

Government of the People's Republic of Bangladesh
Office of the Executive Engineer
Dhaka Division, Dhaka.
Department of Public Health Engineering



Memo No: 46.03.2600.061.07.232.16-936

Date:05/01/2023

To : 1. The Manager, Advertisement
The Daily -----

2. The Manager, Advertisement
The daily -----


Subject: Notice for Advertisement of "Request for Expression of Interest (EOI) For the Recruitment of 'Audit & Accounts Consultant' at Primary Education Unit (PEU) of DPHE."

Ref: 1. Memo No. Focal Point Primary Unit, DPHE-83, Date:25/08/2022

Please find enclosed herewith one copy of notice for advertisement, under the caption invitation of "Request for Expressions of Interest (EOI) for the 'Audit & Accounts Consultant' at Primary Education Unit (PEU) of DPHE."

It will be appreciated if you kindly publish the attached advertisement in your daily newspaper on 06 January, 2023. You are also requested to send two copies (as complementary) of the issue publishing the advertisement in your daily to the undersigned office.

Attachment: One copy of the notice.

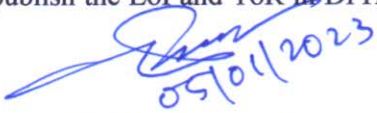

(Bashir Ahammed)
Executive Engineer
DPHE, Dhaka Division, Dhaka.

Memo No: 46.03.2600.061.07.232.16-936/1(1)

Date:05/01/2023

Copy with enclosure to:

- ✓ 1. Programmer, MIS Unit, Planning Circle, DPHE, Dhaka. Please publish the EOI and ToR in DPHE Website.



(Bashir Ahammed)
Executive Engineer
DPHE, Dhaka Division, Dhaka.

Memo No: 46.03.2600.061.07.232.16-930/2(3)

Date:05/01/2023

Copy forwarded for information to:

1. Focal Point, Primary Education Unit, DPHE, Dhaka.
2. Focal Point, PEDP4 Project, DPHE, Dhaka.
3. Office copy.


(Bashir Ahammed)
Executive Engineer
DPHE, Dhaka Division, Dhaka.



Request for Expression of Interest (EOI)
For the Recruitment of 'Audit & Accounts Consultant' at Primary Education
Unit (PEU) of DPHE.

Memo No- 46.03.2600.061.07.232.16-935

Date: 05/01/2023

The Fourth Primary Education Development Program (PEDP-4) is the continuation of Government's approach after PEDP3 in thriving the excellence of children through the fulfillment of several distinct milestones including construction of need-based infrastructures for sanitation and water supply. The program is supported by the Government of Bangladesh as well as several Development Partners (DPs).

Department of Public Health Engineering (DPHE) under the Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C) is involved in PEDP-4 in the capacity of implementation partner of Directorate of Primary Education (DPE) to provide the water supply and sanitation facilities in the primary schools of Bangladesh. For the smooth implementation of the program in program office, DPHE Dhaka district now invites eligible individuals to indicate his/her interest in providing the services as 'Audit & Accounts Consultant'. Interested Individual should provide information demonstrating that s/he has the required qualifications and relevant experience to perform the Services as follows:

Package No	Name of the Position	Required Qualification & Experience	Consultant's Assignment
HQAAC-01	Audit & Accounts Consultant	<p>a) Educational Qualification :</p> <ul style="list-style-type: none">At least B.Com./ equivalent with 05 years of experience. <p>b) Experience :</p> <ul style="list-style-type: none">At least 02 years of specific job experience in financial planning, management, operation and auditing.Applicants well conversant with the accounting software or iBas++ will get preference.Adept computer skills and proficiency in using programs like Microsoft Excel.Advanced math skills to keep accurate records and supervise the bookkeeping of an organization.Strong verbal and written communication skills to interact regularly with DPHE district offices.Multitasking in order to successfully handle multiple accounts, bills and payments at various stages of execution.Should have proven experience in writing broadsheet replies and reports both in Bangla and in English.Excellent interpersonal skills for handling and resolving audit related issues quickly with minimal interference.	<ul style="list-style-type: none">Preparation and submission of Annual Operational Plan (AOP) and Revised Annual Operational Plan (RAOP).Receive, summarize, scrutinize and process bills related to project implementation.Prepare and maintain project implementation cost balance sheet.Fund disbursement to the district and upazilla offices by following all administrative procedure.Ensure iBas++ allocation for smooth fund flow.Prepare and submit monthly, quarterly and half yearly financial progress report.Resolve audit objections by bringing back broadsheet replies from DPHE district offices.

The competent applicant is invited to provide information indicating that s/he is qualified to perform the services (complete CV along with description of similar assignments, experience in similar conditions, general qualifications and financial proposal).

The Consultant will be selected and contracted as per the "Selection of Individual Consultant (SIC)" method as described in PPR-2008. Consultant having ongoing contract with any other government project or consultant already engaged in other district for the same assignment will not be considered for short listing.

The assignment will be effective from the date of joining to June/2025 or as the program completion period. Interested applicants may obtain the detailed Terms of Reference (ToR) upon request from the address provided below either by e-mail or in person during the office hours (08-00 AM to 03-00 PM). The ToRs are also available at the DPHE website (<http://www.dphe.gov.bd>).

