

**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

Senior National Consultant (Financial Management) for "Agro-Meteorological Information Systems Development Project"  
(Component C of Bangladesh Weather and Climate Services Regional Project)  
(Package No.: AMISDP-SD-003)

Memo: 12.01.0000.018.01.010.22.6531

Date: 25.01.2022

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 Senior National Consultant (Financial Management).

**2. Scope of Task /Service:**

The services, among others, include the following:

- i. Responsible to Project Director (PD), PIU;
- ii. Review all available project financial documents to facilitate establishment of a sound financial management system within PIU and supervising all financial planning, recording, accounting receipt/expenditure budgeting and reporting for the management of the project;
- iii. Budget preparation, disbursement of project funds & monitoring of fund utilization.
- iv. Maintenance of books and bank accounts of the project and liaise with AG office for the submission of monthly financial report.
- v. Cash flow management;
- vi. Ensuring the Flow of Funds: Process withdrawal application for IDA funds to the Government Consolidate Fund and/or Designated Account, and prepare relevant financial management reports;
- vii. Submission of Project Annual Financial Statements for audit in accordance with IPSAS cash-basis or national standard as pronounced by the Comptroller and Auditor General (C&AG) within 90 days of the end of the financial year to the Foreign Aided Audit Directorate (FAPAD);
- viii. Prepare memorandum of action taken to resolve internal audit queries, external audit observations and public accounts committee recommendations
- ix. Ensure appropriate follow-up of compliance with legal provisions of the financial agreement of the project;
- x. Any other works as assigned by the PD.

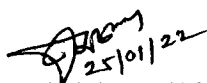
**3. Qualification Requirement and Eligibility Criteria of the Consultant:**

Following are the Consultant's eligibility and qualifications criteria:

- i. M. Com/ MBA in Accounting/ Finance/Business or related subjects.
- ii. Associate or member of a Professional Accountancy Organization (PAO) (CA/ACCA/CMA/CPFA etc.) recognized by the International Federation of Accountants (IFAC) will be an advantage
- iii. 10 years' work experience in financial management in Govt./ autonomous/private sector organizations;
- iv. Work experience in handling fund of donor aided project/development projects will have an added advantage;
- v. Comprehensive knowledge and understanding in GOB and IDA audit system;
- vi. Knowledge in accounting software is required.
- vii. High level of proficiency in written and spoken English and report writing, and
- viii. Computer literacy and skills (MS Word, Excel, and Power Point etc.) is essential.

4. Conditions for Application: (a) During the term of the contract the consultant shall not be associated with any other Government agency, consulting firm or private business entities, and (b) If the consultant is engaged with a contract in the World Bank financed project that has more than three months contract duration at the time of submission of Expression of Interest (EoI)/application, the EoI will not be considered for shortlisting.

5. 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**).
6. 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/>). 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 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 10 February 2022**. The authority reserves the right to accept or reject any or all EOIs without assigning any reason, whatsoever

  
25/01/22

Name: Dr. Md. Shah Kamal Khan  
Designation: Project Director  
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Telephone: +88-02-55028422  
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**Terms of Reference (TOR) for the Senior National Consultant (Financial Management) on “Agro-Meteorological Information Systems Development Project” (Component C of Bangladesh Weather and Climate Services Regional Project) under Package No: AMISDP-SD-003**

**A. Background**

The Bangladesh Weather and Climate Services Regional Project will support modernization of the country’s weather, water and climate information infrastructure strengthening both the supply of hydro-meteorological data, information and services and delivery to sectors and communities. It will do so by modernizing meteorological and hydrological monitoring systems, forecasting, strengthening sector specific information services and targeted community-based hazard early warning activities in Bangladesh.

This project is part of a World Bank SAR regional “series of projects,” the first of which, Nepal Building Resilience to Climate Hazards is under implementation and Bhutan Weather and Disaster Improvement project under preparation. The project will be financed through IDA credit with contributions from GoB counterpart funding. The interventions of Bangladesh Weather and Climate Services Regional Project are expected to encompass improved meteorological information services, improved hydrological information services, strengthened forecasting and early warning systems, and improved dissemination of agro-meteorological information.

