

**Government of the People's Republic of Bangladesh**  
**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**

**Junior Financial Management Consultant for BSMRAU on "Agro-Meteorological Information Systems Development Project" (Component C of Bangladesh Weather and Climate Services Regional Project)**  
**(Contract Package No.: UNI-SD-02)**

**Memo: 12.01.0000.018.01.001.21.6360**

**Date: 19.12.2021**

1. 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 will work closely with the Chairman as well as other teachers; Department of Agrometeorology, Bangabandhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Shalna, Gazipur. The scope of work includes but is not limited to:

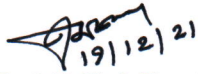
- i. Responsible and Report to the Project Director, PIU, AMISDP, DAE and simultaneously to the Chairman, Department of Agrometeorology, BSMRAU, Gazipur;
- ii. Prepare and review all project financial documents to facilitate establishment of a sound financial management system in Department of Agrometeorology, BSMRAU, Gazipur and supervising activities of the other financial personnel, financial planning, recording, accounting receipt/expenditure budgeting and reporting for the management of the project, disbursement of project funds & monitoring of fund utilization.
- iii. Maintain all kinds of books of accounts and bank account.
- iv. Cash flow management.
- v. Preparation of fund requisition and to claim funds from PIU, AMISDP, DAE;
- vi. Prepare the periodical progress reports (monthly/quarterly/yearly) in a timely manner to the both authorities.
- vii. Assist and coordinate the Project Director and his finance and procurement team at PIU, AMISDP, DAE during various audit programmes conducted by FAPAD or by the Word Bank team.
- viii. Any other works as assigned by the PD, AMISDP, DAE and Chairman, Department of Agrometeorology, BSMRAU, Gazipur.

**3. Qualification and Experience:**

- i. Post-Graduation Degree in Accounting/M. Com/MBS or MBA with major in Accounting/ Finance/ equivalent along with bachelor degrees in Commerce/ Business Studies.
- ii. 03 years' practical work experience in financial management in Govt./ autonomous/private sector organizations;
- iii. Practical work experience in handling of donor funded project/development projects will be considered as an extra value;
- iv. Comprehensive knowledge and understanding in GOB and IDA auditing system;
- v. Practical working knowledge in accounting software is highly desirable.
- vi. English proficiency in written and spoken and report writing.
- vii. Computer literacy and skills (MS office, Excel, Power point) 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](http://www.dae.gov.bd/site/view/tenders/tender-EOI-job-circular) and <https://www.bamis.gov.bd/en/page/tender/>).
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. Expressions of Interest shall be submitted by 16 .00 hours (BD local time) on 04 January, 2022 to the address below (in person, or by hard copy, or by e-mail).



19/12/21

Name: Dr. Md. Shah Kamal Khan  
Designation: Project Director  
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Telephone: +88-02-55028422  
Email: kamalmoa@gmail.com

**Terms of Reference (TOR) for the Junior Financial Management Consultant for  
Bangabandhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Package No: UNI-SD-02 to  
be engaged under 'Agro-Meteorological Information Systems Development Project (AMISDP)'  
Component –C of "Bangladesh Weather and Climate Services Regional Project"  
Department of Agriculture Extension (DAE)**

**A. Background**

The "Agrometeorological Information Systems Development Project" (Component "C" of Bangladesh Weather and Climate Regional Services Project (BWCRSP), Department of Agricultural Extension (DAE), Ministry of Agriculture, Government of Bangladesh, is a service-oriented (operational) project and One of its prime responsibilities are to disseminate the weather based agro-met advisories at national and regional levels. The vision of Agrometeorological Information Systems is to implement an integrated system in which meteorological and agricultural communities work together to produce and disseminate climate and weather information-based farm advisories for enhancing climate resiliency of agriculture and food security in the country. This requires close collaboration between the different agencies responsible for Agrometeorological educational programme, among others like data collection and analysis, agricultural research and extension. Hence, a mechanism of collaboration between DAE and Agricultural Universities is needed to strengthen the Agrometeorological Advisory Services in Bangladesh. Any education programme in Agricultural Meteorology aims to impart education on scientific aspects related to effects and impacts of weather and climate on crops, rangeland, livestock, and various agricultural operations. Weather information and forecasts are the two important aspects of Meteorology and they are of vital importance to agriculture, fisheries, water management and disaster mitigation etc. While imparting knowledge of Agricultural Meteorology, a focus on efficient management of agro-climatic resources and crop microclimate modifications for the sustainability of agricultural production system should also be kept in the sight. The Agrometeorologists require not only a sound knowledge of Meteorology, but also on Agronomy, Soil Science, Plant Physiology and Plant and Animal Pathology, in addition to common agricultural practices. Recent advances in satellite, remote sensing and ICT tools have led to significant progress in Agricultural Meteorology, hence these topics need to be taught to students.

