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Ministry :	Ministry of Agriculture	Division :	
Organization :	Department of Agricultural Extension (DAE)	Procuring Entity Name :	Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship and Resilience in Bangladesh (PARTNER)
Procuring Entity Code :		Procuring Entity District :	Dhaka
Procurement Nature :	Services	Procurement Type :	NCT
Event Type :	RFA		
Contract Type :	Time based	RFA No. :	12.01.0000.040.07.010.23
App ID :	217836	Tender/Proposal ID :	1164648

Key Information and Funding Information :

Procurement Method :	Individual Consultant (IC)	Budget Type :	Development
Source of Funds :	Government, Aid or Grant		

Particular Information :

Project Code :	224375200	Project Name :	Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship and Resilience in Bangladesh (PARTNER)
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Package No. and Description :	SD/PARTNER-DAE/02 Assistant Finance Manager
Category :	Architectural, engineering, construction, legal, accounting and other professional services; Legal, accounting, auditing, business, management and related services; Architectural, engineering, construction and related technical consultancy services; Testing, inspection, analysis, monitoring and control services; Advertising and marketing services; Labour recruitment and provision of personnel services.; Investigation and security services; Cleaning services; Miscellaneous business and business-related services; Legal services; Accounting, auditing and fiscal services; Market research, public-opinion polling and related services; Business and management consultancy and related services; Management holdings services; Technical consultancy services; Architectural and related services; Engineering services; Integrated engineering services; Urban planning and landscape architectural services; Construction-related services; Engineering-related scientific and technical services; Technical testing and analysis services; Monitoring and control services; Advertising services; Marketing services; Placement services of personnel.; Supply services of personnel.; Recruitment services.; Personnel services except placement and supply services; Security services; Investigation services; Accommodation cleaning services; Industrial cleaning services; Specialised cleaning services; Miscellaneous cleaning services; Office cleaning services; School cleaning services; Photographic and ancillary services; Packaging and related services; Secretarial and related services; Specialty design services; Collection agency services; Exhibition, fair and congress organisation services; Miscellaneous business-related services

RFA Publication Date and Time :	23-Nov-2025 12:00	Document last selling / downloading Date and Time :	07-Dec-2025 15:00
Pre - Application meeting Start Date and Time :	23-Nov-2025 13:00	Pre - Application meeting End Date and Time :	26-Nov-2025 13:00
Closing Date and Time :	08-Dec-2025 15:00	Opening Date and Time :	08-Dec-2025 15:00

Information for Tenderer/Consultant :

Eligibility of Consultant :	1 Academic M. Com/MBA in Accounting/Finance related subject.
Brief Description of assignment :	<p>Scope of Service& Responsibilities:</p> <p>The Assistant Finance Manager Specialist will be responsible for the overall financial management of the APCU, DAE implemented components of the Program and will support the agency in strengthening its financial management capacity. Key responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> a) Responsible to Additional Program Director –APCU, DAE; b) Support component Budget preparation, disbursement of funds to cost centers, maintenance of books and bank accounts & Monitoring of fund utilization. c) Preparation of statement of expenditure (SOE), cash flow forecast to claim funds against achievement of DLRs for submission to APCU-DAE. d) Reconcile monthly program financial statements with Program records through iBAS++within 10 days of the end of each month. e) Reconcile total year wise component expenditure as per audited financial statements with iBAS generated program expenditure under the APCU code and economic code as agreed in the financing agreement. f) Submission of Annual Financial Statements for audit in accordance with IPSAS cash-basis or national standard as pronounced by the Comptroller and Auditor General (C&AG) within 90 days of the end of the financial year to the Foreign Aided Audit Directorate (FAPAD). g) Support for implementation of the agreed program fiduciary actions included in the PAP. h) Prepare memorandum of action taken to resolve queries, external audit observations and public accounts committee recommendations. i) Ensure appropriate compliance with legal provisions of the financial agreement of the program; and j) Any other work as assigned by the project authority.
Experience, Resources and delivery capacity required :	<p>Experience</p> <ul style="list-style-type: none"> a) Minimum05(Five) years of work experience in financial management in Govt./ autonomous/private sector organizations. b) Practical experience in using the Integrated Budget and Accounting System (iBAS++) is preferred c) Comprehensive knowledge and understanding of Government Financial Rules (GFR) and donor-fund requirements. d) Work experience in handling funds of donor aided project/development projects will have an added advantage. e) Comprehensive knowledge and understanding in GOB and IDA audit system. f) Knowledge of accounting software is required. g) High level of proficiency in written and spoken English and report writing h) Computer literacy and skills (MS Word, Excel, and Power Point, other computer skills etc.) are essential. i) A member of Bangladesh Civil Service (BCS) Audit and Accounts cadre /State Owned Enterprise/Autonomous Bodies/Regulators will be preferred.

Association with foreign firm : Not Encouraged

Evaluation Type : Package wise

Passing Points : 70

Tender/Proposal Valid Up to : 07-Apr-2026

Ref. No.	Phasing of service	Location	Indicative Start Date	Indicative Completion Date
SD/PARTNER- DAE/02	Single	DAE	01-Feb-2026	29-Jun-2028

Procuring Entity Details:

Name of Official Inviting : Abul Kalam Azad **Designation of Official Inviting :** Program Coordinator

Address of Official Inviting : Address: Room no-614
1st Building, 5th
Floor.
Department of
Agricultural
Extension
Khamarbari
Farmgate
Dhaka

City : Dhaka
Thana : Dhaka North
City
Corporation

District : Dhaka - 1215
Country : Bangladesh

Contact details of Official Inviting : **Phone :** 02-223314883
No : No
Fax : No
No : No

The procuring entity reserves the right to accept or reject all Tenders/Proposals / Pre-Qualifications / EOIs

Note: Bank will update the payment transactions only at the end of the day, so the tenderers should make sure the securities and other payments are made at least one day before the submission date.