

**PPSF: Bangladesh City Inclusive Sanitation Project (BCISP) in 25 towns  
(Grant No./SF No. S0553A)**

**Project Background**

**1. Background**

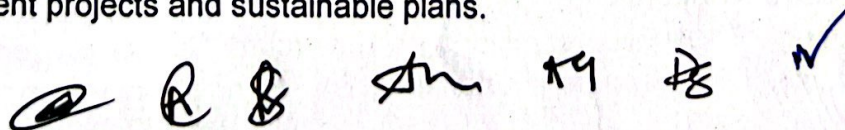
Bangladesh has a high population density and has experienced rapid urbanization. The percentage of the population living in slums has increased, leading to poor sanitation conditions and a higher risk of water-borne diseases. While access to basic drinking water facilities is relatively good, the quality of drinking water is often poor due to contamination.

Most urban households in Bangladesh have access to toilets, but the functionality of on-site sanitation systems is a concern. Without proper management of fecal sludge, there have been cases of sludge management crises, impacting human and environmental health. Women and children in slums and informal settlements are particularly vulnerable to water-borne diseases caused by unsafe drinking water and poor sanitation and hygiene conditions.

While formally planned urban areas may have access to publicly funded sewerage systems, the poor and those living in slums and informal settlements are left behind with little or no support. In those areas, infrastructure and services for safe containment, emptying, conveyance, treatment and disposal are largely absent. Pits and septic tanks are illegally connected to surface drains or water bodies. The fecal sludge is emptied by informal and unhygienic methods and openly dumped into the environment. This weak link in the sanitation service chain in Bangladesh has been not only contaminating the environment (including drinking water sources) but also posing significant risks to human health (causing recurrent outbreaks of diseases such as diarrhoea, cholera, and typhoid).

To address these challenges, the Government of Bangladesh has prioritized urban sanitation and approved an Institutional and Regulatory Framework (IRF) for Fecal Sludge Management (FSM). A National Action Plan has been developed to implement the IRF and ensure effective FSM by 2030. The establishment of a Citywide Inclusive Sanitation (CWIS)-FSM support Cell aims to facilitate integrated sanitation management.

To tackle these issues at the city level, the Government of Bangladesh conducted a feasibility study project for implementing solid waste and fecal sludge management systems in 53 district-level Pourashavas and 8 city Corporations. The project received technical and financial support from the Bill and Melinda Gates Foundation. The study provided a comprehensive analysis of the existing waste and fecal sludge management situation, including demand, viable technological solutions, and environmental considerations. The findings of the study are available on the open web link [www.sanboard.gov.bd](http://www.sanboard.gov.bd) and serve as a basis for future development projects and sustainable plans.





## 2. Bangladesh City Inclusive Sanitation Project (BCISP)

The GoB through its letter dated August 2, 2021, requested AIIB's financing of USD200 million for the underlying Project. The Project was cleared by the Bank's Screening Committee on August 26, 2021, for inclusion in its project pipeline. The Project aims to improve access to inclusive urban sanitation services in selected 25 cities. Specific Objectives include: (i) improving the coverage of safely managed sanitation through the use of safe sustainable sanitation technology; (ii) improving the life and livelihood of the people in the project area through establishing household, community, public toilets, and containment system; (iii) implementing modern and innovative technology of integrated sanitation & bio-waste management system, including enhancement of the capacity of the Municipalities and the overall environment; and (iv) strengthening governance accountability through development of municipal level CWIS framework and guidelines.

## 3. Project Preparation Special Fund (PPSF) for BCISP

To support the preparation of BCISP and ensure the readiness of year-one investments, AIIB provided to the Government of Bangladesh a Project Preparation Special Fund (PPSF) grant. The grant agreement which provides support amounting to USD3.3 million was signed on March 8, 2023, between AIIB and GoB.

