

Government of the People's Republic of Bangladesh

Directorate of Secondary and Higher Education

Monitoring and Evaluation Wing

Memo No.: MEW/DSHE/Procure/158/2014

Date: 01 September 2014

Request for Expression of Interest for Selection of Individual Consultant: Financial Management Analyst (FMA)

- Secondary Education Quality and Access Enhancement Project (SEQAEP) Credit No. 5325 BD is a follow up project of FSSAP and FSSAP-II during the period 1993-2001 and 2001 to 2008 respectively. The Government of the People's Republic of Bangladesh has undertaken SEQAEP with the financial support of the International Development Association (IDA). Directorate of Secondary and Higher Education (DSHE) is the implementing agency of the project. This project has been consists of two units - SEQAEP Unit and Monitoring and Evaluation Wing (MEW).
- The main objectives of the MEW are to monitor and evaluate the activities of DSHE including other development projects with special emphasis on SEQAEP.
- MEW has some very important responsibilities which will be executed under the time bound Disbursement Linked Indicators (DLI) as agreed by GOB and IDA. These are Learning Assessment in Secondary Institutions, transferring MEW in to revenue budget and execution of Monitoring and Evaluation activities -- PMT Validation, Compliance Verification, Annual Institution Census and Impact Evaluation of some SEQAEP interventions. The achievement of these activities will forward the claim for the allocation of the eligible expenditure of some critical interventions of the project under DLI.
- A part of the IDA fund will be utilised for payments of an individual (National) Financial Management Analyst (FMA) who will provide technical inputs for the effective execution of financial management under the MEW. The FMA will be specifically responsible to ensure FM activities for the DLI component of the project as well as the activities that are implemented by MEW. As one of the key senior staffs of MEW, FMA will be appointed as the lead person of the Finance Section of the MEW to ensure fiduciary safeguards while facilitating the financial management support to implementation of all the tasks of MEW, following World Bank guidelines and government rules and procedures.
- Under the reference of SEQAEP-AF-88-IC-Cl-S35(MEW), MEW now invites eligible individual national consultants to submit their Expressions of Interest (EOI) for providing the services mentioned below.
- Key task Financial Management Analyst (FMA)**
- Guidelines for Financial Management and DLI Expenditure Reimbursement:** Prepare/finalise guidelines for MEW to implement the FM and DLI expenditure arrangements. The guidelines would include authorities and responsibilities of MEW staff in respect of various segments of FM functions, recording and processing procedures for payments, fund flow arrangements under DLI-based funding and transaction-based funding, budgeting and forecasting requirements, IDA Special Account operation procedures including details regarding replenishment and documentation requests, accounting and reporting requirements of various GOB agencies and IDA.
- Budgeting:** Assist the Director (MEW) in preparation of annual budget estimates conforming to the RDPP allocations of AF project of SEQAEP and adjustments, revised allocation/budget and prepare financial and procurement plan complying the approved budget line. Budget estimates would include those under transaction-based funding for IDA special account under MEW and the eligible expenditure items under DLI-based funding (incentives, school grants, tuition, general stipends, etc.).
- Computerized Accounting System:** The FMA will take initiative for adopting the Uniform Financial Management System (UFMS) to be procured for MEW and will take initiative for identifying and early procurement of a Computerized Accounting System (CAS) for MEW.
- Disbursement Plan and Interim Financial Reports (IFRs):** Assist the Directorate (MEW) in preparation of manual and quarterly disbursement forecasts for all components of the project in line with procurement and implementation plan of MEW and analyze the reasons for variances between actual and forecast disbursements. FMA should prepare and arrange for submission to IDA the IFRs required under the Financing Agreement between IDA and GOB.
- Fund Management:** FMA would assist the Director (MEW) in obtaining fund release for allocated fund under DLI eligible expenditures. The FMA will arrange timely replenishment and documentation through submission of reports and process special commitments and direct payments, monitor timely preparation of Bank Reconciliation Statements and initiate and respond to all fund and bank related correspondence with GOB and IDA.
- Internal Control:** Ensure that all policies and procedures are in compliance with funding source policies, procedures and requirements and will review the efficacy of internal controls.
- Books and Records:** The FMA will ensure maintenance of the adequate registers, books and records in appropriate order to meet the statutory requirements of stakeholders and to facilitate classification and analyzing the financial information for monitoring the project progress and generating interim and annual financial reports.
- Financial Disclosure:** The FMA will assist the Director (MEW) in ensuring that all financial information is included in the website of MEW.
- Interface with External Auditors:** The FMA will prepare the Statement of Audit Needs (SAN) to be agreed with the C&AG extending the audit focuses on testing controls preventing corruption and detecting transactions with corrupt practice. The FMA will attend entry and exit meetings with FAPAD auditors. The FMA will assist the Director (MEW) in meeting audit objections and in publishing the audit reports in the MEW website.
- Special Assignments:** Participate in MEW Procurement/Tender Committee meetings and activities; assist/advise the Director (MEW) in all financial matters as and when required.
- Coordinate with FM Section of the SEQAEP Unit in budget estimates related to DLI reimbursable items, preparation and submission of expenditure statements under DLI funding, preparation and submission of IFRs under MEW's transaction-based funding, financial disclosure and reporting to internal and external auditors as necessary.**
- Qualifications and Experiences:**
 - Bachelor's degree in Accounting/Finance/Commerce/Business along with a professional accounting qualification (Chartered Accountant, Cost and Management Accountant, ACCA, CPA, CFA, CIMA) with 2 (two) years of post-qualification experience.
 - Experience/exposure on development projects are preferable but not required.
 - Operational knowledge of accounting software is preferable but not required.
 - Self-guided, strong organizational and planning skills with the ability to work independently as a team player and under pressure at times. Strong interpersonal communicative skills, experience in team leadership and participatory management.
 - Ability to impart training to the project staff on financial management system.
- Duration of the Assignment:** Initially for a period of 12 months with provision of further extension with annual performance review.
- Selection Procedures:** MEW now seeks the application from eligible applicants to express their interest in providing services (complete CV with detail information about employment history with duties and responsibilities, current remuneration, academic details, major publication (if any), contract address including telephone number and e-mail. The consultants will be selected in accordance with World Bank Guidelines: Selection and Employment of Consultants by the World Bank Borrowers (January 2011). Only short-listed candidates will be contacted.
- Remuneration:** Negotiable.
- Expression of interest, hard copy (in sealed envelope or soft copy through email) must be delivered to the address below by 22 September, 2014 before 12.00 noon.**
- Interested consultants may obtain further information at the address of the undersigned during office hours.**
- The authority reserves the right to accept or reject all or any EOIs.**

