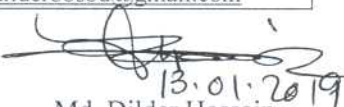


**Government of the People's Republic of Bangladesh**  
**National Strategy for Development of Statistics (NSDS) Implementation Support Project**  
**Bangladesh Bureau of Statistics (BBS)**  
**Statistics & Informatics Division; Ministry of Planning**  
**Parishankhyan Bhaban; E-27/A, Agargaon, Dhaka-1207,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

**Re-Request for Expression of Interest (RREOI) 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 ( <b>Financial Management Specialist</b> )
Title of Service	RREOI for Financial Management Specialist
EOI Ref No. & Date	52.01.0000.409.11.014.18-310 ; 13/01/2019
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	28 January 2019, 2:00 PM ( <b>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</b> )
Brief Description of Assignment	Details scope of work is given at the ToR of Financial Management Specialist which is available at the website of BBS ( <a href="http://www.bbs.gov.bd">www.bbs.gov.bd</a> ) and at Project Office during the office time.
Required Educational Qualification	<b>Financial Management Specialist:</b> <ul style="list-style-type: none"> <li>• At least Second Class Master's in Accounting /Finance/Business Administration.</li> <li>• Candidate with professional accounting qualifications such as FCA/FCMA/ACCA will be given preference.</li> </ul>
Experience and Skills Required	At least five years' post qualification experience in financial management of which at least three years in a managerial position in any government or semi government organizations being actively involved and fully conversant with the large contract payments, GoB budget, fund release and reporting formalities, knowledge regarding rules and regulations for budgeting, accounting, financial reporting and auditing of universities, World Bank's fund operating conditions and reporting requirements. Experience in working World Bank, ADB & DFID- Funded project will be an added advantage. Fully conversant with and have had hands on experience in Microsoft or similar computerized accounting system with ability to assist in implementation and customization; Skills in software installation and troubleshooting will be added advantages. Proven track record of ability to develop a chart of accounts befitting the relevant computerized accounting system and the reporting. Experience in the effective supervision of personnel employed in financial management. Self-guided, strong organizational and planning skills with the ability to work independently as a team player and under pressure. Strong interpersonal communicative skill, experience in team leadership and participatory management. Ability to impart training to the NSDS Project staff on financial management system.
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: +8802-55007043, Fax: +8802-55007069 Email: <a href="mailto:dilderbbsbd@gmail.com">dilderbbsbd@gmail.com</a>

  
13.01.2019  
Md. Dilder Hossain  
Project Director

**Terms of Reference**  
**for**  
**FINANCIAL MANAGEMENT SPECIALIST**  
**NATIONAL STRATEGY FOR THE DEVELOPMENT OF STATISTICS (NSDS)**  
**IMPLEMENTATION SUPPORT PROJECT**

**1. Background**

The objective of the NSDS Implementation Support Project (NSDS Project) is to improve the capacity of the Bangladesh Bureau of Statistics (BBS) to produce quality core statistics and make them accessible in a timely manner to policy makers and the public. The Government's Seventh Five Year Plan (FY16–FY20) aims to develop strategies, policies, and institutions to accelerate inclusive growth, reduce poverty, empower citizens, and promote sustainable development. It adopted the United Nations Sustainable Development Goals (SDGs), to which the Government of Bangladesh (GOB) has shown strong commitment. The GOB has expressed its commitment to monitor progress towards the achievement of goals and acknowledges the importance of and is committed to the timely availability of reliable statistics for evidence-based planning and policy making, as reflected in its National Strategy for the Development of Statistics (NSDS).

The GOB approved the NSDS in 2013, together with the Statistics Act 2013, that envisages an “integrated, professional, efficient, and effective NSS, under the guidance and leadership of the BBS and to produce official statistics that meet the current and evolving needs of national and international users in a transparent and timely fashion using international standards”. The Statistics Act 2013 confers on the BBS the function of “preparing and preserving correct, accurate, and up-to-date statistics.” Other agencies may also produce statistics “following the regulations established by the bureau and upon getting no objection and approval from the bureau.” The NSDS Project aims to support the GOB in the implementation of key elements of the NSDS.

The NSDS Project will assist implementation of the four priority areas of the NSDS by financing activities to strengthen capacity, develop human capital and information and communication technology (ICT) infrastructure and ensure adherence to international standards for key surveys. The project is organized around 5 components: (i) Improving the Coordination and Management of Statistical Activities; (ii) Developing Human Resources and ICT Infrastructure to Produce and Manage Data; (iii) Improving the Coverage and Quality of Core Statistics Required for Policy; (iv) Promoting and Strengthening Access to and the Use of Official Statistics; (v) Project Management.

These terms of reference are for a consultancy to perform the duties of a financial management specialist (FMS) in the NSDS Project.





## 2. Objectives

The objective of this assignment is to lead and coordinate, as a core member of the NSDS project Management Unit (PMU), all aspects relevant to the financial management of the project, in accordance with the provisions of the legal agreements prevailing and relevant government financial rules and regulations. BBS intends to utilize part of the Credit for the services of an individual consultant who will work as a Financial Management (FM) Specialist.

## 3. Scope of Services

The consultant shall work in close association with Project Director and other members of PMU, about the financial management of the project. In all FM activities the consultant will work directly under and in coordination with the Project Director. The FM part of operation manual (OM) will be the key guiding rule for project financial management. The OM shall provide details procedures to be followed by the project on the financial management arrangements: (i) Budgeting; (ii) Fund flows; (iii) Accounting; (iv) Internal controls; (v) Financial reporting (quarterly IFRs); and; (vi) External audit based on statement of audit needs agreed with Controller and Auditor General (C&AG) of Bangladesh.

