



Government of the People's Republic of Bangladesh

**Ministry of Road Transport and Bridges
Road Transport and Highways Division
Roads and Highways Department**

TERMS OF REFERENCE

PACKAGE-SP03-BA

FINANCIAL MANAGEMENT SPECIALIST (NATIONAL)

FOR

**WESTERN ECONOMIC CORRIDOR AND REGIONAL ENHANCEMENT
(WeCARE) PROGRAM**

Phase-1

JHENAIDAH-JASHORE HIGHWAY (N-7) IMPROVEMENT PROJECT

July 2025

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KEY INFORMATION

Name of the Project	: WeCARE Phase-1: Jhenaidah-Jashore Highway (N-7) Improvement Project
Name of the Package	: Financial Management Specialist
Package No.	: SP03-BA
Organization	: Roads and Highways Department (RHD)
Selection Method	: Individual Consultant Selection (ICS)
Market Approach	: Open – National
Contract Type	: Time-Based
Duration of Contract	: 28 (Twenty-Eight) Months (may be extended or reduced based on project duration)
Duty Station	: Project Director Office

1. BACKGROUND OF THE PROJECT

WeCARE program is aimed at providing efficient, safe, and resilient connectivity along a section of a regional transport corridor in Western Bangladesh. To that end, intended outcomes of the program are: Reduced transport and logistics costs (including post-harvest losses) along a regional transport corridor in Western Bangladesh, Safer and resilient road network in Bangladesh, and Faster and reliable internet connectivity in Western Bangladesh.

The WeCARE program will support the Bangladesh Roads and Highways Department (RHD) to upgrade 260 km of national highway from a two-lane single carriageway to four lanes which will reduce the time and cost of travel for passengers and freight. The local impacts of the corridor would be transmitted through investments in LGED managed rural roads, local markets, and agro-logistics in the ten districts through which the corridor passes. The World Bank and Asian Infrastructure Investment Bank (AIIB) are the joint financier for the Program. WeCARE is a ten year long Multiphase Programmatic Approach (MPA) initiative. The program will consist of the following five phases:

- Phase 1: Upgrading the Jashore-Jhenaidah road section as a smart, resilient and safe highway; and local economic infrastructure
- Phase 2: Road Maintenance Financing; and Strengthening Road Sector Management & Institutional Capacity
- Phase 3: Upgrading of Bhomra-Satkhira-Navaron road section as a smart, resilient and safe highway; and local economic infrastructure
- Phase 4: Upgrading of Local Economic Infrastructure

WeCARE Phase 1 has the following components:

Component 1: Upgrading the National Highway Corridor and Enhancing Digital Connectivity. This component is being implemented by RHD and support the following:

- a) Upgrading 48 kilometers of the national highway N7 connecting the towns/cities of Jashore and Jhenaidah from a two-lane single carriageway to a climate-resilient four-lane dual carriage way with a service lane on each side;
- b) (i) supporting the design of a climate-resilient optical fiber cable (OFC) system and intelligent transport system (ITS) for the Program Corridor; and (ii) supporting the installation, and operations and maintenance of the climate-resilient OFC system and the ITS;
- c) (i) supporting the design of a pilot safe corridor demonstration program (SCDP) for the Section; and (ii) supporting the implementation of the SCDP along the Section, including: (A) implementing road safety countermeasures; (B) providing support for enhancing enforcement of traffic rules, including, inter alia: (I) the acquisition of patrol vehicles and motorcycles, breathalyzers and speed control radar guns; and (II) speed enforcement through CCTV cameras linked to control centers, all for the exclusive use of traffic control; (C) providing support for post-crash response and rescue, including the acquisition of ambulances, tow trucks (wreckers), cranes and metal-cutting equipment; and (D) carrying out public awareness campaigns; and
- d) supporting studies, assessments, surveys, and data collection in relation to, inter alia, the feasibility, design, supervision, and technical aspects of the activities listed in (a) to (c) above, with respect to the Program Corridor or Section, as applicable.

Component 2: Upgrading Secondary and Tertiary Roads; and Complementary Logistics Infrastructure and Services (This component is being implemented by LGED)

Component 3: Project Implementation Support and Sustainability (This component is being implemented by both RHD and LGED)

Component 4: COVID-19 Relief and Recovery

This component will be implemented by both RHD and LGED and will support the following:

- a) Designing and implementing a program to foster employment opportunities for vulnerable local populations, including, on routine maintenance of roads, clearing of water passages, and hygiene-related small works; and as relevant, the provision of working tools and personal protective equipment;
- b) Supporting the development and dissemination of an emergency response plan for COVID-19 for RHD and LGED; and
- c) Supporting the provision of necessary upgrades at RHD and LGED offices to ensure business continuity and improve work environment safety.

Component 5: Contingent Emergency Response Component (CERC)

This component will provide immediate response to an Eligible Crisis or Emergency, as needed.

Financial management is an important activity of the project. For supporting in financial management related activities Project intended to engage Financial Management Specialist. The Term of Reference (ToR) is prepared in aspect of financial management, documentation, and advice the PIU for implementation of the WeCARE Phase-1: Jhenaidah-Jashore Highway (N-7) Improvement Project.

2. OBJECTIVE OF THE ASSIGNMENT

The specific objectives include but not necessarily be limited to the following:

- a) To support, implement, and advice the RHD WeCARE PIU for managing financial document and record keeping, audit support and report writing;
- b) Check all associated reports, data, procedure as instructed by PIU;
- c) Ensure that financial management activities are conducted in accordance with GOB and WB policies but at the same time aids with timely implementation of the project.

3. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The specific scope of Work of the Consultant will include:

- i. Maintain the accounting system for the project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
- ii. Prepare quarterly/annual financial reports (expenditure and revenue) for the GOB and quarterly Interim Unaudited Financial Reports (IUFR) for World Bank.
- iii. Oversee the preparation of withdrawal applications for draw down of the World Bank funds for all activities and categories of Financing Agreement.
- iv. Review and verify accuracy of information on payment vouchers for signing of checks.
- v. Verify and ensure the availability of funds before checks are written.
- vi. Manage project expenditures, ensuring full compliance with project IDA Guidelines and GOB rules and procedures.
- vii. Assist in the Preparation of Annual Budget estimates/allocation of funds for project activities.
- viii. Prepare report/bill by data entry in Integrated Banking and Accounts System (iBAS++), ADP/RADP Management System (AMS), Project Management Information System (PMIS) etc.
- ix. Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements.
- x. If required, the current reporting formats may be up-dated in consultation with the Directorate of Accounts of RHD including the preparation Project Operational Manual/Financial Management Manual if needed.
- xi. Ensure timely settlement of payables to the Project's suppliers and contractors.

- xii. Monitor closely the work of the Procurement and Finance unit involved in the maintenance of all the required registers including the Cashbook.
- xiii. Build financial management capacities with the Procurement and Finance unit by providing hands-on-training on Financial Management.
- xiv. Build financial database for the project using off-the-shelf accounting management software (e.g. MS Excel) for maintaining the project's accounts accurately as per GOB and the WB's guidelines.
- xv. Develop chart of accounts to capture all financial data appropriately.
- xvi. Ensure that internal controls are place and suggest adopting best practices to improve internal governance and to reduce opportunities for corruption.
- xvii. Ensure that computerized fixed assets records are maintained in the PIU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- xviii. 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 coordinating with various units of PIU in meeting audit objections.
- xix. Assist PD for finalization of internal audit TOR in consultation with IDA for RHD's internal audit team to carry out the internal audits & assist in smooth functioning of Project Audit Committee (PAC).
- xx. Assist PD in preparing the responses of the external and internal audits.
- xxi. Participate in Project Procurement/Tender Committee meetings as and when requested by PIU.
- xxii. Maintain and inform all concerned in complying with the latest income tax and VAT deduction rules and tax certification.
- xxiii. Provide guidance and assistance to Project Managers (PM), Accounts officer(s), Divisional Accountants (DA), and other accounting staff of the project for preparing and maintaining accounting related documentation and provide hands on training to the accounting staff on various aspects of financial management tasks under a structured training plan.
- xxiv. Work closely in coordination with Road Transport and Highways Division (RTHD) and office of the Chief Engineer, RHD in all financial management issues.
- xxv. Any other relevant services requested by PIU.

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4. REPORTING REQUIREMENT

Apart from the field visit, monitor all financial related activities, submit the following reports at a minimum. The PIU may require other relevant reports in addition to the following.

- a) Monthly report
- b) Quarterly summarized report
- c) Final report
- d) Any other relevant report, information or dataset

5. DURATION

Duration of the consultancy services is **28 (Twenty-Eight) months** and it could be extended or reduced according to the project duration.

6. DUTY STATION

The duty station of the consultant is in Project Director office.

7. INSTITUTIONAL ARRANGEMENT & COORDINATION

The Consultant will work under direct supervision of the Project Director, RHD. S/he will report directly to the Project Director or a senior official designated by the PD and will work with close collaboration with other officials/ subject matter specialists deployed at the Project Implementation Unit (PIU). Client will provide office space, institutional support and necessary logistics relevant to execution of the assignment.

The Consultant will maintain regular communication and coordination with all concerned parties of the project: RHD PIU, Chief Engineer (RHD), World Bank Officials, Accounts Officer of the project, Office of the Chief Accounts and Finance Officer (CAFO), Foreign Aided Projects Audit Directorate (FAPAD) and other consultants of the project.

8. REMUNERATION

The Consultant will be paid a negotiated consolidated remuneration inclusive of all applicable Taxes and VAT as per the law of Bangladesh in BDT currency. For payment purpose, 22 business days of service will be considered a month and eight working hours will constitute a day. This is a time-based contract and payments will be made monthly basis supported by the time sheets and applicable report submitted by the consultant.

9. EDUCATIONAL QUALIFICATION AND WORK EXPERIENCE

S/He should have a M. Com/ MBA in Accounting/ Finance degree or equivalent qualification in a related field as a minimum educational qualification

Minimum of 10 years of working experience in financial management, accounting, auditing and budget management of which preferably three (03) years in a development partner funded

project specially experience in World Bank funded projects as financial management consultant will be given preference.

Fully conversant with and have had hands on experience in application software and also in Computerized Accounting System with ability to assist in implementation and customization; Skills in software installation and troubleshooting will be added advantages, Experience in the effective guidance/supervision of personnel working accounting unit.

10. LANGUAGE PROFICIENCY

The consultant will be required to have Bangla and English Language proficiency (speaking, reading, and writing).

11. SELECTION PROCEDURES

The Consultant will be selected using Individual Consultant Selection (Open-National) method following the World Bank Procurement Regulations for IPF Borrowers, Sixth Edition February 2025. The selected Consultant shall sign the contract with Project Director, WeCARE Phase-1: Jhenaidah-Jashore Highway (N-7) Improvement Project.

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