বাংলাদেশ পানি উন্নয়ন বোর্ড
BANGLADESH WATER DEVELOPMENT BOARD

Project Management Unit
Coastal Embankment Improvement Project
BWDB, 960/1Rajarbagh, Dhaka
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Memo No: WDB/CEIP/S-9/461 **Date:** 02-11-2014

Fresh Request for Expressions of Interest (EOI) for Financial Management Specialist (FMS) under PMU

Bangladesh
Coastal Embankment Improvement Project, Phase-1(CEIP-1)
Disaster Risk and Climate Change Unit
Sustainable Development Department
Financial Management Specialist (FMS) under PMU
(Contract Package No. CEIP-1/D1/S9)
Credit No-5280- BD
Project ID No.:P128276

Bangladesh Water Development Board (BWDB) under the Ministry of Water Resources (MoWR) is the implementing agency for Coastal Embankment Improvement Project Phase-1 (CEIP–1). The overall project development objective is to increase the resilience of coastal population to natural disasters and climate change. More specifically, the project aims at (a) reducing the loss of assets, crops and livestock during natural disasters; (b) reducing the time of recovery after natural disaster such as cyclone; (c) improving agricultural production by reducing saline water intrusion which is expected to worsen due climate change; and (d) improving the Government of Bangladesh's capacity to respond promptly and effectively during crisis or emergency. This objective will be achieved by rehabilitating and improving the polder system in the contagious six coastal districts comprising Satkhira, Khulna, Bagerhat, Pirojpur, Barguna and Patuakhali Districts. The total project cost is estimated to be about US$ 400 million equivalent, including physical and price contingencies. In carrying out overall financial management functions of the project, a qualified accountant to work as Financial Management Specialist (FMS) is sought for. The FMS will be reporting to the Project Director on FM functions with the assistance of other FM staff in the Unit. S/he will assist PD to ensure that all FM activities are completed in accordance with the provisions of the Financing Agreement and Government Rules and Regulations enabling the Project to meet the deadlines of various GOB authorities and IDA.

2. Key Functions of the Financial Management Specialist (FMS):

The Financial Management Specialist (FMS) will specifically be responsible in assisting the PMU for the following functions:

- Maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.

- Prepare quarterly financial reports [expenditure and revenue] for the GOB and quarterly Interim Unaudited Financial Reports for the World Bank
- Oversee the preparation of withdrawal applications for draw down of the World Bank funds for all activities and Categories of Financing Agreement.
- Review and verify accuracy of information on payment vouchers for signing of checks.
- Verify and ensure the availability of funds before checks are written.
- Manage Project expenditures, ensuring full compliance with project IDA Guidelines and GOB rules and procedures
- Assist in the Preparation of Annual Budget estimates/allocation of funds for Project activities.
- Prepare quarterly/annual financial reports as needed including the World Bank's Interim Unaudited Financial Reports.
- Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements.
- If required the current reporting formats may be up-dated in consultation with the Directorate of Accounts of BWDB including the preparation Project Operational Manual/ Financial Management Manual if needed.
- Ensure timely settlement of payables to the Project's suppliers and contractors
- Attend Project review meetings.
- Monitor closely the work of the Procurement and Finance unit involved in the maintenance of all the required registers including the Cashbook.
- Build financial management capacities within the Procurement and Finance Unit by providing hands-on-training on Financial Management
- Develop chart of accounts to capture all financial data appropriately
- Assist in the Procurement and operationalize computerized accounting system for the project for accurate and timely management of financial resources
- Ensure that internal controls are place and suggest adopting best practices to improve internal governance and to reduce opportunities for corruption.
- Ensure that 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.
- 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 and coordinating with various units of PMU in meeting audit objections.
- Assist PD for finalization of internal audit TOR in consultation with IDA for BWDBs internal audit team to carry out the internal audits
- Assist in smooth functioning of Project Audit Committee (PAC)
- Assist PD in preparing the responses of the external and internal audits
- Participate in Project Procurement/Tender Committee meetings as and when requested by by PD

- Maintain and inform all concerned in complying with the latest income tax and VAT deduction rules and tax certification.
- Provide guidance to Accounts Officer (s) and other accounting staff of the project and 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 Project Director.

3. **Qualifications and Experiences:**

a) Will hold an appropriate graduate degree as minimum and a professional accounting qualification (Chartered Accountant/Cost and Management Accountant/Chartered Certified Accountant/MBA (Accounting/Finance)

b) 5 years of post-qualification Experience out of which preferably three years in a management position in any government/semi government/ multinational organizations, Donor funded Development Project, being actively involved and fully conversant with large contract payments, GOB budget, Development Project Proposal fundamentals, fund release and reporting formalities, knowledge regarding rules and regulations of the Government for budgeting, accounting, financial reporting and auditing,. Experience in working on development project, funded by the World Bank will be preferred.

c) 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.

d) Experience in the effective guidance/supervision of personnel working Accounting Unit

e) Strong organizational and planning skills with the ability to work independently as a team player and under pressure including meeting the deadlines

f) Strong interpersonal and communicative skills, experience in team leadership and participatory management.

g) Ability to train the project staff on financial management system.

4. **Duration of the Assignment:** Duration of the consultancy services is approximately **30 man-months** over the first 3 years of the project starting from FY 2013-2014 to FY 2015-2016. The Contract may be extended for subsequent 3 (three) years; based on project needs and subject to satisfactory performance of the assignment during the first three years.

5. **Selection Procedures**:

BWDB now seeks the application from eligible applicants to express their interest in providing services (complete CV with detail information about employment history with duties and responsibilities, current remuneration, academic details, major publication(if any), contract address including telephone number and e-mail). The consultants will be selected in accordance with World Bank Guidelines: ***Selection and Employment of***

Consultants under IBRD Loans and IDA Credits & Grants by the World Bank Borrowers, January 2011. Applicants currently in government service in the client's country may apply only if they satisfy Paragraph 1.13 (d) of the Consultant Guidelines.

6. **Remuneration** : Negotiable

7. Expression of interest (hard copy) must be delivered to the address below by **December 01, 2014** in three sets (1 original + 2 copies) and a Soft Copy in CD (in Word Version) clearly marked "**Expression of Interest**" for the "**Consultancy Services for Financial Management Specialist (FMS)" under PMU, CEIP-I, (Contract Package No.CEIP-1/D1/S9)**. The applicant (who are in job) shall furnish an undertaking along with their EoI to the effect that he/she will be available to join in CEIP-I if selected by the client.

8. Interested Consultants may obtain further information at the address of the undersigned during normal office hours.

9. The authority reserves the right to accept or reject any or all the EOIs, or annul the process at any stage without assigning any reason(s) whatsoever and without incurring any liability to the affected applicant(s)

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