

Government of the People's Republic of Bangladesh
National Strategy for Development of Statistics (NSDS) Implementation Support Project
Bangladesh Bureau of Statistics (BBS)
Statistics & Informatics Division; Ministry of Planning
Parishankhyan Bhaban; E-27/A, Agargaon, Dhaka-1207, Bangladesh
www.bbs.gov.bd

Request for Expression of Interest (REOI) for Individual Consultants (National)

Ministry/Division	Statistics & Informatics Division; Ministry of Planning
Agency	Bangladesh Bureau of Statistics (BBS)
Procuring Entity Name	Project Director, National Strategy for Development of Statistics (NSDS) Implementation Support Project
Procuring Entity District	Dhaka
EOI for Selection of	Individual Consultant (Procurement Specialist & Financial Management Specialist)
Title of Service	REOI for Procurement Specialist & Financial Management Specialist
EOI Ref No. & Date	52.01.0000.409.11.014.18-81 ; 19/09/2018
Procurement Method	Individual Consultant (IC)
Budget and Source of Funds	International Development Association (IDA)
Development Partners	IDA (World Bank)
Project Code	2230327
Project Name	National Strategy for Development of Statistics (NSDS) Implementation Support Project
EOI Closing Date	04 October 2018, 2:00 PM (Eoi shall have to be submitted on or before Eoi closing date and time by post or email at the given address and email below)
Brief Description of Assignment	Details scope of work is given at the ToR of Procurement Specialist & Financial Management Specialist which is available at the website of BBS (www.bbs.gov.bd) and at Project Office during office time.
Required Educational Qualification	<p>Procurement Specialist:</p> <ul style="list-style-type: none"> At least second class Master's Degree or Equivalent Degree in Business Administration/ Commerce/ Economics/ Finance/ Law or Procurement. Professional qualifications in procurement, purchasing, and/or supply chain management (such candidates will be given preference). <p>Financial Management Specialist:</p> <ul style="list-style-type: none"> Professional accounting qualifications (FCA or FCMA); with at least second class Master's Degree in Accounting/ Business Administration/ Finance/Economics.
Experience and Skills Required	<p>Procurement Specialist:</p> <p>At least five (5) years of work experience in procurement in government/semi-government institutions, or with international donors, implementing development projects; or having had other responsibilities with a substantial procurement content (i.e. preparation of bidding documents and requests for proposals; use of internationally accepted contract documents; understanding of principles underlying procurement practices; analytical capability in identifying and resolving procurement issues; etc.); Extensive knowledge of Government's Public Procurement Act and Regulations; Extensive knowledge of IDA's Procurement/Consultant Guidelines; Ability to work on computer and knowledge of standard Microsoft Office package (certificates are welcomed); Ability to work on different levels (recommendation letters are welcomed); Excellent spoken and written Bengali and English skills.</p> <p>Financial Management Specialist:</p> <p>At least five years' post-qualification experience in financial management, of which at least three years in a managerial position in any governmental or semi-governmental organization; actively involved and fully conversant with large contract payments, the GOB budget, fund release and reporting formalities; and knowledge of rules and regulations for budgeting, accounting, financial reporting, and auditing of universities and the World Bank's fund operating conditions and reporting requirements. Experience in working with World Bank-, Asian Development Bank-, and UK Department for International Development-funded projects will be an added advantage; Fully conversant with and hands-on experience in Microsoft or similar computerized accounting system, with the ability to assist in implementation and customization; skills in software installation and troubleshooting will be an added advantage; Proven track record in ability to develop a chart of accounts befitting the relevant computerized accounting systems and reporting; Experience in the effective supervision of personnel employed in financial management; Self-guided and strong organizational and planning skills, with the ability to work independently as a team player and under pressure; Strong interpersonal communication skills; experience in team leadership and participatory management; Ability to impart training to the NSDS Project staff on financial management systems; Excellent spoken and written Bengali and English skills;</p>
Name of Official Inviting EOI	Md. Dilder Hossain
Designation and Address of Official Inviting EOI with Contract Details	Project Director, National Strategy for Development of Statistics (NSDS) Implementation Support Project; Parishankhyan Bhaban, E-27/A, Agargaon, Dhaka-1207, Bangladesh Phone: +8802-8181419, Fax: +8802-55007069 Email: dilderbbsbd@gmail.com

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Terms of Reference (ToR) for Individual Consultants

Terms of Reference for Individual Consultants		
	Consultant	Scope of Work
1.	Procurement Specialist	<ul style="list-style-type: none"> • Prepare and update the procurement plan, as required by applicable covenants and regulations, for all goods, works, and services to be procured under the project and enter these in electronic monitoring systems as in STEP. • As part of the preparation and updating of the procurement plans, determine the appropriate procurement method to procure goods and services for each contract. • Prepare the procurement processing schedule for major components of the procurement plan of the project. • Update the procurement plan and procurement processing schedule in compliance with the loan, credit, or grant agreement and the applicable regulations and record these updates in the electronic monitoring systems. • Prepare, review, and finalize procurement documents, such as bidding documents, requests for expressions of interest, requests for proposals, bid and proposal evaluation reports, and so on, for all contracts in accordance with the World Bank's Procurement Regulations for Borrowers in Investment Project Financing (July 2016, revised November 2017) and the Public Procurement Act 2006 and Public Procurement Rules 2008 as agreed in the procurement plan by the World Bank. • Make necessary arrangements for procuring goods, works, and services, including finalizing purchase documents based on user requirements, and ensuring that technical specifications of goods are in conformity with the prescribed standards. • Prepare and publish general procurement notices according to World Bank's Procurement Regulations. • Update the Project Procurement Strategy for Development. • Prepare public notices for inviting offers for the supply of goods and services and assist in publishing these notices in various print and electronic media in conformity with the provisions of the GOB as well as the Bank's Procurement Regulations and national procurement laws. • Prepare the terms of reference for procuring any goods and services