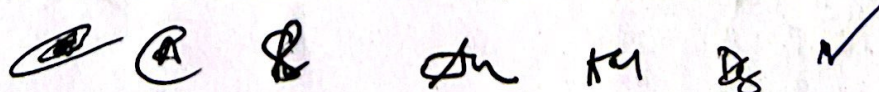
The PPSF will be implemented by the Department of Public Health Engineering (DPHE), Ministry of Local Government Rural Development & Co-operatives. DPHE has constituted a Project Management Unit (PMU) to implement the PPSF grand activities and eventually BCISP. The DPHE/PMU will be responsible for various project preparation activities including implementing those to be funded through the proposed PPSF. Activities that will be conducted during the project preparation phase funded by PPSF include the **following contracts**:

- i. Consulting services for Enhanced Feasibility Study and Detailed Design for 25 Towns
- ii. Consulting services for Institutional Capacity Building
- iii. Consulting service for Awareness Raising
- iv. Consulting services for IMIS web platform, Digital Inclusive Financing System, and Service Monitoring.

Preparatory activities include the procurement, implementation, and results monitoring and reporting of the abovementioned activities. Preparatory activities will also include coordination and reporting within the PMU.

## 4. Rationale Of Hiring Individual Consultants:

To support the implementation of preparatory activities for BCISP, a team of specialist individual consultants will be hired to support the DPHE PMU in planning, supervising, and monitoring. These roles include i) Safeguard Specialist (environmental and social), ii) Procurement Management Specialist, iii) Financial Management Specialist, iv) Monitoring and Evaluation Specialist, and v) Human Resource Development and Training Specialist) The scope of work for the roles is discussed in the Scope of Works section.

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<b>PPSF Item:</b>	Financial Management Specialist (Individual Consultant) CIS-SER-04 BCISP/PPSF/SD-4.2
<b>Expertise:</b>	Financial Management
<b>Consultant Source:</b>	Local
<b>Contract length:</b>	Up to completion of project preparation phase, June 2025. And may be extended as per requirement of the project and availability of the budget depending on the performance of the consultant.

#### Objective and Purpose of the Assignment:

As part of the project preparation phase for the Bangladesh City Inclusive Sanitation Project in 25 Towns (BCISP) proposed by the Government of Bangladesh (GoB) for AIIB financing, several preparatory activities will be conducted including: i) Feasibility Study and Detailed Design Consultancy, ii) Capacity Building iii) Awareness Raising Consultancy iv) IMIS Consultancy, iv) preparation for tender documents and tendering of year one investments. The Financial Management specialist will be hired to support DPHE and the BCISP Project Management Unit (PMU) in the overall financial management during the preparatory works.

#### Scope of Work:

The engagement of the Consultant is to establish and operate the Accounts system for the project. As a part of his duties, he/she will assist in maintaining the register, books, and other records, facilitate classification and analysis of financial information, check and verify bills and cheques, prepare documents for timely replenishment of donor's funds, prepare annual budget, revised budget and financial plan and annual and quarterly disbursement forecast, liaise with Accounts Officer (GoB) and both external and internal auditors for facilitating smooth implementation of the project activities. The Consultant will liaise for the Project Management Unit (PMU) with Consulting Firms performing the preparatory activities.

#### Detailed Tasks:

1. Maintain the accounting system for the project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
2. Prepare required periodic financial reports [expenditure and revenue] for the GOB, AIIB, and DPHE/PMU
3. Process withdrawal applications prepared for drawdown of the AIIB funds for all activities.
4. Review and verify the accuracy of the information on payment vouchers for signing of cheques.
5. Verify and ensure the availability of funds before cheques are written.
6. Prepare payment vouchers before cheques are written for all Project activities.
7. Manage Project expenditures, ensuring full compliance with project rules and procedures.
8. Assist in the Preparation of Budget estimates/allocation for Project activities.
9. Review the accuracy of payment vouchers and cheques.
10. Review, verify, and certify monthly, quarterly, annual, and special financial statements and reports, including expenditure reports and bank reconciliation statements.



