

Government of the People's Republic of Bangladesh  
Finance Division, Ministry of Finance  
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Scheme on PFM Reforms Leadership, Coordination and Monitoring  
UCEP Cheney Tower (2<sup>nd</sup> Floor)  
25, Segunbagicha, Dhaka

**Request for Expressions of Interest**

EOI Ref. No. 07.00.0000.103.14.001.19-235

Date: 30 June, 2019

The National Program Director, SPFMS Program has been allocated public funds from the Government of the Peoples Republic of Bangladesh (GoB) toward the cost of the Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS), and it intends to apply part of the proceeds of these funds to make payments under the contract for the provision of consultancy services for the program to an individual consultant (National).

The qualifications and experiences required for the services of this assignment are as follows:

S. N.	Position	No. of Post	Minimum Qualification	Minimum General Experience	Responsibilities
1.	Consultant (Procurement Specialist)	01	Bachelor degree or professional qualification in engineering/ finance/ accounting/ management/ law/ procurement/ public administration/ business administration or any other related discipline.	<ul style="list-style-type: none"> <li>5 years of experience in the field of the public procurement.</li> <li>Preferable 5 years of experience in government or development partners' financed project(s)</li> <li>Must have computer literacy and communication skills</li> </ul>	Work closely with NPD/Team Leader on procurement issues.
2.	Consultant (Finance and Accounts Manager)	01	Bachelor degree or professional qualification in finance/ accounting/ management/ business administration or any other related discipline.	<ul style="list-style-type: none"> <li>At least 03 years of experience in government and in dealing with Development projects</li> <li>At least 10 years of experience in finance and accounts related job.</li> <li>Working or retired officers from government accounts will get privilege.</li> <li>Must have computer literacy and communication skills</li> </ul>	Work closely with NPD/Team Leader and ensure financial management activities are done following approved ruled and regulations.
3.	Consultant (Office Manager)	01	<ul style="list-style-type: none"> <li>Minimum Post Graduate degree from any reputed university</li> <li>MS Office: Word, Excel, Power Point etc. and experience in internet browsing is a must.</li> </ul>	<ul style="list-style-type: none"> <li>At least 05 years of relevant experience</li> <li>Must have computer literacy and communication skills</li> </ul>	Oversee Program activities relating to general administration, logistics and personnel management.
4.	Junior Consultant (Assistant Office Manager)	01	<ul style="list-style-type: none"> <li>Minimum Post Graduate/Graduate degree from any reputed university</li> <li>MS Office: Word, Excel, Power Point etc. and experience in internet browsing is a must.</li> </ul>	<ul style="list-style-type: none"> <li>At least 02 years of relevant experience.</li> <li>Must have computer literacy and communication skills</li> </ul>	Support Office Manager for general administration/ logistics /personnel management/ Maintain accounting records and process invoices
5.	Junior Consultant (Accounts)	02			
6.	Junior Consultant (Executive)	10			

The National Program Director, SPFMS Program now invites eligible applicants to indicate their interest in providing the services. 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)

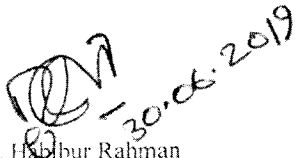


A Consultant will be selected as per the provisions of of Public Procurement Rules, 2008. It is expected that the assignment of Consultants will be commenced on July, 2019 at Dhaka and shall be completed on June, 2023.

Interested Applicants are required to submit their expressions of interest in accordance with the application Forms and may obtain the Request for Application document from the office of the undersigned during the normal office hours or from the website of Finance Division ([www.mof.gov.bd](http://www.mof.gov.bd)). Note that one applicant cannot apply more than three posts of Consultants.

Expression of Interest shall be submitted by **12:00 PM on 17<sup>th</sup> July, 2019** in sealed envelope delivered to Additional Secretary & National Program Director, and be clearly marked "Request for Expressions of Interest for .....(name of position)....." Only short-listed candidates will be notified.

The procuring entity reserves the right to accept or reject any or all EOI's.

  
Md. Habibur Rahman  
Additional Secretary & National Program Director  
Strengthening Public Financial Management Program to Enable Service Delivery  
Finance Division, Ministry of Finance  
Tel. No: 9511050 E-mail: [habibrdhaka@gmail.com](mailto:habibrdhaka@gmail.com)

# Forms

Form A: Application Submission Form

Form B: CV of the Applicant

Form C: Remuneration and Reimbursable

## Form A. Application Submission

*[Location: dd/mm/yy]*

To:

Additional Secretary & National Program Director  
Strengthening Public Financial Management Program to Enable Service Delivery  
Finance Division, Ministry of Finance  
Tel. No: 9511050 E-mail: habibrdhaka@gmail.com

Dear Sir:

I am hereby submitting my Application to provide the consultancy Services for .....[Name of Position] in accordance with your Request for Expression of Interest dated [dd/mm/yy].

I undertake, if I am selected, to commence the consulting Services for the assignment within the time limit agreed during negotiation of the contract.

I understand that you are not bound to accept any Application that you may receive.

Yours sincerely,

Signature Print  
name Address:  
Tel:

Attachment:

## Form B. Curriculum Vitae (CV) of the Applicant

1.	PROPOSED POSITION FOR THIS PROJECT		<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>
2.	NAME OF PERSON		<i>[state full Name]</i>
3.	DATE OF BIRTH		<i>dd/mm/yyJ</i>
4.	NATIONALITY		
5.	MEMBERSHIP IN PROFESSIONAL SOCIETIES		<i>[state rank and name of society and year of attaining the rank]</i>
6.	EDUCATION		<i>[List all the colleges/universities which the Applicant</i>  <i>Attended, stating degrees obtained, and dates, and list any other specialized education of the Applicant]</i>
7.	OTHER TRAINING		<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant]</i>
8.	LANGUAGESs DEGREE OF PROFICIENCY		Language : Speaking: Reading: Writing e.g, English 'Fluent: Excellent: Excellent
9.	COUNTRIES OF WORK EXPERIENCE		
10.	EMPLOYMENT RECORD		
	[starting with present/recent position list in reverse order [every employment held and state the start and end dates of each employment]		[The applicant should clearly distinguish whether as an "employee" or as a "Consultant: or "Advisor" or "Specialist"]. [ The applicant should clearly indicate the position held and give a brief description of the duties in which the Applicant was involved].
11.	(a) EMPLOYER 1 (Name and address with contacting reference)		From: To:  Position: Brief description of the duties:
12.	(b) EMPLOYER 2 (Name and address with contacting reference)		From: To:  Position: Brief description of the duties:

	.....		
13.	COMPUTER LITERACY AND SKILL		
14.	LIST OF PUBLICATIONS, IF ANY		
15.	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT		
16.	ADDRESS (PERMANENT AND MAILING (INCLUDING MOBILE, TELEPHONE AND E-MAIL		
17.	REFERENCES		

## Certification

[Do not amend this certification]

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Print Name

Date of Signing

## Form C. Indicative Remuneration & Expenses

(1) Remuneration

Rate/month (In BDT.)	Staff Time (No. of Month)	Total (In BDT.)
	48	

(2) Reimbursable

Description of Cost Items	Rate/Unit	Total Unit	Total Amount (In BDT.)
(a) Per diem Allowance out-site Dhaka			
(b) Travel Costs out site			
(c) Other Travel Costs			
(d) Communication Charges			
(e) Reproduction of Reports			
(f) Other Expenses			
Contract Ceiling (1) + (2)			

N.B.: All calculation of remuneration and reimbursable are exclusive of AIT and VAT. The final contract amount will include AIT and VAT and be determined at the time of negotiation.

## **Consultant (Procurement Specialist)**

### **Terms of Reference (ToR)**

#### **A. Background and Objective of SPFMS**

- 1. Despite the important improvements in PFM, there is significant room to improve several PFM areas which are limiting the effective delivery of services to citizens.** Strengthening PFM has been a cornerstone of reforms toward sound macroeconomic management and good governance. A sound PFM system is considered as fundamental to the Seventh Five-Year Plan objectives to effectively manage public resources. The new SPFMS is designed to support the implementation of a part of the PFM Action Plan with the aim to ensure that PFM improvements enable more and better public service delivery in social sectors. The intention is not to implement PFM reforms for the sake of merely strengthening PFM—as was the case in the past—but to enable better service delivery to the citizens. The SPFMS includes eight components in the PFM Action Plan that are directly led by the Finance Division including macro-fiscal forecasting, debt management, budget preparation and execution, Integrated Financial Management Information System (IFMIS), Treasury Single Account (TSA), SOE Governance, pensions management, internal audit, and financial reporting. The SPFMS will provide both incentives as well as the technical capacity in a timely and flexible manner to ensure successful implementation of these actions identified by the reform coordination and implementation teams.
- 2. The PFM Reform Strategy (2016–21) was approved by the Minister of Finance (MoF) in August 2016.** The PFM Reform Strategy clearly sets out the key goals and objectives of the PFM reforms and identifies the priority reform actions. The strategy was developed by a cross-institutional team from the MoF, OC&AG, the Planning Commission, and the National Board of Revenue, among others.
- 3. A PFM Action Plan (2018–23) has been approved in September 2018 to support the effective implementation of the PFM Reform Strategy.** This PFM Action Plan provides the implementation road map for selected priority actions with clear institutional responsibilities for 14 reform components. It consists of a PFM Action Matrix which describes the different reform activities, identifies sub-activities, provides the rough cost estimate and the intended benefits, and defines the results indicators with baselines and end-of-plan targets and the appropriate responsible institution. The PFM Action Plan also describes the governance structure for reforms and the change management approach. The PFM Action Plan was developed through a long consultative process with a broad range of stakeholders.

#### **B. Objectives, Purpose, Scope of Services, Detailed Tasks and/or Expected Outputs**

##### **Objectives and purpose of the Assignment**

The overall objective of this assignment are i) execution of procurement and ii) procurement reporting.

##### **Scope of Services**

The Consultant (Procurement Specialist) will work under the supervision of Program Executive and Coordinator. The scope of services includes the followings:



- Guide and conduct procurement in accordance Public Procurement Act (PPA) and Public Procurement Rules (PPR) of Government of Bangladesh
- Prepare annual procurement plan (APP) for goods, services and non-consulting services under the Program. and update the APP regularly.
- Ensure all advertisement of procurement process are published timely as applicable in PPR.
- Procure goods, non-consulting services and services in a timely manner, within budget and in full compliance with established rules, regulations and procedures for PPA and PPR.
- Conduct procurement activities which includes but not limited to preparation and update of procurement plan, preparation of ToR or Bidding Document, REoI, Advertisement, shortlisting of firms, conducting pre-bid clarification meeting, participation in bid or proposal evaluation and contract negotiation, drafting and finalizing contract.
- Prepare requisitions and purchase orders
- Receive orders and document arrivals. Track and record orders.
- Assist in annual physical inventory verification exercise to ensure accuracy of records and location of property and maintain in the inventory system database
- Manage supply base
- Analyze market and delivery systems
- Analyze supply base
- Monitor order expenses
- Communicate performances and costs to management
- Recommend new processes or systems for improvement; implement new ideas and strategies
- Comply to scorecard measurement system to track values
- Communicate with vendors, clients, customers, team members, and managers to align goal
- Provide advice and training to members and staffs of the Program on PPA and PPR.
- Closely monitor procurement activities in reference to the procurement plan timeline and the procurement approval process of the government and bring any slippage of activities immediately to the attention of the Program Executive and Coordinator.
- Assist and support in procurement post review.
- Any other responsibilities assigned by NPD, Team leader and head of PIT.

#### **Reporting, Communication, and Time Schedules**

- The Consultant (Procurement Specialist) shall report to the Program Executive and Coordinator;
- Regular Communications with different levels of Management as required;
- S/he will submit report of procurement issues, if instructed;
- S/he shall give inputs to the preparation of procurement reports to be prepared by the management.
- S/he will prepare regular procurement status report.

#### **C. Assignment Duration and Payment Modalities**

- Duration of the assignment: 48 months from the issuance of Notice to Proceed (NTP)
- Payment Schedule: The payment will be made on monthly basis.
- Assignment Location: Scheme Office, Dhaka.

