

Government of the People's Republic of Bangladesh
National Board of Revenue
Strengthening Domestic Revenue Mobilization Project (SDRMP)
Rajashwa Bhaban, Plot-F 1/A, Agargaon
Sher-E-Bangla Nagar, Dhaka-1207
Webmail: sdrmp@nbr.gov.bd



File No-08.01.0000.000.107.04.0003.26/78

Date: 29 March, 2026

Request for Expressions of Interest (REOI)

For

Individual Consultant Service as Senior Financial Management Specialist
Strengthening Domestic Revenue Mobilization Project (SDRMP) part of Strengthening
Institutions for Transparency and Accountability (SITA).

Assignment Title: Providing Individual Consultant Service as Senior Financial Management
Specialist for Strengthening Domestic Revenue Mobilization Project (SDRMP).

Reference Number: SDRM/PIU/S-2

1. The Government of the People's Republic of Bangladesh (GOB) has received financing from the World Bank for implementing Strengthening Domestic Revenue Mobilization Project (SDRMP), a part of Strengthening Institutions for Transparency and Accountability (SITA). The National Board of Revenue (NBR) will implement the project. It intends to apply a part of the proceeds of this credit for the services of an individual Consultant as Senior Financial Management Specialist.
2. The broad scope of consulting services ("the Services") includes but not limited to carrying out following in the project.
 - a) Supporting the Project Director in providing strategic and technical leadership in project financial management.
 - b) Planning and managing budget, disbursement, bookkeeping, reconciliation, and related financial management activities.
 - c) Preparing annual and semi-annual project budgets aligned with procurement plans and work plans.
 - d) Assisting the PIU in day-to-day financial management and accounting operations of the project.
 - e) Processing payments, disbursements, reimbursements, and preparing Withdrawal Applications for the World Bank.
 - f) Preparing quarterly, semi-annual, and annual financial reports including Interim Unaudited Financial Reports (IUFR).
 - g) Maintaining financial and procurement records in compliance with World Bank regulations, the Financing Agreement, and Government financial management rules.
 - h) Coordinating internal and external audits including those conducted by the Foreign Aided Projects Audit Directorate (FAPAD).
 - i) Preparing audit responses, action plans, and follow-up on audit observations.
 - j) Maintaining liaison with relevant ministries, divisions, and accounts offices regarding project accounts and budgeting.

- k) Performing any other responsibilities described in the Terms of Reference (TOR).
3. The expected date for commencement of the services is 15 April 2026 and the tentative duration of the entire assignment is about 24 (Twenty-four) man-months. Detailed Terms of Reference (TOR) and other information will be available upon request from the address provided below either through email or in person. The TOR can be found at www.nbr.gov.bd or Scan QR Code.
 4. The National Board of Revenue (NBR) under Internal Resources Division, Ministry of Finance, Government of Bangladesh now invites eligible individuals to indicate their interest in providing the Services. Interested individual should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The selection criteria are:

(a) Education

- Minimum M. Com/ MBA in Accounting/ Finance.
- Professional certification such as CA, FCMA, FCA, CPA, ACCA accredited by the International Federation of Accountants (IFAC) will be an added advantage. Membership /professional qualification through reciprocity agreements like Memorandum of Understanding (MOU) or Mutual Recognition Agreement (MRA) (without appearing examination) shall not be considered educational qualification.

(b) Experience

- At least Twelve (12) years of work experience in financial management in government semi government institutions or with international donors, implanting development projects, of which at least 5 years working experience in MDB finance projects is a must.
 - Extensive knowledge of Government budgeting, fund release and reporting requirements.
 - Extensive knowledge of IDA's financial management and disbursement procedures.
 - Excellent spoken and written skills in Bangla and English.
5. The attention of interested Consultants is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank Procurement Regulations for IPF Borrowers (February 2025, Sixth Edition) setting forth the World Bank's policy on conflict of interest.
 6. A Consultant will be selected following the Open Competitive Selection of Individual Consultants method set out in the World Bank Procurement Regulations for IPF Borrowers (February 2025, Sixth Edition). Shortlisting will be done based on qualifications and experience relevant to the assignment.
 7. Interested consultants are invited to submit their Expression of Interest along with updated Curriculum Vitae (CV) demonstrating their qualifications and experience relevant to the assignment. Further information can be obtained at the address below during office hours (09:00 AM to 05:00 PM Bangladesh Standard Time).
 8. The procuring entity reserves the right to accept or reject any or all Expression of Interest (EOI/ EOIs) without assigning any reason.

9. Consultants shall not be under suspension or debarment by the World Bank.
10. Expressions of Interest must be delivered in written form (in person, by mail, or by email) to the address below by 01:00 PM (Bangladesh Standard Time), 21th April, 2026.