It will be implemented over a period of 6 years. The Project Development Indicators include (1) Improved accuracy and lead time for weather forecasts and multi-hazard early warnings; (2) Increased sharing of data and information for extreme regional events; (3) Increase in number (%) of end users satisfied by hydro-meteorological services; and (4) Increased farmer satisfaction with agro-meteorological services. The project would be implemented by three agencies (BMD, DAE and BWDB)

**B. Objectives**

The main objective of this consultancy is to lead all financial management related activities 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 DAE PIU and work closely with the Project Director and all members of the PIU team.

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

- i. Responsible to Project Director (PD), PIU;
- ii. Review all available project financial documents to facilitate establishment of a sound financial management system within PIU and supervising all financial

- planning, recording, accounting receipt/expenditure budgeting and reporting for the management of the project;
- iii. Budget preparation, disbursement of project funds & monitoring of fund utilization.
  - iv. Maintenance of books and bank accounts of the project and liaise with AG office for the submission of monthly financial report .
  - v. Cash flow management;
  - vi. Ensuring the Flow of Funds: Process withdrawal application for IDA funds to the Government Consolidate Fund and/or Designated Account, and prepare relevant financial management reports;
  - vii. Submission of Project Annual Financial Statements for audit in accordance with IPSAS cash-basis or national standard as pronounced by the Comptroller and Auditor General (C&AG) within 90 days of the end of the financial year to the Foreign Aided Audit Directorate (FAPAD);
  - viii. Prepare memorandum of action taken to resolve internal audit queries, external audit observations and public accounts committee recommendations
  - ix. Ensure appropriate follow-up of compliance with legal provisions of the financial agreement of the project;
  - x. Any other works as assigned by the PD.

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

- i. M. Com/ MBA in Accounting/ Finance/Business or related subjects.
- ii. Associate or member of a Professional Accountancy Organization (PAO) (CA/ACCA/CMA/CPFA etc.) recognized by the International Federation of Accountants (IFAC) will be an advantage
- iii. 10 years' work experience in financial management in Govt./ autonomous/private sector organizations;
- iv. Work experience in handling fund of donor aided project/development projects will have an added advantage;
- v. Comprehensive knowledge and understanding in GOB and IDA audit system;
- vi. Knowledge in accounting software is required.
- vii. High level of proficiency in written and spoken English and report writing.
- viii. Computer literacy and skills (MS Word, Excel, and Power Point etc.) is essential.

**E. Duration of Assignment:**

The duration of the assignment is 12 months.

**F. Tentative Payment Arrangement:**

The Senior National Consultant (Financial Management) will be paid a negotiable consolidated remuneration inclusive of all applicable Tax & VAT as per Government Rule of Bangladesh as amended time to time (<http://nbr.gov.bd/>). 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. In case of travel requirement outside Dhaka and within Bangladesh for project related assignments, consultant shall be paid travel expenses on actual cost basis and subsistence allowance to cover all other costs.

#### G. Competencies

- Excellent team player with good interpersonal skills.
- Strong knowledge of a range of financial products, including insurance, bill payment, reporting, savings, stocks etc.
- Good understanding of relevant regulatory policies that govern the financial sector.
- Able to create financial projections and explain complex financial information clearly
- 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.

#### Expected Outputs and deliverables of the Assignment

- The FMS will be required to produce the following outputs:

No	Description	Reporting Time
1	Updated Books of Accounts and Records	Continues
2	Statement of Expenditure (SOE) to WFACS of the World bank, Chennai office and its follow-up	As required
3	Prepare all report of IMED and relevant Ministries	Monthly and quarterly
4	Interim Unaudited Financial Reports (IUFR)	Quarterly
5	Relevant reports, statements, schedules to Auditors and reviewers	As required
6	Annual work plan and Budget and fund forecast	As required
7	L/C opening and management	As required
8	Reconciliation of Bank, imprest/advance accounts	Monthly
9	Revenues to govt exchequer	Monthly

10	Follow-up all bills in Central bank and other offices	As required
11	All contract payments and amendments	As required
12	All other works assigned by PD	As required
13	Annual Project Financial Statement	Annually
14	Memorandum on internal and external audit observations	Quarterly

#### H. Selection Method

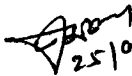
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#### I. Others Facilities

The Consultant will work under the guidance of the Project Director, AMISDP, DAE work in close coordination with other members of the PIU and will provide constant feedback.

AMISDP, PIU, 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.

  
25/05/22

Name: Dr. Md. Shah Kamal Khan  
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