11. Review receivables and payables and ensure prompt settlement of payables to the Project's suppliers, service providers, and contractors.
12. Attend Project review meetings.
13. Monitor closely the work of the team involved in the maintenance of the Cashbook.
14. Build financial management capacities within the Unit.
15. Review and certify receipts and cash transfer sheets regarding Sale of Tender documents.
16. Develop a chart of accounts to capture financial data appropriately.
17. Procure and operationalize a computerized accounting system for the project for accurate and timely management of financial resources.
18. Ensure that all policies and procedures comply with funding source policies, procedures, and requirements review the efficacy of internal controls in place and suggest adopting best practices to improve internal governance and to reduce opportunities for corruption.
19. Ensure that the computerized fixed assets records are maintained in the PMU identifying the location and user of each asset and arranging for the annual and periodical inventory of the assets and updating of the records.
20. Assist PD/PMU in ensuring that all financial information is included on the Project's website.
21. Attend entry and exit meetings with FAPAD auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings, and coordinating with various units of PMU in meeting audit objections.
22. Provide necessary cooperation to the Project Audit Committee (PAC).
23. Participate in Project Procurement/Tender Committee meetings and activities; assist/advise the PD in all financial matters as and when required,
24. Advise and maintain all concerned in complying with the latest income Tax and VAT deduction rules and tax certification.
25. Supervise the Accounts Officer (s) and other accounting staff of the project and will provide hands-on training to the accounting staff on various aspects of financial management tasks under a structured training plan.
26. Any other duties assigned by the PD/DPD.
27. Conduct field visits if required.

#### **Key Deliverables:**

1. Quarterly financial reports (expenditure and revenue) for the GOB.
2. Quarterly Interim Unaudited Financial Reports for the AIIB
3. Monthly disbursement forecasts
4. TOR for Internal Audit in consultation with AIIB.
5. Assist in the preparation and updating of the Project Operational Manual/ Financial Management Manual.
6. Financial management inputs to the periodic progress reporting to AIIB

#### **Minimum Qualification Requirements:**

1. Professional Accountancy qualifications such as ACCA/CA/CMA/CPA etc. along with a





Master of Commerce from a reputable university.

2. Minimum 10 years of working experience in Financial Management of which at least 5-years in a Managerial position being actively involved and fully conversant with large contract payments, GoB and donor-funded budgets, fund release, and reporting formalities.
3. Fully conversant with operating, implementing, and customizing Computerized Accounting systems. Skills in software installation and troubleshooting will be an advantage.
4. Strong organizational and planning skills with the ability to work independently as a team player and under pressure.
5. Strong interpersonal communication skills, and experience in team leadership and participatory management.
6. Ability to train the project staff on financial management systems.

Minimum general experience	10 years
Minimum specific experience (relevant to assignment)	5 years
Bangladesh experience	Required

#### Cost Estimate:

The specialist will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per the law of Bangladesh. Payment shall be made monthly upon satisfactory performance output certified by the Project Director.

**Counterpart Support:-** The PMU will provide office space, logistics (excluding laptop) and required documents and information for the consultancy service

*Dilruba Farzana*  
21.09.23

Dilruba Farzana

Executive Engineer  
SIR Division

Department of Public Health  
Engineering

And

Member Secretary, ToR  
committee.

*Dalila Afroze*  
21.09.2023

Dalila Afroze

Executive Engineer  
Design Division

Department of Public Health  
Engineering

And

Member, ToR committee

*Md. Shaikul Alam*  
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Executive Engineer

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21.09.2023

Mahmud Kabir Chowdhury

Project Director

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Sanitation Project in 25  
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*Md. Saifur Rahman*  
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Superintending Engineer

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*Mohammad. Anwar Eusuf*  
21/09/2023

Mohammad. Anwar Eusuf

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Department of Public  
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And

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*Approved.*

*Md. Sarwar Hussain*  
22/9/23

MD. SARWAR HOSSAIN  
Chief Engineer

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