

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, Dhaka-1205

Memo No. 03.761.011.01.10.210.2019- 5579

Date: 6 May 2019

Subject: Request for Expression of Interest (EOI) for Selection Financial Management Specialist (National) [Contract Package No. BEZA S-133]

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 one Financial Management Specialist (National).

2. Educational Qualification: The candidate should possess minimum Master's degree in Finance, Business Administration, Accounting or similar. Certified professional accountant will get preference.

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. The candidates shall have working experience with government organization and administrative systems and experience of implementing similar project, especially donor or World Bank funded project. 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: Duration of employment: Upto 28 February 2021 (22 months).

(b) Place of work: Head office located at Dhaka.

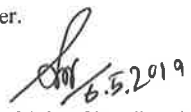
6. Selection Criteria: (a) Educational & Professional Qualifications; (b) Relevant working experience and adequacy for the assignment; (c) Capability to carry out the assignment [overall suitability considering skill (Training, computer skills, proficiency in English and Bengali, knowledge of local conditions, 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) Forwarding letter; (b) CV; (c) Two passport size photographs; (d) Documentary evidence supporting experience & qualifications etc.

9. Interested Applicants are requested to send their Expressions of Interest for the position by **27 May 2019 at 03.00 P.M.** in sealed envelope, clearly marked "Expression of Interest (EOI) for Financial Management Specialist (National), BEZA S-133" to the undersigned by direct delivery/mail/courier service. TOR shall be available on www.beza.gov.bd. Any EOI received after the deadline will not be accepted. Any persuasion by the applicant will be treated as disqualification.

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



(Dr. Malay Choudhury)
Project Director (Joint Secretary)
Additional Charge
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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, Dhaka-1205.

Terms of Reference

for

Selection of Financial Management Specialist (National)


under PSDSP Additional Financing

Package No.: BEZA S-133

April 2019

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Khondoker Liaquat Ali
Procurement Specialist
Support to Capacity Building of Bangladesh
Economic Zone's Authority (BEZA)
Prime Minister's Office


মোহাম্মদ হামিদুল ইসলাম
উপ-প্রকল্প পরিচালক (সিনিয়র সহকারী সচিব)
সাপোর্ট টু ক্যাপাসিটি বিল্ডিং অথরি অফ
বাংলাদেশ


Dr. Malay Choudhury
Project Director (Joint Secretary)
Additional Charge
Support to Capacity Building of
Bangladesh Economic Zones Authority
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Bangladesh Economic Zones Authority (BEZA)
"Support to Capacity Building of Bangladesh Economic Zones Authority" Project
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111, Bir Uttam C. R. Dutta Road, Dhaka-1205.

Terms of Reference for Selection of Financial Management Specialist (National)
under PSDSP Additional Financing (Package No.: BEZA S-133).

(a) Background

The government is in process of creation of Economic Zones across the country for both export and local market oriented industries based on the cluster principle for similar industries for the purpose of promoting economic development of the country. In this regard strengthening the BEZA was arranged through Private Sector Development Support Project (PSDSP) within which "Support to Capacity Building of Bangladesh Economic Zones Authority" Project (STCB) is under implementation by Bangladesh Economic Zones Authority (BEZA). Now the additional finance of Private Sector Development Support Project (PSDSP) is under implementation. The STCB provides support and services to BEZA including Bangladesh Economic Zones Development Project (Phase-1) mainly in terms of providing professional services. An experienced Financial Management Specialist can add value to the services of STCB and Bangladesh Economic Zones Development Project (Phase-1) by providing appropriate input related to accounting & financial issues.

(b) The scope of Services

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


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মি. মাসুদ হাযেদ
উপ-প্রকল্প পরিচালক (সিনিয়র সহকারী সচিব)
শাখা-৩ ই. জা. পাবনা-১৩৩১


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(c) 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.

(d) Educational Qualifications

The candidate should possess minimum Master's degree in Finance, Business Administration, Accounting or similar. Certified professional accountant will get preference.

(e) 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. The candidates shall have working experience with government organization and administrative systems and experience of implementing similar project, especially donor or World Bank funded project. Proficiency in all forms of English and Bangla is required.


(f) Duration of the Employment and Place of Work: (i) Duration of employment: Upto 28 February 2021 (22 months). (ii) Place of work: Head office located at Dhaka.

(g) Schedule of various task for Financial Management Specialist (National)


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স্বাধীনতা উন্নয়ন প্রকল্প
স্বাধীনতা উন্নয়ন প্রকল্প


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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

(h) 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	Progress report of financial management after 5 months	Executive Chairman of BEZA & Project Director	tbc

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উপ-প্রকল্প পরিচালক (লিনিয়ার সহকারী নথি)
স্বাধীনতা পুরস্কার বিজয়ী প্রকল্প পরিচালক

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	(b) Second Status Report	Progress report of financial management after 11 months	Executive Chairman of BEZA & Project Director	
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

(i) Data, Facilities and Local Services to be provided by the Client:

The project will provide the following inputs and facilities:

- i) Office space and other logistic support as per project provision;
- ii) All available documents, papers and information relevant to the assignment will be provided/made accessible to the Specialist

(j) 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 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.(d) 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).


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ডাঃ মালয় চৌধুরী
 প্রকল্প পরিচালক (সিনিয়র সহকারী সচিব)
 জাতিসংঘ ইকোনমিক জোন অথরিটি
 প্রাইম মিনিস্টার'স অফিস


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