

Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority (BEZA)
"Support to Capacity Building of Bangladesh Economic Zones Authority" Project
Monem Business District (Level-12), 111,
Bir Uttam C.R.Dutta Road, Karwan Bazar, Dhaka-1205

Memo No. 03.761.026.01.02.004.2014(Part-1) -3304

Date: 04/01/2018

Subject: Request for Expression of Interest (EOI) for Selection Financial Management Specialist (National) [Contract Package No. BEZA S-124]

The Government of the People's Republic of Bangladesh (GOB) has received a loan from IDA for "Support to Capacity Building of Bangladesh Economic Zones Authority" Project and it is intended that part of the proceeds of the loan will be applied to appoint 01 (one) no. of Financial Management Specialist (National).

2. Educational Qualification:

The candidate should possess minimum Master's degree in Finance, Business Administration, Accounting or be a Chartered Accountant (FCA)

3. Experience:

At Least 10 years solid experience in financial management and accounting is required for candidates. Candidates must have solid and proven record of financial and accounting works experience and leading finance/accounts professionals. The FMS must also be able to work independently and lead a team of accountants and finance officers. Previous experience of implementing similar project, especially foreign or World Bank funded is preferred. Proficiency in all forms of English and Bangla is required.

4. Responsibilities:

The FMS will be an integral part of the PIU working with the PD and other members on finance and accounts issues. In particular the FMS will be responsible for the following tasks for the Support to Capacity Building of Bangladesh Economic Zones Authority Project & Bangladesh Economic Zones Development Project (Phase-1) & BEZA:

- Establishing and maintaining a financial management system, including accounts systems, internal control, planning, budgeting, and financial reporting and auditing systems for the projects
- Establish sound accounting practices and systems to manage project resources;
- Provide accurate, complete, and timely financial information for proper management and monitoring of the projects;
- Prepare annual budget estimates and disbursement plans of the projects
- Ensure transparency and accountability in the operation and make efficient use of available financial resources;
- Comply with audit requirements and prepare annual, monthly, and quarterly reports as required by the Government and the World Bank;
- Compile and consolidate FMRs if required and assist the CCU and the finance/accounts team in the CCU in preparing FMRs;
- Establish and maintain close relationship and coordination with government agencies relevant to the project;
- Coordinate closely with the procurement team of the PIU and the CCU in order to ensure effective planning and execution of the projects tasks;
- Build capacity within the government staff assigned to the PIU on financial/accounting issues;
- Ensure smooth flow of funds and make sure that processes are not held up along the way;

- Ensure efficient cash management including short-term and long-term commitments,
- Advise and liaise closely with the PDs & with BEZA on all matters of finance and accounts relating to the project or as required by the authority.
- Any other relevant works as required by the Authority.

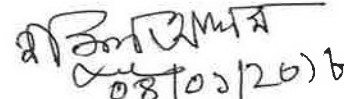
5. Other Terms and Conditions:

- (a) Duration of employment: Initially for 17 (Seventeen) months. It may be extended up to the project completion period depending on satisfactory completion of work.
- (b) Place of work: Head office located at Dhaka.

6. Selection Criteria:

- (a) Educational & Professional Qualifications; (b) Relevant working experience and adequacy for the assignment; (c) Capability to carry out the assignment [overall suitability considering age, skill (Training, computer skills, proficiency in English and Bengali, knowledge of local conditions, administrative systems, etc.)]; (c) Only short-listed candidates will be contacted for interview.
7. The consultant (Individual Consultant) will be selected in accordance with the procedure set out in the World Bank's Guidelines: "Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers" dated January 2011 (revised July 2014)
8. Project Director, Support to Capacity Building of Bangladesh Economic Zones Authority project now invites eligible applicants to indicate their interest in providing the services. Applicants are requested to submit application accompanied by: (a) CV; (b) Two passport size photographs; (c) Documentary evidence supporting experience & qualification etc.
9. Interested Applicants are requested to send their Expressions of Interest for the position by **24/01/2018 at 03.00 P.M.** in sealed envelope, clearly marked "Request for Expression of Interest (REOI) for Financial Management Specialist (National)" to the undersigned by direct delivery/mail/courier service. TOR shall be available on www.beza.gov.bd

The Authority reserves the right to accept or reject any or all the EOIs without assigning any reason whatsoever.


(S.M. Nurul Alam)

Project Director (Joint Secretary)
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Bangladesh Economic Zones Authority

Support to Capacity Building of BEZA Project
Financial Management Specialist (BEZA S-124)

Terms of Reference

Background: An experienced Financial Management Specialist (FMS) can perform the best utilization of eligible project expenditure in stipulated time. Success of a project depends upon the proper implementation of the procurement plan in collaboration with procurement specialist by arranging sufficient fund for procurement of goods, works and services in time. Preparing flow chart of fund for the project period and making availability of fund based on a six-month estimated expenditure as per approved work plan can bring the project a successful on. So this Technical project aided by World Bank and DFID The FM Specialist have a great role to manage the operating accounts and prepare and submit weekly, monthly, quarterly progress reports to the Project Directors and also to the donor agencies.

