

Government of the People's Republic of Bangladesh
Internal Resources Division
National Board of Revenue, VAT Online Project
Segunbagicha, Dhaka-1000

Request for Expression of Interest (EOI) (Extension)

Memo No. 08.01.0000.068.11.005.12(08), 2020-518

Date: 09.07.2020

1	Ministry/Division	Internal Resource Division (IRD)
2	Agency	National Board of Revenue (NBR)
3	Name of Procuring Entity	Project Director, VAT Online Project
4	Procuring Entity Code	Not used at present
5	Procuring Entity District	Dhaka
6	Expression of Interest for selection of	Individual Consultant (National)
7	Title of Service	Selection of Financial Management Consultant
8	EOI Ref. No.	08.01.0000.068.11.005.12(08), 2020-518
9	Date:	09/07/2020
KEY INFORMATION		
10	Procurement Sub-Method	Selection of Individual Consultant (SIC)
FUNDING INFORMATION		
11	Budget and Source of funds	IDA
PARTICULAR INFORMATION		
12	Project/Programme Code (if applicable)	(IDA Credit No.5426-BD)
13	Project/Programme Name (if applicable)	Value Added Tax and Supplementary Duty Act, 2012 Implementation (VAT Online) Project
14	EOI closing Date and time	20.07.2020 and 01.30 BST

The VAT Online Project (VOP) of National Board of Revenue is to implement the Value Added Tax and Supplementary Duty Act, 2012 in such a way as to strengthen and modernize the VAT administration in Bangladesh in order to increase VAT revenue and reduce the current VAT compliance gap.

(a) Objectives of the Services required

Reporting to the Program Director (PD), the FMS will be responsible for the following tasks:

1. Preparation of program t budget and cash plan based on annual work plan prepared by the PD;
2. Preparation of statement of expenditure (SOE), cash flow forecast and submission of withdrawal application to claim funds from the World Bank;
3. Processing program transactions directly through iBAS++ and disbursement of funds through the Government Treasury Single Account (TSA);
4. Submission of withdrawal application on achievement of DLIs
5. Lead implementation of the agreed program fiduciary actions on fixed asset tracking software and updates fixed asset register, and resolution of audit
6. Ensure efficient records management, petty cash/advance and fixed asset register;
7. Reconcile monthly program financial statements with Program records and the responsible Chief Accounts Office (CAO)through iBAS++within 10 days of the end of each month;
8. Reconcile total year wise program expenditure as per audited financial statements with iBAS generated program expenditure under the program code: 11102-224001800.
9. Submission of Program Annual Financial Statements for audit in accordance with IPSAS cash-basis or national standard as pronounced by the Comptroller and Auditor General (C&AG) within 90 days of the end of the financial year to the Foreign Aided Audit Directorate (FAPAD);
10. Prepare memorandum of action taken to resolve internal audit queries, external audit observations and public accounts committee recommendations
11. Ensure appropriate follow-up of compliance with legal provisions of the financial agreement of the program; and
12. Any other duties as assigned by the PD.

(b) Expected Outputs and deliverables of the Assignment

The FMS will be required to produce the following outputs:

No	Description	Reporting Time
1	Updated Books of Accounts and Records	Continues
2	Preparation of Program Financial Statements from iBAS++ under program code:11102-224001800	Monthly and annually
3	Prepare all report of IMED and relevant Ministries	Monthly and quarterly
4	Track eligible program expenditure, cumulative disbursement and DLI values to ensure that cumulative program expenditure is equal or more then cumulative disbursement.	Monthly
5	Relevant reports, statements, schedules to Auditors and reviewers	As required
6	Annual work plan and Budget and fund forecast	As required
7	L/C opening and management	As required
8	Reconciliation of Bank, imprest/advance accounts	Monthly
9	Revenues to govt exchequer	Monthly
10	Follow-up all bills in Central bank and other offices	As required
11	All contract payments and amendments	As required
12	All other works assigned by PD	As required
13	Annual Program Financial Statement	Annually
14	Memorandum on internal and external audit observations	Quarterly
	All types of reports related to project.	Quarterly, yearly and closing.
	Follow up reports related to WB and Apex consulting.	

Duration of service contract with the successful applicants will be for a period of Five month or up to the closing date of program which ever is earlier.

16. The candidate should have the following qualifications and experiences:

SL	Particulars of Positions	Educational Qualification	Requirement of experiences and adequacies
	Name of Position: Financial Management Consultant Number of Position: 01 (One) Period: 05 Months.	Academic: Minimum M. Com/ MBA in Accounting/ Finance and related subjects. Professional: Associate or member of a Professional Accountancy Organization (PAO) recognized by the International Federation of Accountants (IFAC) will be an advantage. A member of Bangladesh Civil Service (BCS) Audit and Accounts cadre/State Owned Enterprise/Autonomous Bodies/Regulators will be preferred.	1. Minimum 10 years work experience of which at least 3 years in a managerial position in financial management in government, autonomous or semi-autonomous government agency; 2. Proven track record of using the Integrated Budget and Accounting System (iBAS++) is mandatory; 3. Knowledge of using e-GP system; 4. Budget Management Specialist (BMS) Course offered by Bangladesh Institute of Public Finance (IPF); 5. Comprehensive knowledge and understanding of Government Financial Rules (GFR) and donor-fund requirements; 6. Practical experience in handling development programs/ projects/ training course; 7. High level of proficiency in written and spoken English and report writing; and 8. Proficient in use of MS Word, Excel, Power Point.

The project director, VAT online project, NBR now invites eligible applicants to apply for the positions, Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with other details as required as per the Application Forms)

Interested Candidates are requested to submit their Expressions of Interest (EOI) in accordance with the standard Application Form. Application forms (RFA) and other details may be obtained from the office of the undersigned during normal office hours or available in the NBR website www.nbr.gov.bd . It is expected that the services will be commenced immediately. The Client reserves the right to accept or reject any/all Expression of interest (EOI).


Project Director

VAT Online Project, NBR

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