Professor Md. Didarul Alam

Director

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Directorate of Secondary and Higher Education
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Government of the People's Republic of Bangladesh

Office of the Project Director

Strengthening Regional Cooperation for Wildlife Protection Project

Forest Department, Ban Bhavan, Mohakhali Dhaka, Bangladesh

Memo No. SRCWP/Pro/s/3.005/169

Dated: 01/09/2014

Request for Expression of Interest (EOI) for Selection of a Monitoring & Evaluation Specialist (National)

- The Government of the People's Republic of Bangladesh (GoB) has received a credit from the International Development Association (IDA) towards the cost of Strengthening Regional Cooperation for Wildlife Protection Project (IDA Credit Number 4909-BD, Project ID Number P12120), and intends to apply a portion of the proceeds of this credit to eligible payments to the project coordination services under Project Implementation Unit (PIU) for which this invitation for Expression of Interest (EOI) is issued. The terms and conditions of the contract and payments by WB (IDA) will be subject to the terms and conditions of the Financial Agreement. Except as IDA may specifically otherwise agree, no party other than GoB shall derive any rights from the credit or have any claim to the proceeds of the credit.
- Title, Expected Duration and Commencement, Qualifications and Experiences of the Individual Consultants:

Position and duration	Scope of works	Qualification and experience
Monitoring & Evaluation Specialist (WB-Sr. Consultant category, national) The Project Authority intends to engage the Monitoring & Evaluation Specialist for a total project period of 22 (twenty-two) person-months subject to renewal every year on the basis of performance & project requirements. The assignment is expected to commence from September 2014 and shall come to an end on 30 June 2016	<p>The scope of work includes but not limited to:</p> <p>The M&E specialist shall be responsible for the following major activities:</p> <ul style="list-style-type: none"> Develop an M&E plan capable of continuous observation, data collection and analysis, communication and reporting, and data and information storage. The M&E plan would be shared with the World Bank prior to final endorsement; Monitor the status and progress of project implementation based on the different reporting formats, the results framework and the M&E plan; Identify and support any revisions to the project results framework and M&E plan; Assess the adequacy of the proposed project inputs, activities, and outputs in delivering desired project objectives/ outcomes; Ensure baseline data is available, including for the terminal review processes of the project; Prepare quarterly and annual progress reports on financial (in collaboration with the fiduciary team) and physical activities, and share with the relevant stakeholders; Liaise with and agree with stakeholders in each component/sub-component, the respective reporting, monitoring and data collection needs and obligations; Update as required data collection and reporting formats in collaboration with project counterparts at the different levels, and provide training to required staff on their use; Compile data, information and reports from different levels, analyse data to compute the status of selected indicators and provide feedback to project management and project counterparts at the different levels on the progress of implementation and of any need to modify schedules, strategies and objectives; Organise and chair stakeholder workshops and learning forums on M&E; Organise and facilitate supervision missions to the sub projects sites; Take responsibility for knowledge exchange among partner institutions and support the PMU in knowledge management; Take responsibility for other M&E related tasks assigned by the Project Manager; Exchange and collaborate with staff-in-charge of M&E in the other two member countries of the Strengthening Regional Cooperation for Wildlife Protection in Asia Project. 	