

Government of the People's Republic of Bangladesh
Office of the Project Director
Strengthening of the Ministry of Disaster Management and Relief Program Administration
(SMoDMRPA) Project
Department of Disaster Management-DDM
Ministry of Disaster Management & Relief (MoDMR)
House No # 213 (4th Floor), Lake Road-13, Mohakhali DOHS, Dhaka-1206.
www.snsdp.ddm.gov.bd

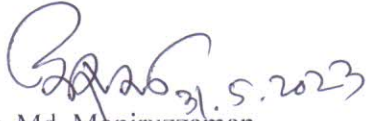
Memo No: 51.01.0000.019.11.844.23-478

Date: 31/05/2023

Notification for Collection of CVs
(Short term Engagement)

Subject: Request for Consultant Expression of Interest (EoI) for the Position of Financial Management Associate (Consultant)

This is to inform that Strengthening of the Ministry of Disaster Management and Relief Program Administration (SMoDMRPA) Project of the Department of Disaster Management under the Ministry of Disaster Management & Relief (MoDMR) is inviting Expression of Interest (EoI) from the Bangladeshi Nationals as a **Financial Management Associate (Consultant)** full time basis for 6(six) months to accomplish the task for wage payment among the EGPP⁺ beneficiaries in G2P system. Therefore, a **Financial Management Associate** will be recruited for full time basis for 6 (six) months. The selection process for this position would be followed SIC procedures by collecting CVs -from limited interested Consultants. Terms of Reference bearing scope works, qualification and experience to be required for **Financial Management Associate** is mentioned in the ToR (Annex-1). The interested professionals in this field are requested to submit **Expression of Interest (EoI)** with details CV, educational and working experience certificates to the office of the Project Director, SMoDMRPA Project on or before 06 June, 2023 within office hour. Persons who are already in employment shall send Application through proper channel, otherwise, they shall not be considered for appointment.



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(Additional Secretary)
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SMoDMRPA Project

**Terms of Reference (ToR) for Financial Management Associate
Under Contract Package SI-12
Safety Net System for the Poorest Project
Under IDA Grant # D591-BD, Component-2 (SMoDMRPA Project).**

Assignment Title	:	Financial Management Associate (Consultant)
Position	:	01 (One)
Title of the project	:	Strengthening of the Ministry of Disaster Management and Relief Program Administration (SMoDMRPA)
Duty Station	:	Dhaka, Bangladesh; field visit is required across the country
Assignment Duration	:	Tentative 6 months (Renewable based on performance and World Bank concurrence)

Earlier in the Procurement Plan of SNSP Project's Component-2 (SMoDMRPA Project) under IDA Grant # D591-BD there were many large and small valued contract packages of goods and services. These were procurement works including SIC and National Shopping accomplished earlier in meeting the project requirement. Then financial performance was good for procuring of different procurement packages. But now workloads of the Financial Management Specialist (FMS) increased for implementation of EGPP⁺ in the Cox's Bazar districts from 2021 and operating EGPP⁺ in other new 5 flood affected districts (Sunamganj, Neyrokona, Jamalpur, Kurigram and Gaibandha) in FY 2022-23 (Jan-June, 2023), the project urgently needed a Financial Management Associate to accomplish the task for wage payment among the beneficiaries in G2P system. Therefore, a **Financial Management Associate** will be recruited for full time basis for 6 (six) months. The selection process for this position would be followed SIC procedures by collecting CVs -from limited interested Consultants. Terms of Reference bearing scope works, qualification and experience to be required for Financial Management Associate is mentioned below review and opinion.

Scope of Service

The Financial Management Associate will be responsible for the overall financial management of the EGPP⁺ wage payment implemented components of the Project and will support the agency in strengthening its financial management capacity. Key responsibilities include, but are not limited to:

- Ensure timely disbursement of EGPP⁺ wage payment to the beneficiary;
- Ensure accounting and disbursement at the EGPP⁺ wage payment following the World Bank guidelines for the project;
- Prepare financial and budget planning, cost accounting, auditing, etc;
- Implement computerized accounting system for the project at EGPP⁺ wage payment;
- Maintain Books of Account at EGPP⁺ wage payment;
- Prepare monthly budget for EGPP⁺ wage payment and others as required;
- Review the wage payment Payroll at the Upazila level;
- