

**Government of the People's Republic of Bangladesh
Office of the Project Director, PIU
Agro-Meteorological Information Systems Development Project
Component-C of BWCSR
Department of Agricultural Extension
Khamarbari, Farmgate, Dhaka-1215**

**Request for Expressions of Interest (REOI)
for
Accounting software management consultant (Intermittent) on "Agro-Meteorological Information
Systems Development Project" (Component C of Bangladesh Weather and Climate Services Regional
Project) (Contract Package No.: AMISDP-SD-008)**

Memo: 12.01.0000.018.01.001.21. 6369

Date: 19.12.2021

The People's Republic of Bangladesh has received a credit in the amount of USD 113million as from the International Development Association (IDA) towards the cost of Agro-Meteorological Information Systems Development Project [Component –C of Bangladesh Weather and Climate Services Regional Project (BWCSR)] to be implemented by Department of Agricultural Extension (DAE) and it intends to apply part of the proceeds to payments for the provision of consultancy services for the project by hiring of an International Agro-Meteorological Services Consultant.

2. Scope of Task /Service:

The consultant should have below knowledge and expertise:

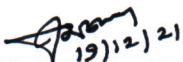
- i. Design/update reporting format in conformity with the reporting requirements of the government and the Foreign Aided project in the software system;
- ii. Updating various reports and forms related to Accounting & Finance solutions of DAE.
- iii. To maintain integration of different software with the existing accounts and finance solutions.
- iv. Supervise all budget to incorporate with the system, finance and accounts activities of the project and provide guidance to the project in the existing accounting & finance system software;
- v. implements accounting/ financial related software, help to incorporate the chart of accounts and the reporting formats for the accounting software for DAE Project;
- vi. Participate in design reviews after investigating already designed systems;
- vii. To know about the deep knowledge about Hardware and software management.
- viii. To know about the management system of Financial Accounting & Inventory
- ix. Ability to troubleshoot hardware, software and network problems
- x. Experience with various operating systems and databases
- xi. Experience in project management
- xii. An analytical mind with problem-solving abilities
- xiii. A team player with excellent communication and presentation skills
- xiv. ICT capacity building of technical staff and user empowerment through regular ICT tips;
- xv. Have knowledge about RAW PHP, SQL, PL/SQL, MySQL, ORACLE, JavaScript, HTML5, CSS, jQuery.

3. Qualification and Experience:

- Education: Bachelor Degree in CSE or equivalent field. Professional certification in project management is an asset
- Experience: 8 years of working experience in ICT areas specially in software development in relevant field
- Specific Experience: Have knowledge about RAW PHP, SQL, PL/SQL, MySQL, ORACLE, JavaScript, HTML5, CSS, jQuery.
- Language Requirements: Fluency in written and spoken English is essential.



4. Department of Agricultural Extension (DAE) 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 (**Application Submission Form, 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 DAE (www.dae.gov.bd/site/view/tenders/tender-EOI-job-circular and <https://www.bamis.gov.bd/en/page/tender/>). Interested consultant may obtain further information from the office of the undersigned from 09:00 to 17:00 hours (Except holidays).
6. The consultant shall be selected following Individual Consultant (SIC) based selection method set forth in Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 (Revised July 2014) on the basis of consultant's qualification, experiences and capability to carry out the assignment.
7. Expression of Interest (both hard and soft copy) must be delivered to the address below (in person or by mail or by email) by 16:00 hours (GMT+ 6 hours) on or before January 4, 2022. The authority reserves the right to accept or reject any or all EOIs without assigning any reason, whatsoever.


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**Terms of Reference (TOR) for Accounting software management consultant (Intermittent) for
'Agro-Meteorological Information Systems Development Project (Component C of Bangladesh
Weather and Climate Services Regional Project), Department of Agricultural Extension under
Package No: AMISDP-SD-008**

A. Background

The South Asia Region (SAR) is highly prone to water related hazards such as floods, drought, tropical cyclones and thunderstorms that frequently cut across national borders. Despite the susceptibility of Bangladesh to weather and climate extremes, the country's hydro-meteorological information infrastructure over land, atmosphere and ocean, basic public weather services, forecasting, and multi hazard end-to end early warning systems remain weak and need to be strengthened.

In Bangladesh, agriculture contributes to almost 18% to the country's GDP and provides employment to about 60% of the people. Being primarily rain-fed, agricultural productivity of key crops such as rice, wheat, jute, tea, potatoes, and sugarcane are highly dependent on rainfall and weather patterns. There are approximately 30 key agro-ecological zones in the country. However, at present, neither BMD nor DAE have a systematic way of combining meteorological information and forecasts with agriculture related information to produce tailored Agro-Meteorological bulletins, information and products for farmers in the different agro-ecological zones that can help farmers make appropriate operational decisions about planting, harvesting, irrigation, adjusting cropping patterns and so forth at the farm level. DAE needs the development of an appropriate decision support system for agro-climatic information which would be of tremendous value in developing and communicating climate risk information to farmers. With support from the World Bank, the Government of Bangladesh (GOB) is implementing the Bangladesh Weather and Climate Services Regional Project (BWCSRP). The main objective of the project is to strengthen government capacity to deliver effective weather and climate information services and improve the quality and access to such services in priority sectors and communities. This objective will be achieved by strengthening the hydro-meteorological monitoring and forecasting, and service delivery related to water, agriculture and multi-hazard disaster risk management early warning systems.