<ul style="list-style-type: none"> The M&E specialist will have an academic background in natural resources management, development economics, project management or closely related fields, with specialised training or equivalent experience in monitoring and evaluation. Minimum requirements would be a masters with 10 years experience of which at least 5 years should be spent on monitoring and evaluation of projects/ programmes. Familiarity with results-based M&E and advanced ICT knowledge are essential. Working experience in IDA or other donor-funded projects in similar positions shall be considered as an added qualification. The person should be fluent in both English and Bangla; Excellent skills on coordinating team work, presentation, report writing, management and supervision, communication etc. are required; Knowledge in computer application (MS Office and use of Internet) is a must; Experience in World Bank/donor funded projects will be an added qualifications; Existing officials of Bangladesh Forest Department are not eligible for this post. However, forest officials who has crossed 6 (six) months from the date of retirement and possess requisite qualifications may apply for the position.
3. The expert/consultant will be selected using the Selection of Individual Consultant (SIC) method in accordance with the World Bank guidelines on "Selection and Employment of Consultant under IBRD loans and IDA Credit & Grants by World Bank Borrowers, January 2011.		
4. The Project Director now invites eligible applicants from the Bangladeshi nationals for the position mentioned above. TOR in details of the assignment is available in the web address: (http://www.bforest.gov.bd) "Notice Board" and Project Director's Office. Application in duplicate in a sealed envelope and externally marked title of the position must be submitted to the Project Director, Strengthening Regional Cooperation for Wildlife Protection Project within office hours by 23rd September, 2014. Interested individuals are requested to submit application with a cover letter, detailed CV (within 6 pages of A4 size paper) and expected remuneration per month. EOI applications can be submitted electronically to e-mail: balance77@gmail.com		
5. Dr. Tapan Kumar Dey Project Director (Acting) Strengthening Regional Cooperation for Wildlife Protection Project Forest Department, Ban Bhavan (Old), Mohakhali, Dhaka, Bangladesh Telephone: +88 02-9893551		

GD-3361



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

আনসার ও গ্রাম প্রতিরক্ষা বাহিনী সদর দপ্তর, খিলগাঁও, ঢাকা

দরপত্র বিজ্ঞপ্তি

১ মুসলিম/বিভাগ	বরপত্র মুসলিম
২ সংস্থা	বাংলাদেশ আনসার ও গ্রাম প্রতিরক্ষা বাহিনী
৩ সংগঠক সম্মান নাম	মহাপ্রিচালক, আনসার ও গ্রাম প্রতিরক্ষা বাহিনী, ঢাকা
৪ যা ক্রমের জ্যো বিজ্ঞপ্তি	পত্র
৫ বিজ্ঞপ্তির সূত্র নং ও তারিখ	নং-৮৮.০৩.০০০০.০১৭০.৭২৯.১৪-১৫৭১৯ তারিখ- ০১/০৯/২০১৪ খ্রিঃ।
৬ সংস্থার পদ্ধতি, বাজেট	উন্নত দরপত্র পদ্ধতি।
৭ টেক্সার প্র্যাক্টিস প্রক্রিয়া	ক্রিম-১৩ অনুযায়ী।
৮ দরপত্র বিজ্ঞপ্তি প্রক্রিয়া	০৮/০৯/২০১৪
৯ দরপত্র দলিল বিজ্ঞপ্তি হাত	প্রতিশ্রুত শার্থ, সদর দপ্তর, আনসার ও গ্রাম প্রতিরক্ষা বাহিনী, খিলগাঁও, ঢাকা।
১০ দরপত্র গ্রহণ ও খোলার স্থান/দপ্তরের নাম	ডিপিসি ভারতীয়, সদর দপ্তর, আনসার ও গ্রাম প্রতিরক্ষা বাহিনী, খিলগাঁও, ঢাকা।
১১ দরদাতার যোগাতা	সকল দেশের যোগাতা দরদাতার জ্যো ভুজুক (তেক্সার ডাটাসিটে নির্দেশিত ব্যাবীটি)।
১২ প্রযোজন সংক্ষিপ্ত বিবরণ	নিম্ন বর্ণিত ক্রিম-১৩ অনুযায়ী।
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