

Government of the People's Republic of Bangladesh
Bangladesh Water Development Board
Office of the Project Director, PIU
Bangladesh Weather and Climate Services Regional Project (BWCSRP)
Component B: Strengthening Hydrological Information Services and Early Warning Systems

Request for Expressions of Interest (EoI)
for
Individual Senior Financial Management Specialist (National)
(Contract Package No. BWDB C07)

Memo: 98-BWCSRP, Component B: SHISEWS/TR (first Part)/2017

Date : 10.12.2017

The People's Republic of Bangladesh has received a credit in the amount of US\$ 113.00 million as from the International Development Association (IDA) towards the cost of Bangladesh Weather and Climate Services Regional Project (BWCSRP) under which component B will be implemented by Bangladesh Water Development Board and it intends to apply part of the proceeds to payments for the provision of consultancy services for the project by hiring of an Individual Senior Financial Management Specialist. The main objective of the national individual consultant services is to manage Project Financial matters as part of the Project implementation Arrangements, in accordance with the relevant GOB and IDA financial management requirements.

2. Scope of Task /Service:

The services of the Senior Financial Management Specialist (National) as Individual Consultant, among others, include the following:

- The management of Project Financial matters as part of the Project implementation Arrangements, in accordance with the relevant GOB and IDA financial management requirements.
- Maintain the accounting system for the Project, utilizing standard accounting procedures, ensuring full documentation and recording of sources and uses of funds.
- Prepare quarterly/annual financial reports [expenditure and revenue] for the GOB and quarterly Interim Unaudited Financial Reports (IUFs) 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 cheques.
- Verify and ensure the availability of funds before cheques 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.
- 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 of Project Operational Manual/ Financial Management Manual if needed.
- Ensure timely settlement of payables to the Project's suppliers and contractors.
- 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/update chart of accounts to capture all financial data appropriately.
- Ensure that internal controls are placed 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 PIU 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 Project Director (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 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.
- Perform any other relevant activities /tasks assigned by PD.

3. Qualification and Experience:

The Senior Financial Management Specialist (National) shall have the following qualification and experiences:

- Will hold an appropriate post graduate in accounting, management and finance. Professional accounting qualification (Chartered Accountant/Cost and Management Accountant/Chartered Certified Accountant/MBA (Accounting/Finance)). Chartered Accountant/Cost and Management Accountant/Chartered Certified Accountant are preferable.
 - Minimum of 5 years of relevant working experience including public sector. Candidate having 8 years or more relevant experience is preferable. Working experience in the World Bank funded and/or other donor agency projects/programs will be an added advantage
 - 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.
4. The Project Director now invites eligible applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the services (Complete CV and supporting documents).
 5. Detailed Terms of Reference (ToR) will be available upon request from the address provided below either through email or in person. ToR will also be available in the website of BWDB (www.bwdb.gov.bd).
 6. The consultant will be selected using the Selection of Individual Consultant method in accordance with the government and World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 (Revised July 2014).
 7. The procuring entity reserves the right to accept or reject all EoIs.
 8. Expressions of Interest shall be submitted to the address below by 12.00 AM on 04.01.2018 either in sealed envelope or through email sent to Project Director, and be clearly marked "Expressions of Interest for Senior Financial Management Specialist".

A.K. Manzur Hasan 10/12/17

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