Expression of Interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 3.00 pm (BST), 23rd January, 2023 and clearly marked "Request for Expression of Interest", package number, name of the position applied for and name and address of the individual.

The authority reserves the right to accept or reject any or all of the EOIs or cancel the EOI process at any stage without assigning any reason whatsoever and without incurring any liability to the affected applicants.

For further information and clarification, intending applicant may contact at the address given below during office hours (08-00 AM to 03-00 PM).



05/01/2023

(Bashir Ahammed)
Executive Engineer
Department of Public Health Engineering
Dhaka District
Email: ee.dhaka@dphe.gov.bd

**Terms of Reference (ToR) for
Engagement of Audit & Accounts Consultant (Individual)
under Fourth Primary Education Development Program (PEDP4)**

1. Background

Bangladesh, a country with its astonishing economic boom has cherished the golden jubilee of its independence. For a rapidly developing country like Bangladesh, it is utmost important to ensure holistic development of the children which includes both intellectual and emotional development in such a manner that they can uphold the nation from all aspect. The Fourth Primary Education Development Program (PEDP-4) is the continuation of Government's approach after PEDP3 in thriving the excellence of children through the fulfillment of several distinct milestones including construction of need-based infrastructures for sanitation and water supply. The program is supported by significant contributions from Government as well as Development Partners (DPs). Department of Public Health Engineering (DPHE) under Local Government Division (LGD) of Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C) is involved in the capacity of implementation partner to provide the water supply and sanitation facilities in the primary schools of Bangladesh. As per MoU signed in between DPE and DPHE and as per revised DPP (RDPP) of PEDP-4, DPHE will install 20,000 new drinking water sources in the primary schools, conduct water quality testing of 65,000 water points, construct 58,000 new Wash Blocks in 29,000 primary schools, conduct major maintenance of 10,000 wash blocks constructed in PEDP3, install water supply and sanitation facilities in the DD, DPEO, UEO, URC, PTI offices in the project tenure (July/2018 to June/2025) with an aim to provide safe drinking water and sanitation services in the primary schools under PEDP-4. Considering the work volume and diversity of work it is necessary to engage Audit & Accounts Consultant for the transparency, accountability and smooth implementation of the project's financial activities.

2. Scope of Work

The Audit & Accounts consultant will be based in the office of the Focal Point, Primary Education Unit, DPHE, Dhaka. The consultant will maintain financial accounts, handling queries related to audit and accounts of the Focal Point, PEDP4, DPHE, Dhaka in collaboration with program consultants/officials. In addition, s/he will assist the Focal Point, PEDP4 in keeping financial records up-to-date, receiving, scrutinizing and processing bills for payment or returning the same for inaccuracies, and handling queries on general accounts. The said Audit & Accounts consultant will help the Focal Point, PEDP4 in preparing different reports/documents related to financial progress, resolve audit objections by bringing back broadsheet replies from DPHE district offices and submit them to the related central audit offices by following all administrative process. S/he will manage the project implementation cost balance sheet and take necessary steps for fund receiving from Directorate of Primary Education (DPE) and fund disbursement through DPE by following required administrative and financial (iBas++

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allocation) process. The Audit and Accounts consultant will also be responsible for preparing financial reports and maintaining records of assets, liabilities, revenue and expenditure, payments and other financial activities.

3. Detailed Tasks

The Audit & Accounts Consultant will work under the guidance of the Focal Point, PEDP4, DPHE, Dhaka.

Key tasks (but not limited to) of the consultant would be as follows:

- a) Undertaking all financial activities relating to implementation of PEDP4 as assigned by the Focal Point, PEDP4, DPHE, Dhaka.
- b) Preparation of Annual Operational Plan (AOP) and Revised Annual Operational Plan (RAOP) of PEDP4 in due course.
- c) Taking necessary steps for fund receiving from Directorate of Primary Education (DPE).
- d) Fund disbursement to the district and upazilla offices through DPE by following required administrative and financial (iBas++ allocation) process.
- e) Maintaining records of assets, liabilities, revenue and expenditure. Ensuring that assets are protected.
- f) Keeping financial records up-to-date.
- g) Receiving, scrutinizing and processing of bills.
- h) Returning the bills for inaccuracies.
- i) Handling accounts payable and receivable.
- j) Resolving accounts to general ledger.
- k) Frequent movement to the financial institutions (Bank) for smooth handling of instruments.
- l) Handling queries related to accounts.
- m) Examining accounts and financial control systems.
- n) Provide regular updates of account audit related information in PEDP4 (DPHE) web based application (TIMS) and mobile software.
- o) Attend tri-patriate and other audit related meetings in Headquarter, Audit Complex or any other assigned places.
- p) Resolve audit objections by bringing back broadsheet replies from DPHE district offices and submit them to the related central audit offices by following all administrative process.