The BWCSRP has four Components and include the following:

- Component A: Strengthening Meteorological Information Services implemented by the Bangladesh Meteorological Department (BMD);
- Component B: Strengthening Hydrological Information Services implemented by the Bangladesh Water Development Board (BWDB);
- Component C: Agro-Meteorological Information Systems Development implemented by the Department of Agricultural Extension (DAE); and
- Component D: Contingent Emergency Response Component

Each of the three main components has a Project Implementation Unit (PIU) which is responsible for implementing project activities. In addition, there is a small Project Coordination Unit or PCU (housed with the BWDB PIU), which is responsible for overall coordination and reporting.

B. Objectives

A full-time position is currently available for an experienced Junior Accounting software management consultant. The knowledgeable accounting software management consultant to help project develop and integrate IT systems. He needs to resolving technical problems, upgrading existing accounting software and provide training to Project officials and DAE officials accordingly. The consultant maintains all Hardware and software of the project related to accounting & finance solutions.

C. Scope of Work

The consultant should have below knowledge and expertise:

- i. Design/update reporting format in conformity with the reporting requirements of the government and the Foreign Aided project in the software system;
- ii. Updating various reports and forms related to Accounting & Finance solutions of DAE.
- iii. To maintain integration of different software with the existing accounts and finance solutions.
- iv. Supervise all budget to incorporate with the system, finance and accounts activities of the project and provide guidance to the project in the existing accounting & finance system software;
- v. implement accounting/ financial related software, help to incorporate the chart of accounts and the reporting formats for the accounting software for DAE Project;
- vi. Participate in design reviews after investigating already designed systems;
- vii. To know about the deep knowledge about Hardware and software management.
- viii. To know about the management system of Financial Accounting & Inventory
- ix. Ability to troubleshoot hardware, software and network problems
- x. Experience with various operating systems and databases
- xi. Experience in project management
- xii. An analytical mind with problem-solving abilities
- xiii. A team player with excellent communication and presentation skills
- xiv. ICT capacity building of technical staff and user empowerment through regular ICT tips;
- xv. Have knowledge about RAW PHP, SQL, PL/SQL, MySQL, ORACLE, JavaScript, HTML5, CSS, jQuery.

D. Expected Outputs and Deliverables

- i. Provide support to develop/ design/update DAE financial system on all aspects of finance, internal control and accountability;
- ii. Developing and updating of DAE project fund management software.
- iii. Integrate general item tracking with the existing system.
- iv. Monitoring, reporting and solve the problem of existing issues of fund management solutions.
- v. Trained DAE officials to maintain Project fund utilizations.
- vi. Provide assistance with technical issues
- vii. Optimized network infrastructure, datacenter and ICT management;
- viii. Comprehensive handover notes with clear recommendations for further/future improvements;

E. Qualifications and experience Recruitment Qualifications

Education:	Bachelor Degree in CSE or equivalent field. Professional certification in project management is an asset
Experience:	8 years of working experience in ICT areas specially in software development in relevant field
Specific Experience:	Have knowledge about RAW PHP, SQL, PL/SQL, MySQL, ORACLE, JavaScript, HTML5, CSS, jQuery.
Language Requirements:	Fluency in written and spoken English is essential

F. Duration of Assignment:

The duration of the assignment is 2 months (Intermittent) from the date of signing of the contract. It will be based on 15 days monthly (Intermittent).



G. Tentative Payment Arrangement:

The contract will be based on monthly payment and applicable VAT and AIT will be deducted at source as per Government Rule of Bangladesh as amended time to time (<http://nbr.gov.bd/>).

H. Competencies

- Excellent team player with good interpersonal skills.
- Ability to manage workload with minimum supervision.
- Ability to work under pressure and tight deadlines.
- Ability to accommodate additional demands at short notice.
- Ability to work in a multi-cultural environment.
- Ability to communicate effectively orally and in writing in English in order to Communicate complex, technical information to technical and general audiences.
- Strong strategic planning, results-based management and reporting capabilities.
- Displays cultural, gender, religion, nationality and age sensitivity and adaptability.

I. Reporting:

The Consultant shall report all ToR activities to the Project Director, PIU, AMISDP, DAE. This position will be based at Dhaka. The Consultant will be a work under the guidance of the Project Director, work in close Coordination with other members of the PIU and will provide constant feedback.

J. Selection Criteria:

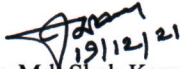
The consultant shall be selected following Individual Consultant (SIC) based selection method set forth in Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 (Revised July 2014) on the basis of consultant's qualification, experiences and capability to carry out the assignment.

K. Terms and Conditions

The Consultant shall be paid remuneration monthly at the rate agreed and included in the contract. Consultant shall be paid monthly remuneration at an agreed rate, which includes all his/her overheads, social charges and other associated costs including local transportation and insurance premium costs. The Consultant shall be responsible for all taxes and duties including income tax applicable as per GoB rules and regulations.

PIU, AMISDP, DAE shall provide following facilities to consultant during his tenure of services:

- a) Office space with furniture & computer
- b) Internet access
- c) Office stationeries
- d) Photocopying facilities


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