#### **E. Counterpart Support**

As determined through negotiation.

## **Consultant (Finance and Accounts Manager)**

### **Terms of Reference (ToR)**

#### **A. Background and Objective of SPFMS**

- 1. Despite the important improvements in PFM, there is significant room to improve several PFM areas which are limiting the effective delivery of services to citizens.** Strengthening PFM has been a cornerstone of reforms toward sound macroeconomic management and good governance. A sound PFM system is considered as fundamental to the Seventh Five-Year Plan objectives to effectively manage public resources. The new SPFMS is designed to support the implementation of a part of the PFM Action Plan with the aim to ensure that PFM improvements enable more and better public service delivery in social sectors. The intention is not to implement PFM reforms for the sake of merely strengthening PFM—as was the case in the past—but to enable better service delivery to the citizens. The SPFMS includes eight components in the PFM Action Plan that are directly led by the Finance Division, including macro-fiscal forecasting, debt management, budget preparation and execution, Integrated Financial Management Information System (IFMIS), Treasury Single Account (TSA), SOE Governance, pensions management, internal audit, and financial reporting. The SPFMS will provide both incentives as well as the technical capacity in a timely and flexible manner to ensure successful implementation of these actions identified by the reform coordination and implementation teams.
- 2. The PFM Reform Strategy (2016–21) was approved by the Minister of Finance (MoF) in August 2016.** The PFM Reform Strategy clearly sets out the key goals and objectives of the PFM reforms and identifies the priority reform actions. The strategy was developed by a cross-institutional team from the MoF, OC&AG, the Planning Commission, and the National Board of Revenue, among others.
- 3. A PFM Action Plan (2018–23) has been approved in September 2018 to support the effective implementation of the PFM Reform Strategy.** This PFM Action Plan provides the implementation road map for selected priority actions with clear institutional responsibilities for 14 reform components. It consists of a PFM Action Matrix which describes the different reform activities, identifies sub-activities, provides the rough cost estimate and the intended benefits, and defines the results indicators with baselines and end-of-plan targets and the appropriate responsible institution. The PFM Action Plan also describes the governance structure for reforms and the change management approach. The PFM Action Plan was developed through a long consultative process with a broad range of stakeholders.

#### **B. Objectives, Purpose, Scope of Services, Detailed Tasks and/or Expected Outputs**

##### **Objectives and purpose of the Assignment**

The overall objective of this assignment is to provide overall financial management and efficient administration of accounting, reporting, treasury, insurance and taxation functions of the program through development and application of financial policies/system/control to ensure the achievement of financial objective of the program.

## **Scope of Services**

The Consultant (Finance and Accounts Manager) will work under the supervision of Program Executive and Coordinator. The scope of services includes the followings:

- Develop and maintain policies for various financial management activities;
- Administer all activities for management and financial resource management;
- Plan and manage budget operation plans, prepare and supervise all financial documents;
- Evaluate and prepare reports for authorization and budget formulation;
- Evaluate all financial and transaction data for accuracy and implement corrective action;
- Prepare financial reports for program officials for planning and informational purposes;
- Perform all finance related studies to determine updated financial requirement and anticipate required changes in administration;
- Analyze appropriations and financial management legislations to assess effects, advise officials on financial issues and interpret all reports and data;
- Administer effective budget execution, perform audit on fund usage and maintain internal controls;
- Ensure adherence to relevant regulations and laws in case of incurred obligations and resulting expenditure;
- Evaluate all program plans and budget, oversee control point expenditure related as per financial plans;
- Prepare analysis reports make necessary recommendations and coordinate with various departments to prepare presentation materials;
- Analyze systems operations and resolve all financial issues for different financial management problems;
- Review all financial transactions of the scheme and report for any discrepancies;
- Assist various departments to evaluate and prepare reports for various budget programs;
- Prepare budget estimates, justify all estimates and prepare presentation;
- Prepare extensive budget execution plan and recommend changes in funding for same; and
- Develop long term financial objectives, instructions and procedures to ensure proper coordination;
- Support to the Program Executive and Coordinator of scheme 14 in the activities of change management, training and regular administrative tasks as assigned by the NPD.
- Help address and audit findings related to the program
- Any other responsibilities assigned by NPD, Team leader and head of PIT.

