepare procurement documents based on user requirements ensuring that technical specifications of the goods and non-consulting services are in conformity with the prescribed standards and compliance with the IsDB Procurement Guidelines and also prepare procurement and contracts documents for works NCB contracts to be used in e-GP system as per requirements mentioned IsDB's Procurement Guidelines.
- Prepare public notices for inviting REOI/Bids/Proposals for the supplying of works, goods and services; and assist in publishing those notices in different print and electronic media – in conformity with the provisions of the IsDB Procurement Regulations and the national procurement laws.
- Organize/assist opening and evaluation of bids, contract awards in accordance with IsDB's Procurement/Consultant's Guidelines/PPR and arrange for transmission of documentation to IsDB for approval (if necessary);
- Carry out activities related to contracting including contract signing, negotiations and handling of documents that may be required for receiving, distributing and delivering goods.
- Assist PIU in organizing all clarification meetings, pre-proposal, negotiation meetings etc. with prospective bidders / consultants and actively participate and prepare draft minutes.
- Assist PMU in contract management aspects and preparing Contract Management Plan (CMP).
- Ensure that procurement is done in accordance with the provisions of the Financing Agreement and with IsDB's Guidelines & PPA for Procurement (If and where applicable).
- Prepare and submit monthly procurement activity monitoring report as per the template agreed with IsDB.
- Prepare a detailed plan for the proper allocation, distribution, storage and labeling/engraving of all goods procured through isDB's financing.
- Supervise the implementation of goods contracts including transportation, delivery, acceptance and storage;
- Guide / assist the Head of PIU in handling procurements related complaints / grievances.
- Assist the PMU for Archiving the Project documents as per relevant Manual of IsDB.
- Perform any other appropriate/relevant tasks assigned by the Project Director / competent authority.
- Provide on the job training and organize, if necessary, seminars on procurement for concerned personnel.
- Any other duties assigned by the PD/DPD.

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#### 4. Qualification and Experience

Academic qualifications and professional experience of the consultant:

##### a) Educational Qualification

- BSc. in Engineering or Master's in economics/ statistics/ finance/ business administration/ management/law/supply chain management/Procurement or other relevant subjects. The Professional Qualifications like MCPS/CIPS or equivalent" shall be added advantage.

##### b) Experience

- Minimum 10 years of working experience of which 5 years' experience in similar assignment as Procurement Expert or equivalent position with Government of Bangladesh and /or any Multilateral Development Bank (MDB) financed project.
- Proven expertise in use of internationally accepted contract documents for works, goods and services. Must have sound knowledge and understanding of any MDB or IsDB's and Public Procurement Policies and Procedures of Bangladesh;
- Experience in IsDB financed Project and use of any Electronic Procurement Portal (EPP) shall be added advantage;
- Experience in preparation of procurement plans for Government projects, bidding documents, RFPs and evaluation reports following donor agencies guidelines shall be an added advantage.
- In Depth knowledge of technical, commercial and legal aspects of procurement in MDB financed project is preferred
- Ability in computer operation with experience of working independently.
- Must have excellent communication skills in English both written and spoken.

#### 5. Counterpart Support:

The PMU will provide office space, in situational support and logistics excluding laptop. The consultant will lead the procurement activities and will work closely with the procurement team of the project.

#### 6. Reporting and Deliverables:

The Procurement expert will be responsible to the Project Director for discharging all functions pertaining to the procurement of works goods and services under the Project. He / she will submit the following deliverables to the Project Director in due time:

SN	Deliverables	Frequency / Time
1	Work Plan setting out scope of services to be delivered with monthly targets.	Within 1 Month of Contract becoming effective, and then updated as required
2	Monthly Progress Reports to set out performance against Work Plan.	Every Month
3	Six Monthly Report on assessment of overall performance over the last six months	Every Six Months from the start of the Contract.
4	Final Report on assessment of overall performance over the period of the assignment	In the last Month of the Contract.

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### 7. Duration of the assignment:

The duration of the assignment will be 9 Person Months starting from April 2026 and continuing through December 2026. But it may be extended as per requirement of the project and availability of budget. However, this will depend on performance of the individual in the position.

### 8. Remuneration

The Procurement expert will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT. The source of fund for the payment of this assignment will be under the project, which is jointly by the Islamic Development bank (IsDB) and the Government of Bangladesh (GoB) including Income Tax and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the Project Director.

*Dalila*  
04-01-2026

(Dalila Afroze)  
Executive Engineer,  
Arsenic Management Division &  
Member, ToR Committee, DPHE.

*Md. Mainul Hasan*  
04/01/2026

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Executive Engineer  
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*Sharmistha Debnath*  
04/01/2026

(Sharmistha Debnath)  
Executive Engineer  
Design Division &  
Member, ToR Committee, DPHE.

*Shishir Kumar Biswas*  
04/01/2026

(Shishir Kumar Biswas)  
Executive Engineer  
SIR Division &  
Member Secretary, ToR Committee, DPHE.

*S M Shamim Ahmed*  
04/01/2026

(S M Shamim Ahmed)  
Project Director  
Inclusive and Integrated Sanitation & Hygiene  
Project in 10 priority Towns in Bangladesh  
(GOB-IDB) &  
Member, ToR Committee, DPHE.

*Mohammed Anwar Eusuf*  
04/01/2026

(Mohammed Anwar Eusuf)  
Superintending Engineer  
Planning Circle &  
Member, ToR Committee, DPHE.

**Approved**

*Md. Abdul Awal*  
08/11/26

(Md. Abdul Awal)  
Chief Engineer  
Department of Public Health Engineering  
Dhaka

*Bidhan Chandra Dey*  
08/11/2026

(Bidhan Chandra Dey)  
Superintending Engineer  
Ground Water Circle & Convener,  
ToR Committee, DPHE.

