

Terms of Reference (ToR) **for the position of** **Financial Management Specialist (FMS)** **(Package no. S1-1)**

Background

Bangladesh's need for diversification of its economy at large and the export basket in particular, is well recognized by the policy makers, the private sector as well as development partners. The eighth Five-Year Plan (2020-2025) and the Bangladesh Export Policy for 2021-24 identify potential growth sectors that are increasingly competitive in international markets or showing signs of comparative advantage that could play an important role in economic and export diversification. The Ministry of Commerce has set an ambitious export target of reaching US\$ 80 billion by 2021.

The Project Export Competitiveness for Jobs (EC4J) has been designed on request from the Economic Relations Division (ERD), Ministry of Finance, Government of Bangladesh, with the objective of strengthening export competitiveness and increasing investment and employment in four priority sectors such as Leather & Leather Goods, Footwear (leather & non-leather), Light Engineering (Electronics, Electrical Goods, Bicycle, Automobile, Accumulators, Battery, etc.) and Plastics. The EC4J Project is expected to directly contribute to the Government of Bangladesh's policy objective of diversifying exports beyond ready-made garments (RMG).

While the apparel industry generates a large portion of export revenue, it is not sustainable for the economy to have a high concentration of export in one sector for the inflow of revenue, due to a number of reasons such as international competition, unstable internal economy, external economic shocks.

There are a number of other sectors in Bangladesh that have not exploited their full potential in the export industry. These promising sectors include the leather industry, footwear industry, plastics goods and light engineering industry. Improving the competitiveness of these sectors and encouraging economic diversification will not only increase the country's export revenue due to better access to the international market, but also will ensure that the export industry of the nation is on a sustainable trajectory and is more resistant to external economic shocks.

Reporting, Duration & Location:

Reports to	: Project Director
Duration	: 19 mm (subject to extension as per performance and project need)
Location	: Dhaka

Summary of Key Functions for FMS:

- Overall responsibility of financial matters and support Project Director and Project Manager for timely and effective utilization of resources Consistent with GOB and World Bank financial rules & regulation and the agreement signed between GOB & World Bank ;
- Coordinate the implementation of activities envisaged under the Project and provide financial strategic guidance to the Project Director;
- Ensure maintaining all records of office & financial management and supervise the activities of PIU officials;
- Ensure timely preparation of financial requirement as per the GoB/World Bank guideline and facilitate release of funds and regular reviews of activities and performance;

- Ensure the compliance of project implementation with GOB & World Bank rules, regulations and policies and oversee the utilization of resources in activities;
- Oversee project finance and HR matters and bring any issues to the attention of the Project Director & Program Manager;
- Contribute to drafting reports, including monthly, quarterly and annual financial reports on project activities, memos, minutes of meetings, etc.;
- Supervise the activities of all officer/staff posted under him and any technical staff as per the requirement of the Project.
- Ensure that financial activities, financial recording/reporting systems and audit terms of reference comply with GOB & World Bank rules, regulations and policies;
- Overall responsibility for the implementation of GOB & World Bank framework and project financial management system;
- Promote systems and applications of knowledge sharing, information provision and learning, including web based financial management systems;
- Preparation of Financial statements and Coordination with Auditors with the help of Accountant, he/she will perform the following duties:
 - Supervision of Accounts Receivable and Payable;
 - Keeping day to day accounts of the PIU;
 - Preparation of Budget and Forecast and variation analysis;
 - Maintaining the Chart of Accounts of the Project with other stakeholders;
 - Agreement preparation and other finance related matters;
 - Preparing monthly statements for reporting; and
 - Ensure maintenance of a secure and reliable electronic financial management and IT system;

Required Skills and Experience for FMS:

Educational Qualification for FMS

- Bachelor degree or equivalent in Accounting/Business Administration, Management, Finance or relevant field of study. Candidates having higher degrees will get preference.