22/04/2024

Md. Masudur Rahman Masud
Project Director
Strengthening Domestic Revenue
Mobilization Project (SDRMP)
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Government of the People's Republic of Bangladesh
Internal Resources Division
National board of revenue (NBR)

Strengthening Domestic Revenue Mobilization Project (SDRMP)

Terms of Reference
for
Selection of Senior Financial Management Specialist

March 2026

Project Background

The National Board of Revenue (NBR) plans to implement a Domestic Revenue Mobilization (DRM) project under a proposed World Bank-financed SITA operation to strengthen revenue mobilization and tax administration in Bangladesh. The project will support the design and implementation of tax reforms through improved business processes, change management, capacity building, policy analysis, and communications. It will also focus on modernizing tax administration by automating income tax and VAT systems, ensuring interoperability among NBR and other government systems, strengthening IT capacity and enhancing taxpayer services and awareness. In addition, the project will support day-to-day operations, including the engagement of consultants, provision of office equipment, and coverage of necessary operational costs.

Objectives of the assignments

The objectives of this assignment is to ensure sound financial management of the SITA project activities particularly those implemented under SDRMP in compliance with World Bank financial management guidelines and applicable national regulations. The Senior Financial Management Specialist will provide support to ensure effective fund management of the Project.

Scope of services

The Senior Financial Management Specialist will be responsible for ensuring effective fund management of the Project. The followings are the major duties and responsibilities of the designated post:

- Support the Project Director to provide strategic and technical leadership in financial management.
- Plan budgeting and carry out activities related to disbursement, bookkeeping, reconciliation etc.
- Prepare yearly/half yearly detailed budget for the project in line with procurement plan and other relevant work plan.
- Assist the Project Implementation Unit (PIU) in day-to-day financial management of the project.
- Process of all payments, disbursement and reimbursement.
- Prepare Withdrawal Application for reimbursement/advance as relevant for the project.
- Prepare quarterly, semi-annual and annual financial reports.
- Maintain all financial and procurement records in accordance with World Bank Procurement Regulations, Financing Agreement, and Government financial management rules, Bangladesh PPA and PPR.
- Manage & cooperate internal and external auditors.
- Prepare Action Plan based on the recommendations provided by the internal auditor.
- Ensure implementation of internal audit recommendations in line with the Action Plan.
- Prepare appropriate clarifications for audit observations and upload them on the AMMS.
- Follow up with the FAPAD for resolution of audit observations.
- Maintain liaison and coordinate with the ministry/division/accounts department regarding accounts and budget.
- Perform ibas++ and AMS system related works as and when required.
- Perform any other tasks/financial or budgetary tasks assigned by the Project Director as and when required.

Deliverables

- Maintain relevant Books of account and registers.
- Preparation of quarterly financial reports.
- Preparation of quarterly disbursement forecasts.
- Process withdrawal applications to the World Bank.
- Prepare documentation for Foreign Aided Projects Audit Directorate (FAPAD) audits.
- Prepare Annual project financial statements and Budget.
- Prepare Financial Risk Assessment Reports
- Prepare Audit responses
- Prepare SOE (Statement of Expenditure) and IUF (Interim Unaudited Financial Report)
- Perform Designated Account reconciliation
- Perform Budget variance analysis
- Perform Financial monitoring of procurement packages

Qualification and Experience

- Minimum M. Com/ MBA in Accounting/ Finance.
- Professional certification such as CA, FCMA, FCA, CPA, ACCA accredited by the International Federation of Accountants (IFAC) will be an added advantage. Membership /professional qualification through reciprocity agreements like Memorandum of Understanding (MOU) or Mutual Recognition Agreement (MRA) (without appearing examination) shall not be considered educational qualification.
- At least Twelve (12) years of work experience in financial management in government semi government institutions or with international donors, implanting development projects, of which at least 5 years working experience in MDB finance projects is a must
- Extensive knowledge of Government budgeting, fund release and reporting requirements.
- Extensive knowledge of IDA's financial management and disbursement procedures.
- Excellent spoken and written Bangla and English.

Duration of Contract and Duty Station

- The contract will be a time based contract. The duration of the assignment will be 24 man months, and the tentative commencement date is 15 April 2026. There will be an annual performance assessment of the incumbent by the PIU. Satisfactory performance will be a condition for continuation of the contract.
- The consultant will be based at the PIU office in Dhaka. However, the consultant may need to do field visits. Remote work arrangements may be permitted with approval of the Project Director.

Commencement of the Service

15 April 2026 (Indicative)

Termination:

If the performance is not satisfactory, then the employer has the right to terminate the contract following the provisions of contract.

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Reporting Obligations

The consultant shall report to the Project Director and will work with close collaboration with other officials and consultants of the project.

Conflict of Interest

The consultant shall not have any actual, potential or perceived conflict of interest as defined under the World Bank procurement regulations (IDA).

Ethical Standard

The senior Financial Management specialist shall adhere to the highest standards of professional ethics, transparency and accountability consistent with the policies and guidelines of the World Bank.

Selection Method

Selection of the consultant will follow the World Bank's procedures described in the 'Procurement Regulations for IPF Borrowers (6th Edition, February 2025). Accordingly, 'Open Competitive Selection of Individual Consultants' through advertisement of request for expression of interest.

Evaluation Criteria

The most experienced and best qualified individual among the candidates and fully capable of carrying out the assignment shall be selected and invited for negotiation. The evaluation shall be based on the relevant qualifications and experience of the individual Consultant.

