

Terms of Reference
For the position of
Executive Officer (Admin & Finance)
World Bank/IDA Funded
Export Competitiveness for Jobs (EC4J) Project
Under the Ministry of Commerce

1. Background

Bangladesh's economic performance has been characterized by strong growth for more than a decade. Between 2000 and 2015, the size of the economy in purchasing power parity terms (PPP, current US\$) more than tripled to US\$537 billion. During this period, exports of goods and services and inflows of personal remittances increased on an annual average of 15.5 percent and 15.2 percent, respectively. In the decade to 2015, gross domestic product (GDP) per capita (PPP) increased annually by 6.8 percent to US\$3,333. Bangladesh may attain middle-income status by 2021—the target set by the Government of Bangladesh (GoB) if it maintains a growth trajectory close to eight percent. Bangladesh's continued integration in trade and international production networks will play an important role in this process.

Importantly, around 25 million youth will reach working age and an estimated 16 million youth will enter the labor market in the coming decade. More, better, and more inclusive jobs are required to continue to reduce poverty and provide a brighter future for a nation in which 30 percent of the population is 14 years or younger. Nine out of ten Bangladeshi workers are operating in the informal sector and three out of five workers find themselves in vulnerable employment. Rapid urbanization coupled with significant youth unemployment and underemployment indicate that inclusive economic growth is required, but not necessarily sufficient, to maintain political stability. An important contribution to formal job creation in productive sectors could come from tradable sectors in which Bangladesh has a comparative advantage. Raising export competitiveness is essential in realizing this economic potential.

The 7th Five-Year Plan (FYP) FY2016-20 and Vision 2021 aim for Bangladesh to attain middle-income economy status by its 50th anniversary as an independent nation. Concrete targets of the seventh FYP (by FY20) include to: (i) increase gross investment from 28.97% to 34.4% of GDP; (ii) increase private investment from 22% to 26.6% of GDP; (iii) generate FDI worth US\$9.6 billion; and (iv) generate exports worth US\$54.1 billion. According to Sustainable Development Goal (SDG) 17.11, Bangladesh also aims to double the export volume by 2030 and MoC will be leading this agenda on behalf of GoB. The GoB will seek to achieve these targets by improving regional and global integration through trade liberalization and trade facilitation to promote higher value added manufacturing; invest in industrial infrastructure to develop the private market for economic zones; strengthen institutions to manage a larger and more complex economy and foster a business-friendly environment; and improve technical education and skills formation.

The goal of the 7th FYP is to reduce poverty through export-led growth, and export diversification is the strategy for GoB to achieve this. To avoid the risk of limited markets and products, our export policy has a mandate to diversify export products from highest priority sectors and special development sector. To comply this mandate, the GoB requested World Bank Group (WBG) support in FY16 to promote export competitiveness and diversification by supporting the development of the leather, footwear, plastics and light engineering sectors. Leather and leather products, (leather and non-leather) footwear, plastics and light engineering are labor-intensive sectors that have demonstrated strong growth potential. In particular, leather and footwear are increasing exports in the recent times. Firms in these sectors are expanding their production and seeking to integrate into global value chains (GVCs), but development is held back in part due to insufficient technology and skills adoption, and lack of compliance with international Environmental, Social and Quality (ESQ) standards. Failure to invest to overcome these shortfalls results in large part from a number of market failures, including information asymmetry between foreign buyers and Bangladeshi sellers with regard to requirements for adherence to often-changing standards and accreditations in high-income markets. Market signals often fail to reach prospective suppliers and markets for business development services (BDS) and accreditation and testing mechanisms are generally underdeveloped. There are frequent coordination failures to address issues of mutual interest, such as policy advocacy, articulation of demand for skills, and agreement on common needs for technology adoption due to poorly organized market participants.