. Required Experiences for FMS

- A minimum of fifteen (15) years of progressively responsible experience in the area of financial management at any public/International/multinational development organization.
- Preference will be given to candidates with experience in donor funded project;
- Proven experience in working with program/project development.
- Experience in facilitating inter-institutional organization and ability to work with teams;

Financial Terms and Conditions for FMS:

- The consultant shall be responsible for all taxes and duties including income and/or service tax as may be applicable per Government of Bangladesh rules and regulations. The consultant is advised to have/get full understanding of such taxes, if any, to be paid by him/her to the authorities before expressing interest.
- The consultant shall be paid travel and lodging expenses on an actual cost basis and a subsistence allowance to cover all other costs.

Terms of Reference (ToR)
for the position of
Monitoring & Evaluation Specialist (MES)
(Package no. S3-1)

Background

Bangladesh's need for diversification of its economy at large and the export basket in particular, is well recognized by the policy makers, the private sector as well as development partners. The eighth Five-Year Plan (2020-2025) and the Bangladesh Export Policy for 2021-24 identify potential growth sectors that are increasingly competitive in international markets or showing signs of comparative advantage that could play an important role in economic and export diversification. The Ministry of Commerce has set an ambitious export target of reaching US\$ 80 billion by 2021.

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Reporting, Duration & Location:

Reports to : Project Director

Duration : 19 mm (subject to extension as per performance and project need)

Location : Dhaka

Summary of Key Functions for MES:

- To be responsible for establishing and managing the M&E system,
- To collect data, compilation and reporting from various agencies and preparation of M&E report for the project.
- Preparation of work plan on M&E system and assist PIU to implement the work plan.
- To assist PD in conducting of different surveys under the project.
- To be responsible for collecting progress data of the 3 sector activities under the project.
- Support PIU to liaise and coordinate with the relevant partners/organizations, as required.
- Establish and maintain close working relationship with PD, DPDs, other PIU staffs and member of the associations.
- To assist PD in arranging PSC and PIC meetings as per the requirement of the project;

- To assist PD in preparing the progress reports, the project performance evaluation reports and the project terminal report;
- To assist PD working with PIU staff to ensure timely procurement and implementation of activities required by the Project;
- To assist PD in preparing reports on project activities and progress to send to MoC, World Bank, IMED, ERD, Planning Commission and other institutions as per the requirement of the project;
- To assist PD in managing the project team to deliver quality output with focus on results;
- To assist PD in providing technical advice to the project team to strengthen partnerships building and coordination among the implementing agencies, Ministries, development partner and other stakeholders, as communication and exchange of lessons learned and good practices;
- Carry out any other relevant duties and responsibilities as directed by PD.

Required Skills and Experience for MES

a. Educational Qualification

- Post Graduate degree in Economics/Statistics/Mathematics/Social Science/MBA from any discipline from any reputed university;
- Government Experience in Project Preparation, Monitoring and Evaluation will be given preference;

b. Required Experiences for MES

- A minimum 20 (Twenty) years of experience at public (GoB) sector organization in a responsible position in which minimum 5 (five) years of experience in relation to Project Management and Project Monitoring and Evaluation (M & E) area;
- Working experience in Planning Commission & IMED will be given preference;
- A good understanding of development partners-assisted projects;
- Preference will be given to candidates with experience in foreign funded project like ADB, WB, CIDA, SIDA, DANIDA etc.;
- Excellent report writing and presentation skills both in Bangla and English;
- Good communication (oral and writing) skill both in Bangla and English;
- Experience in facilitating inter-institutional organization and ability to work with teams;

Financial Terms and Conditions for MES:

- The consultant shall be responsible for all taxes and duties including income and/or service tax as may be applicable per Government of Bangladesh rules and regulations. The consultant is advised to have/get full understanding of such taxes, if any, to be paid by him/her to the authorities before expressing interest.
- The consultant shall be paid travel and lodging expenses on an actual cost basis and a subsistence allowance to cover all other costs.

Terms of Reference (ToR) for the position of Technical Specialist (TS) (Package no. S4-2)

Background

Bangladesh's need for diversification of its economy at large and the export basket in particular, is well recognized by the policy makers, the private sector as well as development partners. The eighth Five-Year Plan (2020-2025) and the Bangladesh Export Policy for 2021-24 identify potential growth sectors that are increasingly competitive in international markets or showing signs of comparative advantage that could play an important role in economic and export diversification. The Ministry of Commerce has set an ambitious export target of reaching US\$ 80 billion by 2021.