## **Reporting, Communication, and Time Schedules**

- The Consultant (Finance and Accounts Manager) shall report to the Program Executive and Coordinator;
- Regular Communications with different levels of Management as required;
- S/he will submit report of financial issues, if instructed;
- S/he shall give inputs to the preparation of expenditure or finance related reports to be prepared by the management.
- S/he will prepare regular expenditure status report.

## **C. Assignment Duration and Payment Modalities**

- Duration of the assignment: 48 months from the issuance of Notice to Proceed (NTP)
- Payment Schedule: The payment will be made on monthly basis.
- Assignment Location: Scheme Office, Dhaka.

## **E. Counterpart Support**

As determined through negotiation.

## **Consultant (Office Manager)**

### **Terms of Reference (ToR)**

#### **A. Background and Objective of SPFMS**

- 1. Despite the important improvements in PFM, there is significant room to improve several PFM areas which are limiting the effective delivery of services to citizens.** Strengthening PFM has been a cornerstone of reforms toward sound macroeconomic management and good governance. A sound PFM system is considered as fundamental to the Seventh Five-Year Plan objectives to effectively manage public resources. The new SPFMS is designed to support the implementation of a part of the PFM Action Plan with the aim to ensure that PFM improvements enable more and better public service delivery in social sectors. The intention is not to implement PFM reforms for the sake of merely strengthening PFM—as was the case in the past—but to enable better service delivery to the citizens. The SPFMS includes eight components in the PFM Action Plan that are directly led by the Finance Division including macro-fiscal forecasting, debt management, budget preparation and execution, Integrated Financial Management Information System (IFMIS), Treasury Single Account (TSA), SOE Governance, pensions management, internal audit, and financial reporting. The SPFMS will provide both incentives as well as the technical capacity in a timely and flexible manner to ensure successful implementation of these actions identified by the reform coordination and implementation teams.
- 2. The PFM Reform Strategy (2016–21) was approved by the Minister of Finance (MoF) in August 2016.** The PFM Reform Strategy clearly sets out the key goals and objectives of the PFM reforms and identifies the priority reform actions. The strategy was developed by a cross-institutional team from the MoF, OC&AG, the Planning Commission, and the National Board of Revenue, among others.
- 3. A PFM Action Plan (2018–23) has been approved in September 2018 to support the effective implementation of the PFM Reform Strategy.** This PFM Action Plan provides the implementation road map for selected priority actions with clear institutional responsibilities for 14 reform components. It consists of a PFM Action Matrix which describes the different reform activities, identifies sub-activities, provides the rough cost estimate and the intended benefits, and defines the results indicators with baselines and end-of-plan targets and the appropriate responsible institution. The PFM Action Plan also describes the governance structure for reforms and the change management approach. The PFM Action Plan was developed through a long consultative process with a broad range of stakeholders.

#### **B. Objectives, Purpose, Scope of Services, Detailed Tasks and/or Expected Outputs**

##### **Objectives and purpose of the Assignment**

The overall objective of this assignment is to provide overall Office management and efficient administration of regular operational matters/functions of the program through application of Administration policies/system/control to ensure the achievement of office managerial objective of the program.

##### **Scope of Services**

The Consultant (Office Manager) will work under the supervision of Program Executive and Coordinator. Support scheme operations by maintaining office systems and supervising staffs under the close guidance of PEC. The scope of services includes the followings:

- Oversee the support operations;
- Provide day to day administrative and organizational support;
- Coordinate filing systems and responsible for letter receiving, internal distribution and sending;
- Tracking important documents and maintain Guard File;
- Review supply requisitions and propose for approval;
- Provide support for training/ workshops/ seminar/ meetings relevant to the scheme;
- Help the consultants in preparation of publications and papers;
- Managing office supplies stock and placing orders;
- Maintaining a clean and enjoyable working environment;
- Act as the point of contact for all employees;
- Book meeting rooms as required; and
- Provide all kinds of support needed for implementation of scheme.
- Any other responsibilities assigned by NPD, Team leader and head of PIT.