4. Output and Reporting Requirements

- a) Preparation and submission of Annual Operational Plan (AOP) and Revised Annual Operational Plan (RAOP).
- b) Receive, summarize, scrutinize and process bills related to project implementation.
- c) Prepare and maintain project implementation cost balance sheet.
- d) Fund disbursement to the district and upazilla offices by following all administrative procedure.

- c) Ensure iBas++ allocation for smooth fund flow.
- f) Prepare and submit monthly, quarterly and half yearly financial progress report.
- g) Forecast accurate fund demand for a certain fiscal year.
- h) Resolve audit objections by bringing back broadsheet replies from DPHE district offices.
- i) Provide regular updates of account audit related information in PEDP4 (DPHE) web based application (TIMS) and mobile software.
- j) The engaged consultant must submit the 'time sheet' and 'details accomplished work' on a monthly basis to the Focal Point of Primary Education Unit (DPHE).

5. Monitoring, Review and Evaluation Arrangements

The Audit & Accounts consultant will be under direct supervision of the Focal Point, PEDP4. Therefore, s/he will be monitored and evaluated by the Focal Point, PEDP4. His/her work will be reviewed and evaluated on the basis of the deliverables and progress reports as mentioned in section 4.

6. Qualifications and Experience

The Audit & Accounts Consultant shall have the following qualifications and experience:

- a) At least B.Com./ equivalent with 05 years of experience.
- b) At least 02 years of specific job experience in financial planning, management, operation and auditing.
- c) Prior work experience in Govt. Organization under development or revenue budget will be an added advantage.
- d) Applicants well conversant with the accounting software or iBas++ will get preference.
- e) Adept computer skills and proficiency in using programs like Microsoft Excel.
- f) Advanced math skills to keep accurate records and supervise the bookkeeping of an organization.
- g) Strong verbal and written communication skills to interact regularly with DPHE district offices.
- h) Excellent organization skills for maintaining clear, accurate and meticulous financial records.
- i) Multitasking in order to successfully handle multiple accounts, bills and payments at various stages of execution.
- j) Should have proven experience in writing broadsheet replies and reports both in Bangla and in English.
- k) Excellent interpersonal skills for handling and resolving audit related issues quickly with minimal interference.
- l) The applicant must submit their CV or Experience Details in the format for Individual Consultant as obtained from CPTU website along with financial proposal.

7. Logistics and Facilities:

Consultants will be provided with a seating arrangement in conjunction with computer, printer, scanner facilities. All these logistics have to be returned after the completion of the contract. S/He will ensure her/ his office conveyance by herself/ himself.













8. Selection Method:

The said consultant shall be selected based on 'Selection of Individual Consultant' method.

9. Age Limit: Maximum 40 years

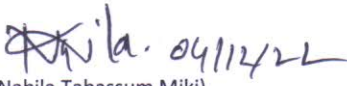
10. Remuneration: Negotiable (on a monthly basis)

11. Duration of the Assignment

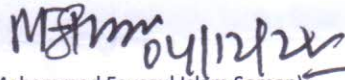
The assignment will be effective from the date of joining until June/2025 or up to the end of the program that comes first.

12. Place of assignment

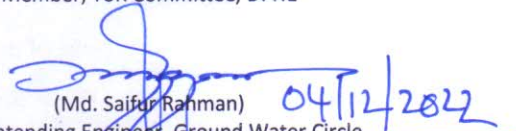
Office of the Focal Point, PEDP-4, DPHE, Dhaka.


(Nabila Tabassum Miki)

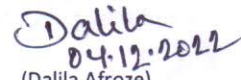
Executive Engineer,
Survey Investigation & Research Division,
Department of Public Health Engineering, Dhaka
&
Member Secretary, ToR Committee, DPHE


(Mohammad Fayazul Islam Soman)

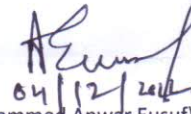
Executive Engineer, Ground Water Division
Department of Public Health Engineering, Dhaka
&
Member, ToR Committee, DPHE


(Md. Saifur Rahman) 04/12/2022

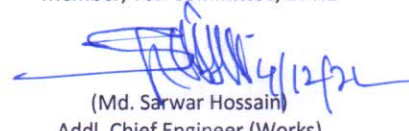
Superintending Engineer, Ground Water Circle
Department of Public Health Engineering, Dhaka
&
Member, ToR Committee, DPHE


(Dalila Afroze)

Executive Engineer, Design Division
Department of Public Health Engineering, Dhaka
&
Member, ToR Committee, DPHE

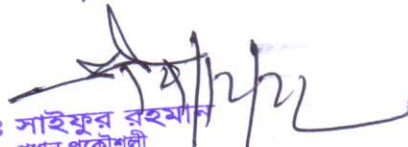

(Mohammed Anwar Eusuf)

Superintending Engineer, Planning Circle
Department of Public Health Engineering, Dhaka
&
Member, ToR Committee, DPHE


(Md. Sarwar Hossain)

Addl. Chief Engineer (Works)
Department of Public Health Engineering, Dhaka
&
Convener, ToR Committee, DPHE

Approved as proposed.


মোঃ সাইফুর রহমান
প্রধান প্রকৌশলী
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর
বাংলাদেশ সরকার, ঢাকা।