The Project Export Competitiveness for Jobs (EC4J) has been designed on request from the Economic Relations Division (ERD), Ministry of Finance, Government of Bangladesh, with the objective of strengthening export competitiveness and increasing investment and employment in four priority sectors such as Leather & Leather Goods, Footwear (leather & non-leather), Light Engineering (Electronics, Electrical Goods, Bicycle, Automobile, Accumulators, Battery, etc.) and Plastics. The EC4J Project is expected to directly contribute to the Government of Bangladesh's policy objective of diversifying exports beyond ready-made garments (RMG).

While the apparel industry generates a large portion of export revenue, it is not sustainable for the economy to have a high concentration of export in one sector for the inflow of revenue, due to a number of reasons such as international competition, unstable internal economy, external economic shocks.

There are a number of other sectors in Bangladesh that have not exploited their full potential in the export industry. These promising sectors include the leather industry, footwear industry, plastics goods and light engineering industry. Improving the competitiveness of these sectors and encouraging economic diversification will not only increase the country's export revenue due to better access to the international market, but also will ensure that the export industry of the nation is on a sustainable trajectory and is more resistant to external economic shocks.

Reporting, Duration & Location:

- Reports to : Project Director
- Duration : 19 mm (subject to extension as per performance and project need)
- Location : Dhaka

Summary of Key Functions for Technical Specialist (TS):

- To assist PD in implementation the all of the engineering activities all over the project;
- To be responsible for preparing ToR in engaging consultancy firm;
- Preparation and implementation work plan on each technical activities under different components;
- To assist PD in conducting of different technical surveys under the project;
- To be responsible for collecting progress data of the 3 sector activities under the project;
- Support PIU to liaise and coordinate with the relevant partners/organizations, as required.
- Establish and maintain close working relationship with PD, DPDs, other PIU staffs and member of the associations.

- To assist PD in preparing the progress reports, the project performance evaluation reports and the project terminal report;
- To assist PD working with PIU staff to ensure timely procurement and implementation of activities required by the Project;
- To assist PD in preparing reports on project activities and progress to send to different stake holders as required;
- To assist PD in managing the project team to deliver quality output with focus on results;
- To assist PD in providing technical advice to the project team to strengthen partnerships building and coordination among the implementing agencies, Ministries, development partner and other stakeholders, as communication and exchange of lessons learned and good practices;
- Carry out any other relevant duties and responsibilities as directed by PD.

Required Skills and Experience for TS:

Educational Qualification for TS

- B.Sc. Engineering in any discipline.

Required Experiences for TS

- At least 15 year experience in Engineering field;
- A minimum of five (05) years of progressively responsible experience in the area of project management at any public/ International/ multinational development organization.
- Preference will be given to candidates with experience in foreign funded project;
- Proven experience in working with program/project development;
- Experience in facilitating inter-institutional organization and ability to work with teams.

Financial Terms and Conditions for TS:

- The consultant shall be responsible for all taxes and duties including income and/or service tax as may be applicable per Government of Bangladesh rules and regulations. The consultant is advised to have/get full understanding of such taxes, if any, to be paid by him/her to the authorities before expressing interest.
- The consultant shall be paid travel and lodging expenses on an actual cost basis and a subsistence allowance to cover all other costs.

Terms of Reference (ToR)
for the position of
Environmental Management Specialist (Assignment Based)
(Package no. S5-3)

Background

Bangladesh's need for diversification of its economy at large and the export basket in particular, is well recognized by the policy makers, the private sector as well as development partners. The eighth Five-Year Plan (2020-2025) and the Bangladesh Export Policy for 2021-24 identify potential growth sectors that are increasingly competitive in international markets or showing signs of comparative advantage that could play an important role in economic and export diversification. The Ministry of Commerce has set an ambitious export target of reaching US\$ 80 billion by 2021.