#### **Reporting, Communication, and Time Schedules**

- The Consultant (Office Manager) shall report to the Program Executive and Coordinator;
- Regular Communications with different levels of Management as required;
- S/he will submit report of administrative issues, if instructed;
- S/he shall give inputs to the preparation of expenditure or administration related reports to be prepared by the management.
- S/he will maintain proper environment for smooth running of office.

#### **C. Assignment Duration and Payment Modalities**

- Duration of the assignment: 48 months from the issuance of Notice to Proceed (NTP)
- Payment Schedule: The payment will be made on monthly basis. Local taxes will be paid by the Scheme office.
- Assignment Location: Scheme Office, Dhaka.

#### **E. Counterpart Support**

As determined through negotiation.

## **Junior Consultant (Assistant Office Manager)**

### **Terms of Reference (ToR)**

#### **A. Background and Objective of SPFMS**

- 1. Despite the important improvements in PFM, there is significant room to improve several PFM areas which are limiting the effective delivery of services to citizens.** Strengthening PFM has been a cornerstone of reforms toward sound macroeconomic management and good governance. A sound PFM system is considered as fundamental to the Seventh Five-Year Plan objectives to effectively manage public resources. The new SPFMS is designed to support the implementation of a part of the PFM Action Plan with the aim to ensure that PFM improvements enable more and better public service delivery in social sectors. The intention is not to implement PFM reforms for the sake of merely strengthening PFM—as was the case in the past—but to enable better service delivery to the citizens. The SPFMS includes eight components in the PFM Action Plan that are directly led by the Finance Division including macro-fiscal forecasting, debt management, budget preparation and execution, Integrated Financial Management Information System (IFMIS), Treasury Single Account (TSA), SOE Governance, pensions management, internal audit, and financial reporting. The SPFMS will provide both incentives as well as the technical capacity in a timely and flexible manner to ensure successful implementation of these actions identified by the reform coordination and implementation teams.
- 2. The PFM Reform Strategy (2016–21) was approved by the Minister of Finance (MoF) in August 2016.** The PFM Reform Strategy clearly sets out the key goals and objectives of the PFM reforms and identifies the priority reform actions. The strategy was developed by a cross-institutional team from the MoF, OC&AG, the Planning Commission, and the National Board of Revenue, among others.
- 3. A PFM Action Plan (2018–23) has been approved in September 2018 to support the effective implementation of the PFM Reform Strategy.** This PFM Action Plan provides the implementation road map for selected priority actions with clear institutional responsibilities for 14 reform components. It consists of a PFM Action Matrix which describes the different reform activities, identifies sub-activities, provides the rough cost estimate and the intended benefits, and defines the results indicators with baselines and end-of-plan targets and the appropriate responsible institution. The PFM Action Plan also describes the governance structure for reforms and the change management approach. The PFM Action Plan was developed through a long consultative process with a broad range of stakeholders.

#### **B. Objectives, Purpose, Scope of Services, Detailed Tasks and/or Expected Outputs**

##### **Objectives and purpose of the Assignment**

The overall objective of this assignment is to support office administrative work.

##### **Scope of Services**

The Junior Consultant (Assistant Office Manager) will work under the supervision of Consultant (Office Manager). Support scheme operations by maintaining office systems and supervising staffs under the close guidance of Team Leader. The scope of services includes the followings:

- Provide administrative support in managing the day-to-day operations of the office;
- Provide logistics supports including vehicles;
- Assist in documentation and publications;
- Provide support for arranging training/ workshops/ seminar/ meetings;
- Drafting documents;
- Maintaining files and records;
- Keep employee attendance records (physical and digital);
- Assist to PECT for daily activities of the Program;
- Schedule in-house and external events;
- Keep track of general maintenance schedules for the vehicles;
- Ensure sound running of the vehicles;
- Keep track of timely car insurance renewals; and
- Provide all kinds of support needed for implementation of program.
- Any other responsibilities assigned by NPD, Team leader and head of PIT.

#### **Reporting, Communication, and Time Schedules**

- The Junior Consultant shall report to the Consultant (Office Manager);
- Regular Communications with different levels of Management as required;
- S/he will submit report of administrative or financial issues, if instructed;
- S/he shall give inputs to the preparation of expenditure or administration related reports to be prepared by the management, if instructed.

