

Government of the People's Republic of Bangladesh
Office of the Project Director
Sustainable Forests & Livelihoods (SUFAL) Project
Bangladesh Forest Department
Ban Bhaban, Agargaon, Dhaka-1207, Bangladesh



Terms of Reference (TOR)

**Selection of Individual Consultant: Senior Financial
Management Specialist
(Package No: SD-2-1)**

Forest Department

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Terms of Reference (TOR)

Position	: Senior Financial Management Specialist (Package No.: SD-2-1)
Type of Contract	: Individual Contract
Contract Duration	: 14 Month
Duty Station	: PMU, Dhaka
Language	: English & Bengali

Background of the Project

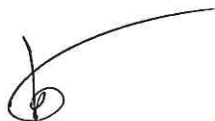
Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan of US\$175.00 million and GOB contribution of US\$3.90 million for a period of 5 years (01 July 2018 to 30 June 2023) to implement Sustainable Forests & Livelihoods (SUFAL) Project. The overall objective of the project is to improve collaborative forest management and increase access to alternative income generation activities for forest dependent communities in targeted sites. This will be achieved by: (i) improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration and, (ii) reducing direct dependence and exploitation of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for trees outside forests. Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increased employment opportunities for some of the poorest and most vulnerable communities, including women and small ethnic communities. Project will implement a number of activities which are grouped under following four components:

- Component-1: Strengthening Institutions, Information Systems and Training
- Component-2: Strengthening Collaborative Forests and Protected Areas Management
- Component-3: Increasing Access to Alternative Income Generating Activities (AIGAs)
Forest Extension Service & Trees Outside Forests (TOF)
- Component-4: Project Management, Monitoring, and Reporting

This project is designed to contribute in improving organizational effectiveness by adopting improved policy and regulatory framework including infrastructural development, management information system upgradation, capacity building of BFD officials and investing in degraded and denuded forest restoration and building green belt along the coast. This project will finance tree cover improvement in the TOF areas technology transfer, training, research and innovation support and engage forest dependent communities in collaborative forest management practices. By and large the project will enhance wildlife and PA management practices and thereby improve forest conservation and wildlife protection in the country.

Objectives of the assignment

SUFAL project has a large budget and proper financial monitoring and accounting is essential. This requires a strong financial set up with financial management and accounting experts. This position is designed to lead the process of financial management.



Scope of the Service

The Senior Financial Management Specialist will be a member of the PMU of the SUFAL Project. S/he will have reporting line to the Project Director. S/he will be responsible to the PD for financial matters. S/he will perform the following duties and responsibilities:

- At the onset of taking on the task, agree with the PD on the schedule of reporting on fund flow, financial statement, internal and external auditing reports etc.;
- The SFM Specialist will modify and develop computerized accounting system chart of accounts (Ledger) and design the FM report as required;
- Provide advisory support to prepare and design computerized accounting system as required;
- Prepare accounting and reporting and fund flow for the project cost center and design reporting format as required;
- Prepare regular financial report;
- Monitor and provide support to improve budget implementation progress;
- Assess the need for additional financial monitoring reports under the project, and track project progress in relation to overall budget allocations and spend under each component;
- Ensure timely and efficient processing and administration of allocated funds, monitor funds flow from Bank to the project and ensure that appropriate GoB and World Bank procedures are followed;
- Ensure monthly/bi-monthly quarterly accounting and reporting fund flow for each cost center and a consolidated report for the operation;
- Ensure control and management of proper records of project assets and purchases, including inventory records;
- Prepare annual and quarterly disbursement forecasts and consolidate financial reports;
- Ensure to prepare reports and supporting documents for the external and internal audit in conjunction with the Procurement Specialist;
- With guidance from the PD and depending on project needs, develop contents for on-the-job training on FM for BFD and project staff;
- Prepare and collaborate in the preparation of financial training plan and support to implement the training plan;
- Upon request of the PD, furnish any FM related reports to meet requests from the PSC and the World Bank;
- Continually assess fiduciary risks and report any concerns to the PD;
- Assist PD to prepare TOR which will be agreed by the Bank for the appointment of internal auditor;
- Ensure to prepare reports and supporting documents for the external audit and internal audit in conjunction with the Procurement Specialist; and Report to PD.
- Any other related task assigned by the Project Director as and when required.

Transfer of knowledge (training), if applicable

As the Head of the financial unit, S/he will carry out capacity building of consultants, BFD staffs both at the PMU office as well as the project cost centers.

List of reports, schedules of deliveries, period of performance:

1. S/he will develop Chart of Account for Customized Accounting Software as required.
2. Modify and develop Financial Reporting Formats for All Spending Unit (Cost Center) and PMU.
3. Ensure Quarterly Interim Unaudited Financial Reports (IUFR) for World Bank.
4. Ensure all withdrawal application for fund flow from World Bank to Designated Account.
5. Prepare Financial Statement for each Fiscal Year to Conduct internal and External Audit.
6. Timely reporting of all financial transactions.

Data, Personnel, Facilities and Local Services to be Provided by the Client

The PD will arrange for necessary information of the consultant if required.

Institutional Arrangement

The consultant will be based at the SUFAL PMU in Dhaka and will report to the Project Director, SUFAL Project, BFD, Dhaka Bangladesh on routine financial matters. The consultant is expected to undertake the activities (scope of services) mentioned in the TOR in order to achieve the stated objectives. Under this consultancy travels are being envisaged. However, travels necessary for the exigencies of services to achieve the desired objectives, may be under taken but with prior permission of the PD and in such cases only the actual costs will be reimbursement.

The deliverables will be submitted on time by the consultant to PD, SUFAL Project, BFD, Dhaka Bangladesh

Qualification and Experience

The Senior Financial Management Specialist should have the following academic qualification, skill and experiences:

- Post-Graduation (Masters) in Finance, Accounting, MBA from any reputed university;
- Professional qualification in CA, CMA, ACCA will be given preference;
- Trained on operating Financial Implementation Software;
- Minimum 15 years of Job experiences in the similar field of which at least 5 years of specific experience as Financial Management Specialist or similar position with donor financed project in Bangladesh preferably with IDA funded project;
- Have had hands-on experience in Microsoft or similar computerized Accounting;
- Proven track record of ability to develop a Chart of Accounts befitting the relevant computerized accounting system and the report;
- Strong interpersonal communicative skills, experience in team leadership and participatory management;
- Demonstrated capacity to work in foreign aided projects in a team environment;
- In depth knowledge of technical and legal aspects of financial management in development projects, financed by government and the World Bank;

- Must possess excellent communication skills in English, both written and spoken.
- Computer skills and handling of computer-based accounting systems and software is a prerequisite.

Duration of the Assignment

The duration of the assignment will be upto 30 June 2023. However, the duration of the assignment may be increased or reduced according to project needs, performance of the consultant and availability of budget.