The identified sectors currently employ largely poor, low-skilled workers; demonstrate great potential for stronger backward linkages, and increased domestic value addition. There is strong anecdotal evidence of multinationals assessing Bangladesh as the next frontier for large investment in these sectors with significant knock-on effects if key constraints can be addressed. PricewaterhouseCoopers (PwC) ranked the four sectors as top in an assessment of sectors with high employment and growth potential in Bangladesh in 2017.

2. Project Description

The “Export Competitiveness for Jobs” Project will support key priorities and objectives outlined in the World Bank 2015 Systematic Country Diagnostic (SCD) for Bangladesh (titled ‘More and Better Jobs to Accelerate Shared Growth and End Extreme Poverty’). In particular, it will target two of the three foundational priorities: (i) ‘strengthening institutions and the business environment’; and (ii) ‘promoting human development’. In addition, it will contribute to one of the five transformational priorities: ‘regional and global integration’.

The Bangladesh Country Partnership Framework (CPF) for FY16-20 focuses on three key areas: (a) enhancing growth and competitiveness, (b) fostering social inclusion, and (c) supporting climate and environment management. This project is designed to enhance growth and competitiveness of select labor-intensive sectors such as Leather & Leather Goods, Footwear (leather & non-leather), Light Engineering (Electronics & Electrical Goods, Bicycle, Mold making, etc.) and Plastics in which Bangladesh has a revealed comparative advantage or sectors

that provide essential inputs in export-oriented manufacturing value chains. It will support policy reforms as well as the provision of training and technology diffusion opportunities to boost competitiveness.

The project has four components:

- (i) Market Access Support Program,
- (ii) Productivity Enhancement Program,
- (iii) Public Investment Facility for Infrastructure Constraints; and
- (iv) Project Implementation, Monitoring and Evaluation.

The Project Development Objective (PDO) is to increase employment through increased trade and private investment in select sectors with export potential. At the PDO outcome indicator level, 'export diversification' is measured by the number of firms directly exporting in targeted sectors, 'More jobs' is measured by the number of new jobs created in the targeted sectors, and 'Better jobs' is measured by the average wage growth for beneficiary firms in the targeted sectors.

The key results indicators for the project are:

- a. Number of firms directly exporting in targeted sectors;
- b. Number of new jobs created in targeted sectors;
- c. Average wage growth for beneficiaries in targeted sectors; and
- d. Number of beneficiaries (core), of which women (%)

3. Objectives of the Assignment

The objective of the assignment is to efficiently manage the administrative and financial activities of the project as well as to provide all necessary support to the Financial Management Specialist, Project Manager and Project Director during the project implementation period.

4. Duties and Responsibilities

The Duties and Responsibilities of Executive Officer (Admin & Finance) will be as under:

Administration:

- a. Manage and update inventory and stock list in EC4J Project office, stores/garage and program sites on monthly basis;
- b. Organize EC4J Project program and operations files and keep them updated as needed;
- c. Coordinate with the landlord of EC4J Project rented premises to ensure that buildings are well maintained and that leasing documents are in order;
- d. Support the administrative management of the projects, including financial and operational activities;

- e. Provide the Project Director/ Project Manager with required support in organizing project related workshops, events and meetings and any other necessary preparations;
- f. Coordinate with other staff members to ensure the offices, warehouses and field sites are adequately equipped and supplied;
- g. Maintain the guards, Staff (Outsourcing) and drivers schedule for the office and field related trips;
- h. Participate in hiring and disciplinary measures for drivers; manage drivers' leave schedules ensuring smooth operation of the fleet and coordinate with Human Resources to ensure proper tracking of drivers' HR files;
- i. Ensure that the EC4J Project logistics systems, procedures and working practices are adhered to;
- j. Keep a proper record of quotations (eventually tenders), requisitions, purchase order forms, goods received notes, receipts, waybills, and all other documents;
- k. Ensure that the proper administrative procedures and standards for requisition follow-up, purchasing, stock-keeping and dispatch are followed;
- l. Inform staff about security situations in the area, coordinate with local authorities and other agencies on security related issues and provide appropriate information to the staff and in particular, the management team;
- m. Maintain project documents and information with confidentiality, ensuring that all records pertaining to the project are properly completed and stored in a secure place;
- n. With guidance by the Project Manager and other Senior Staff, regularly review the security situation of PIU Office, evacuation plans, security instructions and any other contingency planning that may be necessary;
- o. Understand and adhere to World Bank established policies and procedures for administration, finance, procurement, safety and security management;

