

# BANGLADESH REGIONAL CONNECTIVITY PROJECT-1 (P154580)

National Single Window Project  
National Board of Revenue, Bangladesh

## Terms of Reference for Consulting Services

FINANCIAL MANAGEMENT SPECIALIST (NBR-SD4A)

### 1. Introduction and Background

The Government of The People's Republic of Bangladesh has received an USD 150 million Credit from the International Development Association (IDA) -a member of the World Bank Group-for financing the cost of the Bangladesh Regional Connectivity Project 1(BRCP-1), being jointly implemented by the Bangladesh Land Port Authority (BLPA), National Board of Revenue (NBR) and Ministry of Commerce. Now the NBR intends to apply part of the IDA Credit for procuring the services of a Financial Management and Planning Specialist (Local) for its Project Implementation Unit (PIU).

The Project Development Objective is to improve conditions for trade through improving connectivity, reducing logistics bottlenecks and supporting the adoption of modern approaches to border management and trade facilitation.

The Project consists of three (3) major components of which the below component will be implemented by NBR:

**Component 3:** Implement National single Window and Customs Modernization plan the key activities under this component are:

In line with International standards, including the WTO Trade facilitation agreement, the Government of Bangladesh has committed to the implementation of a National Single Window (NSW) system and the associated reform and modernization of customs and other border management agency requirements. Once fully operational, the system will allow traders to submit all import, export and transit information required by customs and other key regulatory agencies via single electronic gateway instead of submitting essentially the same information numerous times to different government agencies, many of which still rely heavily on paper based processing systems.

The lead implementation agency for this component is Customs Department in the National Board of Revenue (NBR) under the Internal Resource division (IRD), Ministry of Finance, is responsible for the components overall implementation, management and monitoring. .

NBR will set up a Project Implementation Unit (PIU) to oversee the development and execution of the project. The PIU will be led by a Project Director and will be located in Dhaka. The PIU will be assisted by a group of individual experts of diverse disciplines.



The Financial Management and Planning specialist (NBR-SD4) will be a member of the team of experts.

## 2. Objectives:

The main role of the Financial Management and Planning Specialist (FMPS) is to strengthen the financial management aspects of the project. The activities of the FMPS will be guided by, and be in conformity with, the relevant guidelines of the World Bank for the procurement of goods, works, and services. These guidelines comprise of, but are not limited to the following:

- a) Procurement Regulations for IPF Borrowers; Procurement in IPF, Goods, Works, Non-Consulting Services, July 2016.
- b) Standard Bid Evaluation Form, Procurement of Goods or Works, April 1996;
- c) Sample Form of Evaluation Report, Selection of Consultants, October 1999.

The IPE will also refer to the provisions of the Public Procurement Act 2006 and the Public Procurement Rules 2008-which together constitute the body of statutes governing public procurement in Bangladesh -where such referral has received explicit prior agreement of the World Bank.

## 3. Scope of Services:

The FMPS will carry out the following main activities, in conjunction with other PIU members as needed:

### (1) Fund Flow Process:

- Smooth flow of funds from World Bank and GoB to project bank accounts;
- Adequate internal control arrangement for proper utilization, management and accounting of funds.

### (2) Budgeting System:

- Prepare financial forecasts from the work programs in coordination with technical and procurement wing of the project. Forecasts should include both short-term forecasts (say 2quarters) and longer-term forecasts over the life of the project ;
- Link the budgeting system with accounting system to enable comparison of actual performance with budgets (Annual and cumulative for the project);

### (3) Accounting System:

- Identify, procure, and install user friendly computerized accounting system;
- Develop chart of accounts to capture all financial transactions by project components, sub-components and expenditure categories;





- Chart of Accounts should conform closely to the project cost tables to enable comparison of actual project costs during implementation with those estimated during project preparation;
- Establish linkage of Chart of Accounts to budget and expenditure heads of GoB, as applicable.
- Record accounting entries/transactions in the accounting system for all sources and utilization of funds (e.g. GoB) and World Bank);
- Maintain accounts on the principles of double entry book keeping;
- Train all relevant PIU staff to effectively use computerized accounting system.

**(4) Financial Rules, Accounting Policies and Procedures:**

- Compliance to applicable laws, rules, and regulation of GoB. If necessary, update the existing accounting manual of the entity;
- Proper application of Accounting policies;
- Adequate system of internal controls on financial transactions;
- Delegation of financial power, separation of duties and policy for authorization of transactions;
- Physical Safeguard of Assets-proper recording, periodic reconciliation of physical assets with underlying books created under the project;

**(5) Contract Management Administration:**

- Record expenditure under contracts and system to generate periodic physical and financial reports.
- Process all vendors' bills for timely payment after necessary approvals.

**(6) Bank Account Operation and Reconciliation:**

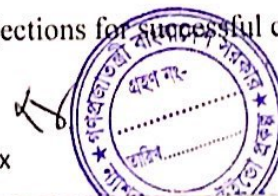
- Provide advice on sound operation of project bank a accounts in an efficient manner'
- Periodic reconciliation of cash book with bank statement.

**(7) Financial Reporting:**

- Generate financial reports form computerized accounting system;
- Provide quality and timely financial information to project authorities and various stakeholders on project performance;
- Prepare and submit withdrawal Application and interim financial reports to World Bank for timely disbursement;

**(8) External Audit:**

- Draft Annual Project Financial Statements from books of accounts;
- Attend meetings/communication with external auditors to facilitate timely completion of audits;
- Submit project annual financial statement in appropriate format to GoB and World Bank;
- Disclose project audit report in the entity website;
- Follow up and coordination in the audit remarks/objections for successful closure.



**(9) Internal Audit:**

- Finalize audit ToR with support of the World Bank and assist in the appointment of the internal auditor;
- Liaison with internal auditors to facilitate timely completion of internal audit;
- Follow up and coordination on the audit remarks/objections for successful closure;
- Provide recommendations to project management on corrective actions suggested in the Internal Audit Report.

**(10) Audit Committee:**

- Provide cooperation required by the Audit Committee in conjunction with its review of the audit reports.
- Assist the Audit Committee in carrying out its proceedings.
- Advise relevant PIU members regarding compliance with operative rules for decoction at source and certification of Advance Incomes Tax (AIT), and Value Added Tax (VAT).
- Pursue relevant Agencies and Ministries relating to fund release and other financial matters.
- Perform other tasks assigned by Project Director related to financial matters.

**(11) Disclosure:**

- Assist project in ensuring that financial information is available on the website of implementing agency.

**(12) Additional responsibilities:**

- Assist NBR (National Board of Revenue) in financial management related issues;
- Support NBR for financial management related activities;
- Any other task assigned by the NBR as and when required.

**4. Duration**

Duration of the consultancy services would be for an initial 12 (Twelve) months on a full-time basis, depending on the need of the client and satisfactory performance of the consultant, the contract period may be extended through mutual agreement. To be noted that the project period would require an extension beyond the current completion date of December 2023.

**5. Institutional Arrangement:**

The Consultant will work under direct control of the Project Director. The Consultant will report directly to the Project Director with other officials of the Project's the Consultant shall be accountable to the project Director for his/her day to day activities. NBR will provide working space and office consumables for the expert at PJIU premises in Dhaka. The Consultant will have to arrange his own transpiration for attending office on all regular workdays or holidays if necessary. Remuneration will be paid on monthly





basis followed by GOB rules and regulations of local TAX and VAT. It will be fixed during financial negotiation.

## 6. Reporting Requirement

The FMS will be responsible to the Project Director (PD) for discharging all functions related to financial management and reporting of the project. He/she will assist the PD to ensure compliance with rules, regulations and policies of GOB and the World Bank for project implementation, and oversee the utilization of financial resources in project activities. He/she will submit a monthly progress report on significant financial management activities and issues, with recommended follow-on actions,. Each monthly report will be submitted within the first seven days of the following calendar month.

## 7. Educational and Experience:

- Bachelor degree in Accounting/Finance/Commerce/Business Administration along with a professional accounting qualification such as CA/CMA/ACCA/CFA/CPA etc.
- Ten (10) years' experience in financial management position.
- Out of which at least three (3) years in a management position in any government/ semi government/ multinational organizations/development partner funded development project.
- Actively involved and fully conversant with large contract payments, GOB budget and planning procedures, Development Project Proposals, rules and regulations of the Government for budgeting, fund release, accounting, financial reporting and auditing and authorization for use of donors' funds.
- Experience/ exposure on World Bank's fund operating conditions & reporting requirements would be an advantage.
- Fully conversant and hands on experience in Computerized Accounting, System with ability to assist in implementation and customization'
- Proven track record of ability to develop a Chart of Accounts with relevance to DPP, Disbursement Categories and Project components;
- Self-guided, strong organizational and planning skills with the ability to work independently as a team player and under pressure;
- Strong interpersonal communicative skills, experience in team leadership and participatory management.

## 8. Selection Method

Selection of the FMS will follow the procedures for selecting Individual Consultants as described in the World Banks Procurement Regulation for IPF Borrower, July 2016.



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