Key responsibilities include, but are not limited to:

1. Developing a Chart of Accounts: to capture financial data under appropriate headings and classify group data for various reports (e.g. expenditure categories, IDA disbursement categories, etc.) and ensure that it is aligned with the Government Chart of Accounts.
2. Conducting financial risk assessment and establishing and managing a robust financial management system in conformity with the government's commitment as per the legal documents of the NSDS.
3. Managing the Accounting System: to ensure coverage of all Project activities (i.e. all sources of funds) and utilization of funds in all activities.
4. Managing the Budgeting System: to integrate with the accounting system to enable comparison of actual performance with budgetary targets periodically; and to ensure that financial forecasts are based on projected work programs and actual performance.
5. Ensuring the Flow of Funds: to process withdrawal applications for IDA funds to the Government Consolidated Fund and/or Designated Account; and to ensure adequate internal control for proper utilization, management and accounting of funds.
6. Designing Formats / Maintaining Books: e.g. voucher formats, cash and bank books, journals, trial balances, etc.
7. Adhering 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, etc.) are adhered to; and to ensure classification of expenditures under appropriate headings in the Chart of Accounts; etc.

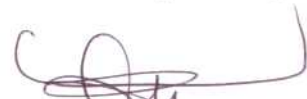
8. Provide technical assistance to NSDS Project in managing an efficient financial management system for the project.
9. Provide Support to project Director (PD), NSDS Project in preparing the annual budget estimates of the project.
10. Provide technical input to NSDS Project to improve the existing computerized accounting system for NSDS Project and develop a budgeting system integrated with accounting system to enable comparison of actual performance with budgets.
11. Review invoices and payment requests received from suppliers, contractors and consultants, disbursement and others of the project to ensure eligibility for payment.
12. Assist to keep smooth funds flow including disbursements and reimbursements.
13. Provide technical support to NSDS Project for preparing the annual quarterly disbursement forecasts.
14. Support the PD of the NSDS Project in the management of project funds in all aspects.
15. Cooperate with the Audit committee to review the audit reports and in carrying out its recommendations by the PD; and interface with internal auditors and FAPAD.
16. Provide hands on training to the NSDS Project accounting staff on all aspects of financial management tasks under a structured training plan.
17. Assist the PD in the procurement activities of the project with respect to financing.
18. Provide technical support to NSDS Project for preparing the consolidated fund replenishment proposal.
19. Provide technical assistance to NSDS Project in processing payment of bills.
20. Review the internal control system and provide recommendations on best practices.
21. Provide technical inputs to NSDS Project for preparing the computerized fixed assets record.
22. Provide technical assistance to NSDS Project for preparing quarterly financial monitoring report and the annual financial statements.
23. Preparing the statement of audit needs (SAN).
24. Draft the ToR for the internal audit.
25. Monitor project progress through field visits, offer feedback and keep regular communication with related field and central level staff, if required.
26. Perform any other relevant issue as assigned by the Project Director.

#### **4. Counterpart Support**

The NSDS Project will provide office space, logistics and institutional support and the NSDS Project financial staff will assist the financial management specialist for carrying out the assignment.

#### **5. Reporting arrangement**

The financial management specialist will report directly to PD of the NSDS Project . However, he will work closely with the NSDS Project financial management team and they will be collectively responsible for the efficient running of the financial management system.





## 6. Expected Outputs and Deliverables

The Consultant will need to produce the following:

No	Description	Reporting Time
1	Updated Books of Accounts and Records	Continuous
2	Statement of Expenditure (SOE) to WAFLA 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	Unaudited Interim Financial Reports	Quarterly
5	Relevant reports, statements, schedules to Auditors and reviewers	As required
6	Annual work plan, Budget and Fund Forecast	As required
7	L/C opening and management	As required
8	Reconciliation of Bank 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 PMU	As required
13	Update on External Audit observations	Quarterly

## 7. Qualifications

The Consultant will be selected on a competition basis in accordance with the GoB as well as World Bank Procurement Regulations. The Consultant should meet the following qualification requirements:

At least Second Class Master's Accounting /Finance/Business Administration. Candidate with professional accounting qualifications such as FCA/FCMA/ACCA will be given preference.

At least five years' post qualification experience in financial management of which at least three years in a managerial position in any government / semi government organizations being actively involved and fully conversant with the large contract payments, GoB budget, fund release and reporting formalities, knowledge regarding rules and regulations for budgeting, accounting, financial reporting and auditing of universities, World Bank's fund operating conditions and reporting requirements. Experience in working World Bank, ADB & DFID- Funded project will be an added advantage.

(Signature)

Fully conversant with and have had hands on experience in Microsoft or similar computerized accounting system with ability to assist in implementation and customization; Skills in software installation and troubleshooting will be added advantages.

Proven track record of ability to develop a chart of accounts befitting the relevant computerized accounting system and the reporting.

Experience in the effective supervision of personnel employed in financial management.

Self-guided, strong organizational and planning skills with the ability to work independently as a team player and under pressure.

Strong interpersonal communicative skill, experience in team leadership and participatory management.

Ability to impart training to the NSDS Project staff on financial management system.

#### **8. Duration of the consultancy**

The expected duration of the assignment will be approximately 45 person months till 28 February 2022. However, this assignment may be increased or reduced according to the requirement of the project.

#### **9. Payments**

This is a time-based contract and payments will be made monthly in arrears (that is, payment made each month will be for services rendered during the immediate preceding month) supported by the submission of time sheets by the consultant. The negotiable contract ceiling (that is, total contract price for the duration of the contract) shall represent the consolidated remuneration inclusive of applicable Income Tax and VAT as per the laws of Bangladesh.