The Project Export Competitiveness for Jobs (EC4J) has been designed on request from the Economic Relations Division (ERD), Ministry of Finance, Government of Bangladesh, with the objective of strengthening export competitiveness and increasing investment and employment in four priority sectors such as Leather & Leather Goods, Footwear (leather & non-leather), Light Engineering (Electronics, Electrical Goods, Bicycle, Automobile, Accumulators, Battery, etc.) and Plastics. The EC4J Project is expected to directly contribute to the Government of Bangladesh's policy objective of diversifying exports beyond ready-made garments (RMG).

While the apparel industry generates a large portion of export revenue, it is not sustainable for the economy to have a high concentration of export in one sector for the inflow of revenue, due to a number of reasons such as international competition, unstable internal economy, external economic shocks.

There are a number of other sectors in Bangladesh that have not exploited their full potential in the export industry. These promising sectors include the leather industry, footwear industry, plastics goods and light engineering industry. Improving the competitiveness of these sectors and encouraging economic diversification will not only increase the country's export revenue due to better access to the international market, but also will ensure that the export industry of the nation is on a sustainable trajectory and is more resistant to external economic shocks.

Reporting, Duration & Location:

- Reports to : Project Director
- Duration : 19 mm (subject to extension as per performance and project need)
- Location : Dhaka

Summary of Key Functions:

- To assist PD in implementation all of the activities related to environment;
- To collect data, compilation and reporting from various agencies and preparation of environment framework from the project;
- To assist PD to implement environment framework under the project;
- To assist PD in conducting of different surveys under the project;
- To be responsible for collecting environmental progress data of the project activities.
- Support PIU to liaise and coordinate with the relevant partners/organizations, as required.
- Establish and maintain close working relationship with PD, DPDs, other PIU staffs and member of the associations.

- To assist PD in preparing the progress reports, the project performance evaluation reports and the project terminal report;
- To assist PD working with PIU staff to ensure timely procurement and implementation of activities required by the Project;
- To assist PD in preparing reports on project activities as required;
- To assist PD in managing the project team to deliver quality output with focus on results;
- To assist PD in providing technical advice on environmental issues and to strengthen partnerships building and coordination among the implementing agencies, Ministries, development partner and other stakeholders, as communication and exchange of lessons learned and good practices;
- Carry out any other relevant duties and responsibilities as directed by PD.

Required Skills and Experience for EMS

Educational Qualification for EMS

- Post- Graduation in science discipline or B.Sc. Engineering or equivalent degree.
- Preference will be given to post graduation in environmental science/engineering.

Required Experiences for EMS

- At least 15 year experience in the field of environment;
- A minimum of five (05) years of progressively responsible experience in the area of project management at any public/ International/ multinational development organization.
- Preference will be given to candidates with experience in foreign funded project;
- Proven experience in working with program/project development.
- Experience in facilitating inter-institutional organization and ability to work with teams;

Financial Terms and Conditions for EMS:

- The consultant shall be responsible for all taxes and duties including income and/or service tax as may be applicable per Government of Bangladesh rules and regulations. The consultant is advised to have/get full understanding of such taxes, if any, to be paid by him/her to the authorities before expressing interest.
- The consultant shall be paid travel and lodging expenses on an actual cost basis and a subsistence allowance to cover all other costs.

Terms of Reference (ToR)
for the position of
Social Management Specialist (Assignment Based)
(Package no. S6-3)

Background

Bangladesh's need for diversification of its economy at large and the export basket in particular, is well recognized by the policy makers, the private sector as well as development partners. The eighth Five-Year Plan (2020-2025) and the Bangladesh Export Policy for 2021-24 identify potential growth sectors that are increasingly competitive in international markets or showing signs of comparative advantage that could play an important role in economic and export diversification. The Ministry of Commerce has set an ambitious export target of reaching US\$ 80 billion by 2021.

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Reporting, Duration & Location:

- Reports to : Project Director
- Duration : 19 mm (subject to extension as per performance and project need)
- Location : Dhaka

Summary of Key Functions for SMS:

- To be responsible for establishing and managing the Social Management system under the project;
- To collect data , compilation and reporting from various agencies and preparation of Social Management report for the project;
- Preparation implementation of work plan on Social Management framework and assist PIU to implement the work plan;
- To assist PD in conducting of different surveys on Social Management framework under the project;
- To be responsible for collecting Social Management progress data under the project.
- Support PIU to liaise and coordinate with the relevant partners/organizations, as required.

