Terms of Reference (ToR): Individual Consultant – Finance & Accounts Associate

Item	Details
Assignment Title	Individual Consultant – Finance & Accounts Associate (National)
Project	Promoting Energy-Related Low Carbon Urban Development (LCUD) in Bangladesh (UNDP/GEF-LDCF)
Implementing Agency	Sustainable and Renewable Energy Development Authority (SREDA), Power Division, Ministry of Power, Energy and Mineral Resources
Contract Type	Time-based individual consultancy contract (Selection of Individual Consultant – SIC)
Level of Effort	36 person-months (full-time), from contract signing to 30 December 2028 [extendable subject to need, performance, and approval]
Duty Station	Project Management Unit (PMU), LCUD Project, SREDA, Dhaka
Supervision	Overall guidance of the Project Director, LCUD Project; direct supervision of the Project Manager

1. Background

The LCUD Project is implemented by SREDA with grant support from the Global Environment Facility (GEF-LDCF) through UNDP. It aims to promote energy-related low-carbon urban development in Bangladesh through energy efficiency and conservation (EE&C), renewable energy (RE) in buildings and industry, waste management and waste-to-energy, GHG accounting, and supporting policy, finance and capacity-building measures.

The project requires dedicated finance and accounts support to ensure timely, accurate and compliant financial management in line with GoB financial rules and UNDP National Implementation Modality (NIM) procedures. The Procuring Entity therefore intends to engage an Individual Consultant – Finance & Accounts Associate.

2. Objective of the Assignment

The objective is to provide professional finance and accounts support so that project payments, budgeting, accounting, reporting and audit requirements are handled accurately, transparently and on time.

3. Scope of Services and Key Responsibilities

3.1 Payments and Financial Transactions

- Process payments, purchase orders, advances and their settlement, after verifying supporting documents.
- Arrange payments to be made by the project to suppliers, consultants and other payees.

3.2 Work Planning and Budgeting

- Assist in preparation of the annual work plan and budget, and in GoB budget submissions (e.g., ADP/RADP).
- Track expenditure against approved budgets and flag variances.

3.3 Accounting and Financial Reporting

- Assist in developing and implementing project accounting and reporting procedures.
- Maintain books of accounts, cash book, ledgers and supporting records.
- Conduct monthly bank reconciliation.
- Prepare monthly, quarterly and annual financial reports for GoB and UNDP, including FACE forms.

3.4 Audit and Compliance

- Support annual audits (FAPAD and UNDP NIM audits) and UNDP assurance activities, such as spot checks.
- Assist in responding to audit observations and management queries.

3.5 Documentation and Record Keeping

- Prepare documentation and keep records for procurement-related payments and contracts.
- Maintain organised financial files for easy retrieval and verification.

3.6 Other Duties

- Perform any other finance-related duties assigned by the Project Director and/or Project Manager.

4. Deliverables

The consultant shall provide the following deliverables:

SL	Deliverable	Timeline
1	Inception note and work plan	Within 7 working days of joining
2	Monthly bank reconciliation, expenditure statement and progress report	Monthly

SL	Deliverable	Timeline
3	Quarterly financial reports for GoB and UNDP, including FACE forms	Quarterly
4	Annual financial statements and budget inputs for the next work plan	Annually
5	Audit support documents and responses to audit observations	As required
6	Final assignment report summarising work completed, account status, major issues, and recommendations	At contract completion

5. Reporting Arrangement

The consultant shall work under the overall guidance of the Project Director and the direct supervision of the Project Manager. Day-to-day coordination shall be maintained with the Deputy Project Director(s) and the procurement, administration and technical personnel of the project.

6. Inputs and Facilities to be Provided by the Procuring Entity

- Access to the Project Document, approved work plan and budget, and financial records.
- Applicable GoB financial rules and UNDP NIM guidelines.
- Office space at the PMU, with computer, printer, internet, accounting software, and office logistics, subject to project policy.
- Necessary institutional support for official communication.

7. Required Qualifications and Experience

7.1 Education

- A bachelor's degree in Accounting, Finance, Commerce, Business Administration, or an equivalent qualification from a recognized university.

7.2 Experience

- At least 5 years of work experience in finance, accounts, Marketing, Public Relation preferably in a government project.
- Previous experience with industry will be a definite asset.
- Knowledge of financial procedures will be an advantage.

7.3 Skills and Competencies

- Very good interpersonal skills.
- Proficiency in computer software applications, especially MS Word and MS Excel, and in accounting software.
- Excellent language skills in English (writing, speaking and reading) and in Bangla.
- Bangla typing will be an extra advantage.

8. Contract Type and Payment Modality

The consultant shall be engaged under a time-based individual consultancy contract for 36 person-months. Consultant shall mobilize required support staff for completing his special task if necessary. Payment shall be made on a monthly basis upon submission of the monthly progress report and certification of satisfactory performance by the Project Director.

9. Confidentiality and Ownership of Outputs

All reports, records, financial data, correspondence, and outputs produced under this assignment shall remain the property of the Procuring Entity. The consultant shall maintain strict confidentiality regarding all official information and shall not disclose any information without prior written approval of the competent authority.

10. Conflict of Interest

The consultant must disclose any actual or potential conflict of interest that may affect impartial performance of the assignment. S/he shall comply with applicable ethics, integrity, and financial management requirements throughout the engagement.