**Terms of Reference (TOR)**  
**Position: Financial Management Specialist (Consultant)**

**1. Background**

The Government of the People's Republic of Bangladesh (GoB) has received loans from the Islamic Development Bank towards implementation of the of Inclusive and Integrated Sanitation & Hygiene Project in 10 priority Towns in Bangladesh (GOB-IDB) in the amount of USD 56.00 million. GoB is also providing USD 10 million as counterpart fund to the Project. The Department of Public Health Engineering (DPHE) is the Governing Body and is entrusted in the execution and supervision of the implementation of the project through a Project Management Unit (PMU) and Project Implementation Unit ("PIU") located within (The Ministry of Local Government Rural Development & Cooperatives). According to the Agreements signed between GoB and IsDB for the Project No. BGD: 1066, Department of Public Health Engineering (DPHE), the Governing Body of the Project shall at all times maintain a financial management specialist in PMU setup for assisting disbursement activities.

The main objective of the project is to ensure good quality lives and livelihoods through safe, adequate, equitable, sustainable sanitation, hygiene facilities, and services, with a special focus on the urban poor women and children, guided by City-wide Inclusive Sanitation (CWIS) approach.

With a view to achieve the above-mentioned objective, USD 66.00 million will be utilized for procuring works, goods and services, hiring individual consultants and consulting firm, building capacity of the stakeholders and operating expenses. A total of 123 works, goods, and service packages will be procured under this project throughout the project period from January 2022 to December 2026.

The PMU is now seeking to hire an individual Financial Management Specialist (National) to assist in financial activities for the implementation of the Project. The consultant would be selected following the Islamic Development Bank's financial disbursement Guideline.

**2. Objective of the service:**

The main objective of the this consultancy is to hire an individual consultant with specialization in financial activities who will assist the PMU in all finance related activities such as ensure the smooth payment, final payment, and payment of retention money and preparation the final account of the project and disbursement, preparation of project financial statements, monitoring and audit for the project in line with the policies and procedures of the Government of Bangladesh and the Islamic Development Bank (IsDB).

**3. Scope of Consultant's Assignment**

The overall responsibility of the Financial Management Specialist for the 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, annual and quarterly disbursement forecast, liaise with Accounts Officer (GOB), prepare project financial statement and Statement of expenditures, and work with both external and internal auditors for facilitating smooth implementation of the project activities including external audit S/he will work with the Project Management Unit (PMU) and consulting firm.

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## Key tasks/responsibility

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.
- Assist in the preparation and updating of the Project Operational Manual / Financial Management Manual.
- Responsible for certification of the special account before financial replenishment.
- Prepare quarterly financial reports [expenditure and revenue] for the GOB and quarterly Interim Unaudited Financial Reports for the ISDB
- Process withdrawal applications prepared for a drawdown of the IsDB funds for all activities.
- Review and verify accuracy of the information on payment vouchers for signing of checks.
- Verify and ensure the availability of funds before checks are written.
- Review and verify accuracy of the information on payment vouchers before issuing any checks.
- 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.
- 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
- 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. Ensure all assets financed by IsDB are labelled/engraved to identify that these assets have been finance by IsDB.
- Assist the PD in ensuring that all financial information is included in the Project's web site.
- Attend entry and exit meetings with FAPAD auditors or any other external auditors appointed for the project, facilitate timely completion of audits by arranging timely submission, statement of expenditures, project financial statements, 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.
- Provide necessary cooperation to the Project Audit Committee (PAC)
- Advise and maintain all concerned in complying with the latest income tax and VAT deduction rules and tax certification.

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- Supervise Accounts Assistant 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.

#### 4. Qualification and Experience

Academic qualifications and professional experience of the consultant:

##### Educational Qualification

The incumbent must have a Master of Business Administration (MBA)/Masters in Accounting/Finance; Professional accountancy qualification (FCA/FCMA) shall be added advantage.

##### Experience

- Minimum 10 years of working experience as Financial Management Specialist of which at least 5- years working experience as financial expert with Government of Bangladesh and Multi-Development Banks' project for contract payment. Working in sanitation and water supply sector is preferred.
- Fully conversant with operating Computerized Accounting System and has the ability to assist in its implementation and customization; Skills in software installation and troubleshooting will be added advantages.
- Experience in IsDB financed Project shall be added advantage;
- 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.
- Must have excellent communication skills in English both written and spoken.
- Ability to train the project staff on financial management system.
- Ability in computer operation with experience of working independently.

#### 5. Counterpart Support:

The PMU will provide office space, in situational support and logistics excluding laptop. The consultant will lead the financial activities and will work closely with the procurement team of the project.

#### 6. Reporting and Deliverables:

The Financial Management Specialist will be reporting to the Project Director for discharging all functions pertaining to the Financial Management aspects of the Project as listed above. He/she will submit the following deliverables to the Project Director in due time:

SN	Deliverables	Frequency / Time
1	Work Plan setting out scope of services to be delivered with monthly targets.	Within 1 Month of Contract becoming effective, and then updated as required
2	Monthly Progress Reports to set out performance against Work Plan.	Every Month
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4	Final Report on assessment of overall performance over the period of the assignment	In the last Month of the Contract.

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## 7. Duration of the assignment:

The duration of the assignment will be 8 Person Months starting from May 2026 and continuing through December 2026. But it may be extended as per requirement of the project and availability of budget. However, this will depend on performance of the individual in the position.

## 8. Remuneration

The Financial Management Specialist will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT. The source of fund for the payment of this assignment will be under the project, which is jointly by the Islamic Development bank (IsDB) and the Government of Bangladesh (GoB) including Income Tax and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the Project Director.

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