#### **C. Assignment Duration and Payment Modalities**

- Duration of the assignment: 48 months from the issuance of Notice to Proceed (NTP)
- Payment Schedule: The payment will be made on monthly basis. Local taxes will be paid by the Scheme Office.
- Assignment Location: Scheme Office, Dhaka.

#### **E. Counterpart Support**

As determined through negotiation.

Government of the People's Republic of Bangladesh  
Finance Division, Ministry of Finance  
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)  
Scheme on PFM Reforms Leadership, Coordination and Monitoring  
UCEP Cheney Tower (2<sup>nd</sup> Floor)  
25, Segunbagicha, Dhaka

**Junior Consultant (Accounts)**

**Terms of Reference (ToR)**

**A. Background and Objective of SPFMS**

- 1. Despite the important improvements in PFM, there is significant room to improve several PFM areas which are limiting the effective delivery of services to citizens.** Strengthening PFM has been a cornerstone of reforms toward sound macroeconomic management and good governance. A sound PFM system is considered as fundamental to the Seventh Five-Year Plan objectives to effectively manage public resources. The new SPFMS is designed to support the implementation of a part of the PFM Action Plan with the aim to ensure that PFM improvements enable more and better public service delivery in social sectors. The intention is not to implement PFM reforms for the sake of merely strengthening PFM—as was the case in the past—but to enable better service delivery to the citizens. The SPFMS includes eight components in the PFM Action Plan that are directly led by the Finance Division including macro-fiscal forecasting, debt management, budget preparation and execution, Integrated Financial Management Information System (IFMIS), Treasury Single Account (TSA), SOE Governance, pensions management, internal audit, and financial reporting. The SPFMS will provide both incentives as well as the technical capacity in a timely and flexible manner to ensure successful implementation of these actions identified by the reform coordination and implementation teams.
- 2. The PFM Reform Strategy (2016–21) was approved by the Minister of Finance (MoF) in August 2016.** The PFM Reform Strategy clearly sets out the key goals and objectives of the PFM reforms and identifies the priority reform actions. The strategy was developed by a cross-institutional team from the MoF, OC&AG, the Planning Commission, and the National Board of Revenue, among others.
- 3. A PFM Action Plan (2018–23) has been approved in September 2018 to support the effective implementation of the PFM Reform Strategy.** This PFM Action Plan provides the implementation road map for selected priority actions with clear institutional responsibilities for 14 reform components. It consists of a PFM Action Matrix which describes the different reform activities, identifies sub-activities, provides the rough cost estimate and the intended benefits, and defines the results indicators with baselines and end-of-plan targets and the appropriate responsible institution. The PFM Action Plan also describes the governance structure for reforms and the change management approach. The PFM Action Plan was developed through a long consultative process with a broad range of stakeholders.

**B. Objectives, Purpose, Scope of Services, Detailed Tasks and/or Expected Outputs**

**Objectives and purpose of the Assignment**

The overall objective of this assignment is to Keep up-to-date account records and ensure smooth transactions.



### **Scope of Services**

The Junior Consultant (Accounts) will work under the supervision of Consultant (Finance and Accounts Manager). Support scheme operations by maintaining office systems and supervising staffs under the close guidance of Team Leader. The scope of services includes the followings:

- Develop and keep all financial documents at State Office;
- Maintain account records, cheque books, Cash books etc.;
- Check invoices for inaccuracies;
- Reconcile accounts with Cash books;
- Responsible for ensuring timely payment of bills;
- Monitor costs and expenses to assist in budget preparation;
- Ensure good practices including cash management, payroll, financial disbursements, ledgers etc.;
- Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year; and
- Prepare and submit Monthly and Quarterly financial reports.
- Any other responsibilities assigned by NPD, Team leader and head of PIT.

### **Reporting, Communication, and Time Schedules**

- The Junior Consultant shall report to the Consultant (Office Manager);
- Regular Communications with different levels of Management as required;
- S/he will submit report of administrative or financial issues, if instructed;
- S/he shall give inputs to the preparation of expenditure or administration related reports to be prepared by the management, if instructed.