Terms of Reference for Individual Consultants

	Consultant	Scope of Work
		<p>internationally or nationally.</p> <ul style="list-style-type: none"> • Be a mandatory member of the tender and bid evaluation committee and of the proposal evaluation committee and perform all functions associated with that role in conformity with guidelines and national procurement laws. • Actively participate in all clarification meetings, preproposal meetings, and so on with prospective bidders and consultants. • Ensure that procurement is carried out in accordance with the provisions of the loan, credit, or grant agreement, guidelines, and national procurement laws. • Organize or assist in the opening of bids. • Prepare and submit quarterly procurement reports in the format agreed with the local office of the World Bank and in accordance with the provisions of the loan, credit, grant agreement of the project and under the guidance of the project director. • Assist the project in carrying out all activities related to contracting, including the negotiation, signature, and performance of contracts. • Arrange for the training of project procurement personnel through external training (for instance, Central Procurement Technical Unit training) as well as on-the-job training. Organize procurement workshops and seminars for concerned personnel if necessary. • Guide and assist the PIU in handling procurement-related complaints or grievances. • Assist the project director in preparing reports related to procurement activities of the project. • Carry out any other relevant duties that will be assigned by the project director or other competent authority from time to time.
2.	Financial Management Specialist	<ul style="list-style-type: none"> • Develop a Chart of Accounts: to capture financial data under appropriate headings and classify group data for various reports (for example, expenditure categories, IDA disbursement categories, and so on) and ensure that it is aligned with the Government Chart of Accounts • Conduct financial risk assessment and establish and manage a robust financial management system in conformity with the GOB commitment according to the legal documents of the NSDS • Manage the accounting system to ensure coverage of all project activities (that is, all sources of funding) and the utilization of funds in all activities • Manage the budgeting system to integrate with the accounting system and enable periodic comparison of actual performance with budgetary

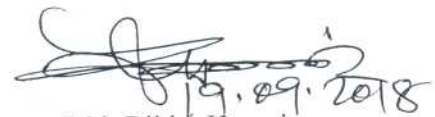


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Consultant	Scope of Work
	<p>targets and to ensure that financial forecasts are based on projected work programs and actual performance</p> <ul style="list-style-type: none"> • Ensure the flow of funds by processing withdrawal applications for IDA funds to the Government Consolidated Fund or the Designated Account and ensuring adequate internal control for the proper utilization, management, and accounting of funds • Design formats and maintain the books, for example, voucher formats, cash, and bank books, journals, trial balances, and so on • Adhere to financial and accounting policies to ensure that simple, clear, and transparent accounting and reporting policies are in place, to ensure policies and procedures for fund transfers and accounting for expenditures (including payment of advances, recovery of amounts, and so on) are adhered to, and to ensure the classification of expenditures under appropriate headings in the Chart of Accounts, and so on • Provide technical assistance to the NSDS Project in managing an efficient financial management system for the project • Provide support to the project director of the NSDS Project in preparing the annual budget estimates of the project • Provide technical input to the NSDS Project to improve the existing computerized accounting system for the NSDS Project and develop a budgeting system integrated with the accounting system to enable comparison of the actual performance with budgets • Review the invoices and payment requests received from suppliers, contractors, and consultants, and others in the project to ensure eligibility for payment • Assist in keeping a smooth funds flow, including disbursements and reimbursements • Provide technical support to the NSDS Project in preparing annual quarterly disbursement forecasts • Support the project director of the NSDS Project in the management of project funds in all aspects • Cooperate with the audit committee in reviewing audit reports and in carrying out the committee's recommendations to the project director; interface with internal auditors and the Foreign Aided Project Audit Directorate • Provide hands-on training under a structured training plan to the NSDS Project accounting staff on all aspects of financial management • Assist the project director in the procurement activities of the project with respect to financing



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Consultant	Scope of Work
	<ul style="list-style-type: none"> • Provide technical support to the NSDS Project in preparing the consolidated fund replenishment proposal • Provide technical assistance to the NSDS Project in processing the payment of bills • Review the internal control system and provide recommendations on best practices • Provide technical inputs to the NSDS Project in preparing the computerized fixed assets record • Provide technical assistance to the NSDS Project in preparing quarterly financial monitoring reports and the annual financial statements • Prepare the statement of audit needs • Draft the terms of reference for the internal audit • Monitor project progress through field visits, offer feedback, and maintain regular communication with related field and central staff, if required • Perform any other relevant issue as assigned by the project director



Md. Dilder Hossain
Project Director