The scopes

The scopes of the work of the Financial Management specialist include the following:

- Developing a Chart of Accounts for the project.
- Developing a Financial Procedures Manual.
- Ensure that the accounting system covers the entire project activities ensure training of the staff for smooth operation of the computerized accounting system.
- Ensure the smooth flow of funds from the World Bank and ensure internal control arrangement of funds by the implementing entity.
- Design formats and maintain Books and Register Proper budgeting and financial proper forecasting.
- Compliance with World Bank Procedures in cases of Procurement, Disbursements, Special SoEs) etc.
- Financial reporting with quality and timely information access based/ computerized, to be submitted to World Bank, preparations of all financial statements, reports etc.
- Contract Administration Monitoring, Payment of all bills after approval of proper authority.
- Bank account operation and monthly reconciliation.
- All kinds of Interface with external auditors and auditing functions.
- Prepare monthly performance reports for BEZA
- Any other related task assigned by the PDs

Major Responsibilities:

The FMS will be an integral part of the PIU working with the PD and other members on finance and accounts issues. In particular the FMS will be responsible for the following tasks for the Support to Capacity Building of Bangladesh Economic Zones Authority Project & Bangladesh Economic Zones Development Project (Phase-1) & BEZA:

- Establishing and maintaining a financial management system, including accounts systems, internal control, planning, budgeting, and financial reporting and auditing systems for the projects
- Establish sound accounting practices and systems to manage project resources;
- Provide accurate, complete, and timely financial information for proper management and monitoring of the projects;
- Prepare annual budget estimates and disbursement plans of the projects
- Ensure transparency and accountability in the operation and make efficient use of available financial resources;
- Comply with audit requirements and prepare annual, monthly, and quarterly reports as required by the Government and the World Bank;
- Compile and consolidate FMRs if required and assist the CCU and the finance/accounts team in the CCU in preparing FMRs;
- Establish and maintain close relationship and coordination with government agencies relevant to the project;
- Coordinate closely with the procurement team of the PIU and the CCU in order to ensure effective planning and execution of the projects tasks;
- Build capacity within the government staff assigned to the PIU on financial/accounting issues;
- Ensure smooth flow of funds and make sure that processes are not held up along the way;
- Ensure efficient cash management including short-term and long-term commitments,
- Advise and liaise closely with the PDs & with BEZA on all matters of finance and accounts relating to the project or as required by the authority.

- Any other relevant works as required by the BEZA Authority.

Educational Qualification

The candidate should possess minimum Master's degree in Finance, Business Administration, Accounting or be a Chartered Accountant (FCA)

Experience

At Least 10 years solid experience in financial management and accounting is required for candidates. Candidates must have solid and proven record of financial and accounting works experience and leading finance/accounts professionals. The FMS must also be able to work independently and lead a team of accountants and account/finance officers. Previous experience of implementing similar project, especially foreign or World Bank funded is preferred. Proficiency in all forms of English and Bangla is required.

Schedule of various task for Financial Management Specialist (National)

Sl no.	Nature of Work	Starting Time	Finishing Time	Place of performance of different tasks	Remarks
1	Prepare annual budget estimates and disbursement plans of the project	Tbc*	tbc	PD's Office, BEZA	Draft to be placed to PD for approval & subsequent actions
2	Developing a Chart of Accounts for the project	tbc	tbc	PD's Office, BEZA	All the Jobs to be completed as per preference list and to be placed to PD for approval
3	Design formats and maintain Books and Register Proper budgeting and financial proper forecasting.	tbc	tbc	-Do-	-Do-
4	Developing a Financial Procedures Manual			-Do-	-Do-
5	Prepare annual, monthly, and quarterly reports as required by the PD, BEZA, Government and the World Bank	As per stipulated time schedule.		-Do-	-Do-
6	Ensure training within the Govt. staff for Capacity Building for smooth operation of the computerized accounting system that the accounting system covers the entire project activities	As per stipulated time.		-Do-	-Do-
7	Prepare monthly performance reports for BEZA	As per stipulated time.		-Do-	-Do-

*tbc – to be confirmed

Duration of the Assignment: The tentative milestones and duration for the project are the following:

Tentative date of commencement of assignment is February 2018; and

Duration of the assignment will be Seventeen (17) months.

Consultant's Reporting Obligations

Sl. No.	Reports	Contents of Reports	Persons to receive them	Date of Submission
1.	Inception Report	Present status of the financial management at PD's office of BEZA	Executive Chairman of BEZA & Project Director	tbc
2.	Interim Progress Report First Status Report (b) Second Status Report	Progress report of financial management after 5 months Progress report of financial management after 11 months	Executive Chairman of BEZA & Project Director Executive Chairman of BEZA & Project Director	tbc
3.	Draft Report	Overall Progress report of financial management	Executive Chairman of BEZA & Project Director	tbc
4.	Final Report	Overall Progress report of financial management	Executive Chairman of BEZA & Project Director	tbc