### **C. Assignment Duration and Payment Modalities**

- Duration of the assignment: 48 months from the issuance of Notice to Proceed (NTP)
- Payment Schedule: The payment will be made on monthly basis. Local taxes will be paid by the Scheme Office.
- Assignment Location: Scheme Office, Dhaka.

### **E. Counterpart Support**

As determined through negotiation.

## **Junior Consultant (Executive)**

### **Terms of Reference (ToR)**

#### **A. Background and Objective of SPFMS**

- 1. Despite the important improvements in PFM, there is significant room to improve several PFM areas which are limiting the effective delivery of services to citizens.** Strengthening PFM has been a cornerstone of reforms toward sound macroeconomic management and good governance. A sound PFM system is considered as fundamental to the Seventh Five-Year Plan objectives to effectively manage public resources. The new SPFMS is designed to support the implementation of a part of the PFM Action Plan with the aim to ensure that PFM improvements enable more and better public service delivery in social sectors. The intention is not to implement PFM reforms for the sake of merely strengthening PFM—as was the case in the past—but to enable better service delivery to the citizens. The SPFMS includes eight components in the PFM Action Plan that are directly led by the Finance Division including macro-fiscal forecasting, debt management, budget preparation and execution, Integrated Financial Management Information System (IFMIS), Treasury Single Account (TSA), SOE Governance, pensions management, internal audit, and financial reporting. The SPFMS will provide both incentives as well as the technical capacity in a timely and flexible manner to ensure successful implementation of these actions identified by the reform coordination and implementation teams.
- 2. The PFM Reform Strategy (2016–21) was approved by the Minister of Finance (MoF) in August 2016.** The PFM Reform Strategy clearly sets out the key goals and objectives of the PFM reforms and identifies the priority reform actions. The strategy was developed by a cross-institutional team from the MoF, OC&AG, the Planning Commission, and the National Board of Revenue, among others.
- 3. A PFM Action Plan (2018–23) has been approved in September 2018 to support the effective implementation of the PFM Reform Strategy.** This PFM Action Plan provides the implementation road map for selected priority actions with clear institutional responsibilities for 14 reform components. It consists of a PFM Action Matrix which describes the different reform activities, identifies sub-activities, provides the rough cost estimate and the intended benefits, and defines the results indicators with baselines and end-of-plan targets and the appropriate responsible institution. The PFM Action Plan also describes the governance structure for reforms and the change management approach. The PFM Action Plan was developed through a long consultative process with a broad range of stakeholders.

#### **B. Objectives, Purpose, Scope of Services, Detailed Tasks and/or Expected Outputs**

##### **Objectives and purpose of the Assignment**

The overall objective of this assignment is to work with officers designated by the authority and provide secretarial support to them. Create printed office documents, such as letters, forms and reports.

## **Scope of Services**

The Junior Consultant (Executive) will work under the supervision of Consultant (Office Manager). Support scheme operations by maintaining office systems and supervising staffs under the close guidance of Team Leader. The scope of services includes the followings:

- Produce or edit various documents, such as reports, correspondence and presentations;
- Operate e-mail and other social media;
- Preparation and maintenance of Bangla & English documentation;
- To help the consultant in preparation of publications and papers;
- Able to operate office machinery- Printer, Photocopier, Fax etc.;
- Other office or clerical duties as assigned;
- Data and filing system management and reception work, such as answering phones and greeting visitors;
- Any other responsibilities assigned by NPD, Team leader and head of PIT.

## **Reporting, Communication, and Time Schedules**

- The Junior Consultant shall report to the Consultant (Office Manager);
- Regular Communications with different levels of Management as required;
- S/he will submit report of administrative or financial issues, if instructed;
- S/he shall give inputs to the preparation of expenditure or administration related reports to be prepared by the management, if instructed.

## **C. Assignment Duration and Payment Modalities**

- Duration of the assignment: 48 months from the issuance of Notice to Proceed (NTP)
- Payment Schedule: The payment will be made on monthly basis. Local taxes will be paid by the Scheme Office.
- Assignment Location: Scheme Office, Dhaka.

## **E. Counterpart Support**

As determined through negotiation.