**Project Co-ordination Unit (CCU) of Inclusive Services & Opportunities for Host Community and FDMN Population Project (ISO) and Host & FDMN of Lives Project (HELP), ERD**

*Terms of Reference (ToR)*

Position: Accounts Officer

# A. Background

Bangladesh has been coping with the sudden and large inflow of the Rohingya population displaced from Myanmar since 2017. The United Nations (UN) has described the Rohingya as "the most persecuted minority in the world". The nearly one million Displaced Rohingya Population (FDMN) reside in 33 extremely congested camps designated by the Government of Bangladesh (GoB) in the Ukhiya and Teknaf upazilas in Cox's Bazar district - Bangladesh hosts the largest camp across the globe. The extended presence of the FDMN puts additional pressure on already poor areas, affecting livelihoods, services, and social cohesion. The Bangladeshi host population in the two upazilas are the poorest in the district, with high socio-economic vulnerability. Hosting the FDMN continues to stretch service delivery of the GoB, including host communities amidst decreasing humanitarian resources.

Even as the humanitarian emergency evolves to a protracted crisis, the GoB has demonstrated its continued commitment and leadership to support the FDMN. Basic assistance in the form of food, shelters, and essential services have been provided using government systems and with support from the international community. Development partners, including the World Bank, have supported the construction of quality infrastructure, including cluster homes, disaster shelters, road networks, embankments, community gardens, warehouses, waste management systems, and electrical power generation systems in the form of solar PV standalone street lighting systems, solar PV water pumping systems, and solar PV nano-grid systems. In addition, lack of formal education and weak shelter infrastructure continue to be a challenge in the Cox’s Bazar camps. To reduce the strain of livelihoods and basic service delivery in Cox’s Bazar, the GoB has facilitated the voluntary relocation of around 30,000 FDMN to Bhasan Char since 2021 an island located in the Bay of Bengal in the Noakhali District. Five UN agencies, five international NGOs, and 27 local NGOs currently operate on the island. While the GoB's position on livelihood activities and skills/vocational trainings has been more open in Bhasan Char compared to Cox's Bazar, livelihood opportunities are still lacking. Further support from the international community is still needed to strengthen basic infrastructure, especially for operations and maintenance.

Despite the GoB's continued efforts, critical challenges exist for the FDMN and the host communities in fulfilling basic needs and improving livelihoods. High prevalence of malnutrition is still reported among both FDMN and host community children. Camps are at higher risks of infectious diseases such as measles, diarrhea and acute respiratory infections. On the livelihoods side, while agriculture remains the largest source of income for the host communities, the FDMN are generally restricted to informal work and paid volunteer work opportunities within the camps. Expanding camp settlements, population growth, and other human activities continue to raise pressure on natural resources in Cox's Bazaar.

Both Cox's Bazar and Bhasan Char are highly vulnerable to climate and disaster risks. In Cox's Bazar, cyclones, flash floods, storm surges, landslides, and fires are identified as disasters that are "very likely" to happen. Critical needs for basic service provision and access remain for both FDMN and host communities. The FDMN camps in Cox's Bazar still face infrastructure gaps and maintenance challenges, with immediate needs centering around upgrading deteriorating water supply infrastructure (especially those not constructed through EMCRP); supporting electricity generation and supply; and improving disaster risk reduction infrastructure and emergency response. Recent disasters including flood-induced landslides and fires emphasize the importance of reducing the structural vulnerability of shelter. Key needs in Bhasan Char include improvement and maintenance of existing infrastructure; accessibility to neighboring lands; livelihoods and education. Most solar streetlights and solar panels on the shelters need to replace. Standalone solar systems on the roofs of the cyclone shelters are also need to replace. Needs for host communities in Cox's Bazar revolve around five areas: basic services and climate resilient infrastructure; gender-based violence response and prevention; education and skills development; and economic opportunities. Due to the high exposure to disasters, measures such as climate resilient infrastructure, cyclone shelters, improved drainage structures, and slope stabilization are also critical.

Access to essential services and economic opportunities for women, elderly, Persons with Disabilities (PWD) and other marginalized people is also challenging in both Host and FDMN communities. Among other factors, gender gaps persist in education, health, and economic outcomes. fear of sexual harassment and violence limits mobility of women and their participation in social and economic activities. The proposed Inclusive Services and Opportunities for Host Communities and FDMN Population (ISO) Project will focus on the most impacted by the crisis those who need social care and improve access to human capital services for vulnerable Host and FDMN communities. On the other hand, the proposed Host and FDMN Enhancement of Lives Project (HELP) will expand and improve access to basic services and build disaster and climate resilience of the FDMN and Host communities. In two projects- ISO and HELP, 12 implementing agencies under 09 ministries are involved to implement the assigned activities.

ERD has been given the responsibility to play a coordinating role to attain the projects development objectives and ensure sustainability of the project through effective coordination and monitoring.

# B. Objectives

The project (CCU-ISO & HELP) will be implemented by the Project Implementation Unit (PIU) and Coordination across all IA’s will be supported by ERD thorough Central Co-ordination Unit (CCU). The CCU, ERD will hire Project Accounts Officer to support the financial and accounting functions of the ISO and HELP projects.

The main objective of the services of Project Accounts Officer are 1) Maintain accurate and complete financial records for the project, including income, expenditure, budget and asset management and fund disbursement, 2) Prepare and submit regular financial reports (monthly, quarterly, and annually), 3) Ensure compliance with ISO and HELP’s financial policies and procedures, 4) Process payments to project vendors and consultants timely and accurately, 5) Manage payroll for project staff and reconcile bank statements and other financial accounts, 6) Develop and implement a robust Management Information System (MIS) for the project, 7) Liaise with stakeholders regarding financial systems.