- Establish and maintain close working relationship with PD, DPDs, other PIU staffs and member of the associations.
- To assist PD in arranging PSC and PIC meetings as per the requirement of the project;
- To assist PD in preparing the progress reports, the project performance evaluation reports and the project terminal report;
- To assist PD working with PIU staff to ensure timely procurement and implementation of activities required by the Project;
- To assist PD in preparing reports on project activities and progress to send to different stakeholders as required;
- To assist PD in managing the project team to deliver quality output with focus on results;
- Carry out any other relevant duties and responsibilities as directed by PD.

Required Skills and Experience for SMS

Educational Qualification for SMS

- Post- Graduation in any subjects of Social Sciences

Required Experiences for SMS

- At least 15 year experience in Social Management area
- A minimum of five (05) years of progressively responsible experience in the area of project management at any public/ International/ multinational development organization.
- Preference will be given to candidates with experience in foreign funded project;
- Proven experience in working with program/project development.
- Experience in facilitating inter-institutional organization and ability to work with teams;

Financial Terms and Conditions for SMS:

- The consultant shall be responsible for all taxes and duties including income and/or service tax as may be applicable per Government of Bangladesh rules and regulations. The consultant is advised to have/get full understanding of such taxes, if any, to be paid by him/her to the authorities before expressing interest.
- The consultant shall be paid travel and lodging expenses on an actual cost basis and a subsistence allowance to cover all other costs.

Terms of Reference (ToR)

for the position of Junior Consultant -Electrical (Assignment Based)

(Package no. S30-1)

Background

Bangladesh's need for diversification of its economy at large and the export basket in particular, is well recognized by the policy makers, the private sector as well as development partners. The eighth Five-Year Plan (2020-2025) and the Bangladesh Export Policy for 2021-24 identify potential growth sectors that are increasingly competitive in international markets or showing signs of comparative advantage that could play an important role in economic and export diversification. The Ministry of Commerce has set an ambitious export target of reaching US\$ 80 billion by 2021.

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Reporting, Duration & Location:

Reports to: Project Director (PD)

Duration: 19 mm initially (subject to extension as per performance and project need)

Location: Anywhere in Bangladesh.

Objectives of the Assignment

EC4J Project is seeking qualified and committed individuals to join its team as Junior Consultant (Electrical) for the construction sites which are to be implemented under different component of the project. The primary role of the Junior Consultant (Electrical) is to supervise and manage all electromechanical related works at site as per approved drawings and methods and safety rules. The Junior Consultant (Electrical) will also be expected to provide with support relevant to his assignment to various project operations as per the necessity of the PIU.

Summary of Key Responsibilities:

Assist the PD/ Deputy Project Director (DPD)/ Project Manager (PM)/ relevant PIU officials in implementation of project components, especially electromechanical related activities in a construction work, which are summarized below:

- Plan the execution of all electromechanical related works at site and coordinates the works to civil and other groups.
- Ensures that all the works done at site are in accordance with the approved construction drawings, contract documents, project specifications, and all applicable standards whether local, national or international standards.
- Submits site daily reports, inspection requests and all applicable monitoring reports on regular basis or as required.

