

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:

Consultant-Accounts & Financial Management

Forest Department

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Terms of Reference (ToR)

Position	: Consultant-Accounts & Financial Management
Type of Consultant	: Individual Consultant
Type of Contract	: Time Based
Duty Station	: PMU, Dhaka

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\$3.85 million for a period of 6.5 years (01 July 2018 to 31 December 2024) 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 cost. 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 services

The consultant will work under the direct control and supervision of the Senior Financial Management Specialist (SFMS) at PMU Dhaka. For administrative matters he will report to the PD through the SFMS. S/he will perform the following duties and responsibilities:

- Ensure of the project accounting and disbursement system following the World Bank guidelines for the project;
- Work with Senior Financial Management Specialist for financial and budget planning, cost accounting, auditing, etc. under the supervision of PD;
- Manage disbursement of loan proceeds following the WB guidelines and in conjunction with the relevant ministry;
- Establish and manage the project Special Account (including the preparation of account statements);
- Maintain Books of Account at Project Management Unit (PMU) level;
- Prepare Interim Unaudited Financial Reports (IUFRs) and obtain authorization from the designated person(s);
- Prepare withdrawal applications and obtain authorization from the designated person(s);
- Provide training and guidance to the field level accountants and divisional forest officials;
- Regularly review the books of accounts of field level Accountant;
- Ensure the efficient cash flow position of the project;
- Continually assess fiduciary risks at the field level implementation and report any concerns to the PD;
- All other work related to project accounting and financial management under direct supervision of PD and SFMS;
- Report to PD, SFMS and Conduct any other project related works required for the smooth implementation of project activities.
- Carry out any other relevant periodic duties that may be assigned by the Project Director/concerned authority from time to time.

Transfer of Knowledge (training), where applicable

As a member of the financial unit, S/he will carry out capacity building of other consultants both at the PMU office as well as those out posted in the field. He will participate in making other consultants working with him about the role and procedure, which need to be followed in a World Bank funded project. He will also participate in the training of all cost center heads and other relevant individuals working in these cost centers about the accounting and reporting norms in a World Bank funded project.

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

The following are the key outputs of consultant on periodical and ad-hoc basis for the overall project:

- Financial reports (monthly, quarterly, and annually)
- Accounting books of primary records
- Advance register
- Bank Reconciliation Statement
- Fixed Asset Register
- Stock Register



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

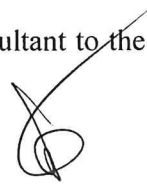
The PD will arrange for necessary information of the consultant if required.

Duration: The duration of the assignment will be 18 (eighteen) person months. However, the duration of the assignment may be increased or decreased according to the performance of the consultant, availability of the consultant, project needs and budget.

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 matters and to the PD on 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 the PD, SUFAL Project, BFD, Dhaka Bangladesh.



(This is not part of the TOR but will be included in REOI)

Qualification and Experience

The Consultant should have the following academic qualification, skill and professional experiences:

- Post- Graduation (Masters) in Accounting, Finance, MBA or Post Graduation (Masters) with Accounting Credibility; Professional accounting qualification CA, CMA, ACCA will be an added advantage;
- Minimum 10 years in project accounting and financial management or similar responsibilities, preferably with IDA/ Donor funded project;
- Trained on Financial Management/Accounting software application; Proven track record to develop a Chart of Accounts befitting the relevant computerized accounting system and the report;
- Ability to impart training to the project staff on accounting system;
- Proficiency in computer operation with experience of working independently;

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