



Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division

Terms of Reference (TOR) for the
"Financial Management Consultant"
under
Package No. DPHE/S-4

(SIC Method)

Under
Flood Reconstruction Emergency Assistance Project for
Water Supply and Sanitation (GoB-ADB)
(FREAPWSS)



Department Of Public Health Engineering (DPHE)

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Government of the People's Republic of Bangladesh
Office of the Project Director
**Flood Reconstruction Emergency Assistance Project
for Water Supply and Sanitation (GoB-ADB)**
Department of Public Health Engineering
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**Terms of Reference (TOR) for the
“Financial Management Consultant” under Package No. DPHE/S-4**

1. Project objectives:

To improve the water supply, sanitation sector of six districts (Sylhet, Sunamganj, Habiganj, Moulavibazar, Netrokona and Kishoreganj) of Sylhet, Mymensingh and Dhaka divisions damaged by the devastating flood occurred on July 2022, this Flood Reconstruction Emergency Assistance Project (FREAP) project has been taken. Asian Development Bank (ADB) is supporting to the Government to implement this project by financing as Loan. The overall objective of this project is to improve water supply and sanitation facilities to enable continued and uninterrupted services to fulfil residents' basic needs during future floods to ensure health and living standard of the people of the flood-affected areas of Bangladesh by increasing access to safe water supply and sanitation system.

The project includes the rehabilitation of 1,000 nos different type of tubewells; 1,800 deep hand tube wells with double platforms and 9,100 deep tube wells with submersible pumps with raised platforms. The project will construct approximately 30 mini water supply systems with water treatment facilities, supply about 16 truck-mounted mobile freshwater treatment plants; 6 water carriers; 100 mobile toilets and 105 public toilets, etc.

Specific Objectives of the project are to ensure safe water supply to the people through provision of mobile treatment plants, installation and rehabilitation of different types of tube wells as a support of post flood affects and future floods, household and community sanitation facilities among the flood affected people and emergency support during and after flood time.

DPHE intends to engage a Financial Management Consultant for assisting PIU to conduct all the financial accounts activities of the project.

2. Objective and Purpose of the Assignment:

The engagement of the Consultant is to establish and operate the Accounts system for the project. The overall responsibility of the Financial Management Specialist for this project is to establish and operate the Accounts system in the project. As a part of his duties, he/she will assist the Project Management Unit (PMU) to maintain register, books and other records, facilitate classification and analysis of financial information, check and verify bills and cheques, prepare document for timely replenishment of donor's fund, preparing annual budget, revised budget and financial plan and annual and quarterly disbursement forecast, liaison with Accounts officer (GoB) and both external and internal auditors for facilitating smooth implementation of the project activities. S/he will work liaison with the Project Management Unit (PMU) and consulting firm.

The construction and rehabilitation of different water supply and sanitation infrastructures will be done under this project. The Procurement of the goods, works, and services will be done by PMU or with the involvement of PMU with adequate assistant of the financial management

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consultant. The outsourcing of vehicles, desktop computers with printers and accessories, laptop with accessories, office furniture, air conditioners, electrical equipment, office equipment, photocopier etc will make up most of the good's packages. The services will also be hired in this project. The budget for the fiscal years is to be prepared and maintained throughout the project period.

To complete these above financial-related tasks a financial management consultant is needed.

3. Scope of Consultant's Assignment and Key tasks/responsibility:

Department of Public Health Engineering (DPHE), under the Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C), is the Implementing Agency, with overall project management provided by the Project Management Unit (PMU), headed by a Project Director. The PMU is mandated to manage the project in line with the Borrower's obligation to use the project fund with due regard to economy and efficiency and only for the purpose for which project financing was provided.

The overall responsibilities of the Financial Management Consultant for the Project (GOB - ADB) are as follows:

- Maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
- Prepare quarterly financial reports [expenditure and revenue] for the GOB and quarterly Interim Unaudited Financial Reports for the ADB.
- Process withdrawal applications prepared for the drawdown of the ADB funds for all activities.
- Review and verify the accuracy of the information on payment vouchers for the signing of checks.
- Verify and ensure the availability of funds before checks are written.
- Prepare payment vouchers before cheques are written for all Projects.
- Manage Project expenditures, ensuring full compliance with project rules and procedures.
- Assist in the Preparation of Budget estimates/allocation for Project activities.
- Prepare monthly/quarterly/annual reports as needed.
- Review the accuracy of payment vouchers and cheques.
- Review, verify and certify monthly, quarterly, annual, and special financial statements and reports, including expenditure reports and bank reconciliation statements.
- Assist in the preparation and updating of the Project Operational Manual/ Financial Management Manual.
- Review receivables and payables and ensure prompt settlement of payables to the Project's suppliers and contractors.
- Attend Project review meetings.
- Monitor closely the work of the team involved in the maintenance of the Cashbook.
- Build financial management capacities within the Unit
- Review and certify receipts and cash transfer sheets regarding the Sale of Tender documents.
- Develop a chart of accounts to capture financial data appropriately
- Procure and operationalize computerized accounting system for the project for accurate and timely management of financial resources
- Prepare disbursement forecast on a monthly/quarterly/yearly basis for the project
- Ensure that all policies and procedures are in compliance with funding source policies,

procedures, and requirements and review the efficacy of internal controls in place, and suggest adopting best practices to improve internal governance and to reduce opportunities for corruption.

- Reconciliation of the financial transactions between the PMU and the district level.
- Ensure that the computerized fixed assets records are maintained in the PMU identifying the location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- Assist the PD in ensuring that all financial information is included on the Project's website.
- Attend entry and exit meetings with FAPAD auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in an 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.
- Contribute to TOR for auditing in consultation with ADB.
- Participate in Project Procurement/Tender Committee meetings and activities; assist/advise the PD in all financial matters as and when required,
- Advise and maintain all concerned in complying with the latest income tax and VAT deduction rules and tax certification Supervise 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.
- Any other duties assigned by the PD/DPD.

4. Institutional Arrangement:

The consultants will work under direct control of the Project Director. S/he will report directly to the Project Director with close collaboration with other officials of the Project. The consultant shall be accountable to the Project Director for his/her day-to-day activities.

5. Required Key Qualification and Expertise:

Educational Qualifications and Professional Experience of the Consultant are:

(a) Educational Qualification

- Masters/M. Com/MBA in Accounting/Finance/Related subject. Applicants having international accreditation or certification will be given preference.

(b) Professional Experience:

- Minimum 8 years of working experience with 5 years in financial management in Govt/ autonomous/ private sector organizations.
- Work experience in managing finance in any of the development partner; such as ADB/WB/others funded projects activities will have an added advantage.
- Computer based Accounting Systems Knowledge will be given preference.
- Comprehensive knowledge and understanding of GoB and ADB audit system will have an added advantage.
- Knowledge in accounting software is required.
- High level of proficiency in written and spoken English and report writing
- Computer literacy skills (MS Word, Excel, and Power Point etc.) are desirable.
- 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

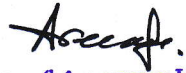
- participatory management.
- Ability to train the project staff on the financial management system.
- Age must be within 55 Years.

6. Duration of the assignment:

The duration of the consultancy services will be 21 (twenty-one) Man-months throughout the project duration upon review of satisfactory annual performance. The contract may be extended as per the requirement of the project.

7. Remuneration

The Financial Management Analyst will be paid a negotiable consolidated remuneration inclusive of all applicable taxes and VAT as per the VAT/Tax law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the Project Director.


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