- Ensure that all activities relevant to electromechanical works at site are done according to all applicable health, safety and environmental standards.
- Resolve any unexpected technical difficulties and other problems at site that may arise at any time in liaison with the relevant experts/authorities.
- Review the Contractor's installation method statements.
- Review relevant electromechanical drawings, cost estimation, shop drawings and submit report to the relevant PIU officials with appropriate comments.
- Review relevant electromechanical drawings, cost estimation, shop drawings in conjunction with the structural/civil engineers to ensure engineering coordination and advise the relevant PIU officials accordingly.
- Review Contractor's electromechanical services material proposals against specified technical performance requirements and advise the relevant PIU officials on the appropriateness of the proposals.
- Undertake general project site observation/inspection of the mechanical services works for Contractor's adherence to the approved shop drawings and Consultant's specification, good working practices, and construction schedule.
- Undertake a prior review of the Contractor's proposed mechanical system testing & commissioning methods and schedule.
- On a spot basis, witness mechanical system final testing and commissioning.
- Review and comment on the Contractor's testing and commissioning results and advise the relevant PIU officials accordingly.
- Prepare reports as required and guided by the relevant PIU higher officials.
- Maintain an ongoing list of mechanical services defects for the contractor's remedial action.
- Carry out any other relevant duties and responsibilities as assigned by the PD/DPDs/PM/relevant PIU officials.

Financial Terms and Conditions:

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- The consultant shall be paid travel and lodging expenses on an actual cost basis and a subsistence allowance to cover all other costs.

Required Skills and Experience

Education:

- BSC in Electrical Engineering.

Experience:

- At least 10-years' experience as Site Engineer (E/M) or in similar role in the field of construction and development;
- A minimum of Seven (07) years of experience as Site Engineer (E/M) or at similar role with working knowledge of electromechanical construction procedures and practices at any Government/Semi-government/ International development organization or any other reputed organization.
- Demonstrate experience in preparing on site work plan, budgeting, monitoring progress, bill of quantities, as built drawing, and implementation of activities.
- Demonstrate experience in reading the architectural, structural, MEP and machine layout and detail drawings.
- Demonstrate experience of working in Microsoft Excel, Auto CAD, and Microsoft Project.
- Experience in facilitating inter-institutional organization and ability to work with teams;
- Well conversant with quality assurance requirement of a construction project and day to day on site report writing and documentation.

Language Skills

Proficiency in English and Bangla is required.

Terms of Reference (ToR)
for the position of
Executive Officer (Accounts & Finance)
(Package no. S56-1)

Background

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Location and Duration of the Assignment

Reports to : Project Director
Duration : 19 mm (subject to extension as per performance and project need)
Location : Dhaka

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.

Duties and Responsibilities

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

- a) Manage and update inventory and stock list in EC4J Project office, stores/garage and program sites on monthly basis;
- b) 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,
- c) Maintains a reconciled accounts at any given point in the Project Implementation Unit,
- d) Keep relevant documents and invoices systematically to fully support the accounts,
- e) Perform monthly bank account reconciliation and reviews cash flows and replenishment of petty cash funds of the Project Implementation Unit,
- f) Prepare all Payment, Receipt and Journal Vouchers after careful verification of the supporting documents and write cheques against approved payment documents,
- g) Effect timely payments and resolve accounting related issues of the project,

- h) 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,
- i) Ensure Project internal financial control procedures are adhered with,
- j) Preparation of withdrawal applications of funds from the World Bank regularly following World Bank procedures,
- k) Maintain all project related books of accounts and registers and reconcile General Ledger and fund accounts.
- l) Generate and submit regular and ad-hoc financial reports to the requirement of Project Financial Management Specialist.
- m) Maintain web based computerized accounting software.
- n) Liaise with the Internal Auditors as well as FAPAD Auditors through the financial management specialist.
- o) Analyze receivables and payables accounts for clearance on a monthly/quarterly basis.
- p) 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.
- b. Assist Financial Management Specialist in preparation of monthly, quarterly and annual financial reports.
- c. Assist in follow up of project advances and timely liquation of advances.
- d. Support the administrative management of the projects, including financial and operational activities;
- e. Assist project external auditors as well as internal auditors for conducting auditing tasks smoothly.
- f. Perform other tasks as assigned by Project Manager/Project Director.

Minimum Qualifications and Experiences

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

- a. Masters in Accounting/Finance, Major (Accounting/ Finance); CA(CC) will be given preference.
- 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.

Reporting Arrangements

- The Executive Officer (Accounts & Finance) shall report to the Project Director.

Financial Terms and Conditions

The Executive Officer (Accounts & 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 (Accounts & Finance) shall be paid travel and lodging expenses on an actual cost basis and a subsistence allowance to cover all other costs.