Finance:

- a) Process accurately and promptly all accounting transactions in the Project Implementation Unit (PIU) including payroll, operating expenses, travel, consultant payments, vendor payments, fuel coupons and other office maintenance expenses,
- b) Maintains a reconciled accounts at any given point in the Project Implementation Unit,
- c) Keep relevant documents and invoices systematically to fully support the accounts,
- d) Perform monthly bank account reconciliation and reviews cash flows and replenishment of petty cash funds of the Project Implementation Unit,
- e) Prepare all Payment, Receipt and Journal Vouchers after careful verification of the supporting documents and write cheques against approved payment documents,
- f) Effect timely payments and resolve accounting related issues of the project,
- g) Assist in the planning aspects and prepare monthly SOEs (Statement of Accounts), Quarterly Financial Management Reports based on financial

management guidelines of World Bank and GoB, as well as monthly, quarterly and annual report including monitoring budget and expenses,

- h) Ensure Project internal financial control procedures are adhered with,
- i) Preparation of withdrawal applications of funds from the World Bank regularly following World Bank procedures,
 - a. Maintain all project related books of accounts and registers and reconcile General Ledger and fund accounts.
 - b. Generate and submit regular and ad-hoc financial reports to the requirement of Project Financial Management Specialist.
 - c. Maintain web based computerized accounting software.
 - d. Liaise with the Internal Auditors as well as FAPAD Auditors through the financial management specialist.
 - e. Analyze receivables and payables accounts for clearance on a monthly/quarterly basis.
 - f. Maintain proper files and records for the following:
 - i. Payment vouchers, receipt vouchers and journal vouchers etc.
 - ii. Maintain Cheque book registers for bank accounts.
 - iii. Computer backup files as per the operating manual.
 - iv. Salary/Payroll files of Officers, Consultants and Staff.
 - v. Up-to-date fixed asset register and carry out physical verification on annual basis.
 - g. Assist Financial Management Specialist in preparation of monthly, quarterly and annual financial reports.
 - h. Assist in follow up of project advances and timely liquation of advances.
 - i. Assist project external auditors as well as internal auditors for conducting auditing tasks smoothly.
 - j. Perform other tasks as assigned by Project Manager/Project Director.

5. Location and Duration of the Assignment

This is a Dhaka based position and the duration of the assignment will be for twenty four (24) months.

6. Minimum Qualifications and Experiences

The applicant for the position of Executive Officer (Admin & Finance) should have the following minimum credentials:

- a. Bachelor degree in Accounting/Finance or equivalent.
- b. At least 7 (seven) years of progressively responsible experience in the area of administrative/financial management at any public/ international/ multi-national development organization.
- c. Knowledge and experiences of computerized accounting systems.

- d. Familiarity with the World Bank Accounting and Procurement Guidelines is an added advantage.
- e. Proven experience in working with program/project development.
- f. Demonstrated skill in computer application and use of software programs is an essential requirement.
- g. Ability to work with a team.

7. Reporting Arrangements

The Executive Officer (Admin & Finance) will report to the Project Director.

8. Financial Terms and Conditions

The Executive Officer (Admin & Finance) shall be responsible for all taxes and duties including income tax and VAT as may be applicable per GoB rules and regulations. The Executive Officer (Admin & Finance) shall be paid travel and lodging expenses on an actual cost basis and a subsistence allowance to cover all other costs.