The assignment includes the following tasks:

* Ensure financial records and monitoring systems to record and reconcile expenditures, prepare detailed cost estimates, budget analysis, projection, revise budget, expenditure statements and support operational and financial closure of the project
* Collect and analyze financial information for inclusion in management reports, financial statements and preparation of reports
* Maintain supporting documents for payments, ensure vouchers are matched and completed, and transactions are correctly recorded
* Maintain budget and accounting classification system in each financing system to ensure charging of expenses
* Verify invoice, bills and documents received from suppliers, contractors and consultants to ensure correct payment
* Ensure transparency and accountability in the project operation
* Prepare withdrawal application and adjustment according to Statement of Expenditure (SoE)
* Revise budget and expenditure statements, and support operational and financial closure of the project
* Develop Management Information System to organize, coordinate in budget, payment, investment system and cash flow management
* Prepare workshop, field visit, and training budgets, and maintain expense reports and receipts
* Assist in organizing workshops, meetings, and consultation
* Support human resource activities and administrative activities
* Contribute to prepare procurement plan and assets inventory report
* Liaise with implementing agencies, PD and project coordinator during implementing the project activities
* Any other tasks assigned by the PD

# C. Scope of Consultant’s Assignment

**Financial Management**

The Consultant will ensure all accounting entries are recorded properly in compliance with government and donor requirements and maintain accurate records of project financial transactions. Preparation and management of project budgets, forecasts, and expenditure plans in consultation with the Project Coordination Consultant and Project Director is an important task for Accounts Officer. Consultant will maintain financial records and monitor systems to record and the expenditure. S/he will monitor the use of project funds, ensure alignment with agreed budgets and providing regular updates on budget utilization. Following project guidelines, she/he will ensure timely disbursement of funds to implementing agencies and vendors.

**Compliance and Audit**

The Consultant will ensure that all financial activities comply with relevant laws, regulations, and project agreements, including GoB policies and international donor requirements. Support the audit process by providing necessary documents and clarifications to internal and external auditors and address audit observations and recommendations in a timely manner.

**Record Keeping and Documentation**

Consultant will maintain a secure and organized financial documentation, including vouchers, invoices, bank statements, contracts and payment receipts. Ensure proper filing and archiving of financial records in both electronic and physical formats. S/he will regularly reconcile bank accounts and other financial statements in the project

**Preparation of Reports**

The Consultant will assist in the preparation of financial reports, including interim unaudited financial reports (IUFR), monthly/quarterly/annual financial statements, and donor-specified reports. Disbursement, payment, budget and audit report preparation will be a significant task for project Accounts officer.

**Coordination and Reporting**

Liaise with implementing agencies to resolve any financial issues and review financial submissions. Consultant will assist in preparing financial inputs for project progress reports and presentations. S/he will work closely with procurement, administration, and monitoring teams to ensure smooth project implementation.

**Capacity Building and Advisory**

The Consultant will provide guidance to project staff on financial policies, compliance, and reporting requirements. Assist implementing agencies in financial capacity building as needed. Advise the Project Coordinator on financial risks and recommend mitigation measures.

**Technical Advice to PD**

When necessary and required by PD, the Consultant will provide technical advice related financial management of the whole project. Such advice would include coordination with other government organizations, donors, handling grievances and enhancement of capacity of PIU, etc. The consultant will also assist the PD on any other tasks requested.

**Miscellaneous**

Any other duties deemed necessary by the Project Director as and when required.

# D. Key Qualifications

Academic Qualifications and Professional Experience of the Consultant:

**a. Academic Qualification**

* A Master’s degree in Accounting, Finance, Business Administration or other related fields; Equivalent combination of bachelor’s degree in the above areas with relevant work experience in financial management will be considered.

**b. Experience**

* Minimum 7 years of relevant experience in financial management, accounting and reporting, preferably in development projects funded by international donors
* Experience in managing multi-stakeholder projects with government and development partners will be an advantage
* Knowledge of GoB financial systems and World Bank/UN financial procedures is preferred
* Experience in computerized accounting systems is essential
* Knowledge of MS Office Suite (including Excel) is mandatory
* IT knowledge including understanding on accounting, budgeting and auditing system
* Experience with MIS development and reporting is an asset
* Strong analytical, organizational and problem-solving skills are essential
* Excellent communication, interpersonal, and reporting skills are necessary
* Proficiency in both English and Bengali languages is essential.

# E. Duration of the Assignment

The Consultant will perform the Services upto June 2028 or project closing date, whichever is earlier, from date of contract agreement . However, the duration will depend on performance of the individual in this position.

# F. Institutional Arrangement

The Consultant will be responsible to the PD. She/he will assist PD to ensure that all coordination and management related reporting is completed on time to enable the Project to meet the deadlines of various GoB authorities and the World Bank. The Consultant will submit the field visit report frequently along with the recommendation for further improvement.

The PIU will provide necessary assistance to the Consultant in carrying out their activities under the project. The PIU will provide necessary office accommodation, computer, logistic services, consumables and other things or related services required for smooth execution of his services. The PIU will provide necessary assistance to carry field trips if necessary.

# G. Reporting Obligations

1. Inception Report
2. Monthly Activity Report
3. Quarterly Progress Report
4. Final Report

# H. 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.

# 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), 2016 (Revised February 2025).**