This branch of Meteorology has the particular compliance to Bangladesh because of the high dependence of its agriculture on weather and climate which has its own vagaries. The Government of Bangladesh, with support from World Bank financed "Bangladesh weather and climate services regional project (BWCSRSP)", has started developing and delivering Agrometeorological Advisory Services in the country.

As of now the Department of Agriculture Extension, Ministry of Agriculture is rendering agrometeorological services at district level and there are future planes a foot to execute it to micro levels. This service is challenged by lack of trained manpower in agriculture Meteorology beside local research and development related impacts of weather & climate on crops and animals and carrying out weather wise farming. Hence, offering a postgraduate (PG) course at the Agricultural University level is very much needed.

**B. Objectives**

The main objective of this consultancy is to lead all financial management related activities of Bangabandhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Gazipur as part of the preparation and implementation of the 'Agro-Meteorological Information Systems Development Project (AMISDP)', Component –C of "Bangladesh Weather and Climate Services Regional Project". The consultant will be a core member of the Department of Agrometeorology, Bangabandhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Gazipur coordinating with the Project Director and his team members working at PIU, AMISDP, DAE, Khamarbari, Dhaka.

**C. Scope of Services, Tasks and Expected Deliverables**

- i. Responsible and Report to the Project Director, PIU, AMISDP, DAE and simultaneously to the Chairman, Department of Agrometeorology, Bangabandhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Shalna, Gazipur;
- ii. Prepare and review all project financial documents to facilitate establishment of a sound financial management system in Department of Agrometeorology, BSMRAU, Gazipur and supervising activities of the other financial personnel, financial planning, recording, accounting receipt/expenditure budgeting and reporting for the management of the project, disbursement of project funds & monitoring of fund utilization.
- iii. Maintain all kinds of books of accounts and bank account.
- iv. Cash flow management.
- v. Preparation of fund requisition and to claim funds from PIU, AMISDP, DAE;
- vi. Prepare the periodical progress reports (monthly/quarterly/yearly) in a timely manner to the both authorities.
- vii. Assist and coordinate the Project Director and his finance and procurement team at PIU, AMISDP, DAE during various audit programmes conducted by FAPAD or by the Word Bank team.
- viii. Any other works as assigned by the PD, AMISDP, DAE and Chairman, Department of Agrometeorology, BSMRAU, Gazipur.

**D. Qualification Requirement and Eligibility criteria of the Consultant**

- i. Post-Graduation Degree in Accounting/M. Com/MBS or MBA with major in Accounting/ Finance/ equivalent along with bachelor degrees in Commerce/ Business Studies.
- ii. 03 years' practical work experience in financial management in Govt./ autonomous/private sector organizations;
- iii. Practical work experience in handling of donor funded project/development projects will be considered as an extra value;
- iv. Comprehensive knowledge and understanding in GOB and IDA auditing system;
- v. Practical working knowledge in accounting software is highly desirable.
- vi. English proficiency in written and spoken and report writing.
- vii. Computer literacy and skills (MS office, Excel, Power point) is essential.

**E. Duration of Assignment:**

The duration of the assignment is 16 months. After completion of one years the project may be extended of the contract for next 04 months.

**F. 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/>).

**G. 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.

#### H. Deliverables

The consultant will be responsible for the following deliverables:

| Sl. No | Outputs                                                       | Time frame for the Report to be provided by the Consultant |
|--------|---------------------------------------------------------------|------------------------------------------------------------|
| 1      | Monthly Physical & Financial Progress Report                  | 1 <sup>st</sup> week of the next month.                    |
| 2      | Quarterly Physical & Financial Progress Report                | 10 <sup>th</sup> day of the next quarter.                  |
| 3.     | Annual Physical & Financial Progress Report                   | Within 30 days in the next fiscal year.                    |
| 4.     | Closing Physical & Financial Progress Report                  | Within 30 days at the closing date of the project tenure.  |
| 5      | Any other Report as per requirement of the project activities | As and when necessary and required by the authorities.     |

#### I. Reporting:

The Consultant shall report all ToR activities to the Project Director, PIU, AMISDP, DAE and Chairman, Department of Agrometeorology, BSMRAU, Gazipur. This position will be based at Department of Agrometeorology, BSMRAU, Gazipur. 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 (IC) 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.

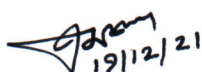
#### K. Terms and Conditions

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.

The Consultant will work under the guidance of the Chairman, Department of Agrometeorology, BSMRAU, Gazipur and Project Director, AMISDP, DAE work in close coordination with other members of the PIU and will provide constant feedback. The Consultant will be based in BSMRAU, Gazipur.

Department of Agrometeorology, BSMRAU, Gazipur shall provide following facilities to consultant during his tenure of services:

- Office space with furniture & computer
- Internet access
- Office stationeries



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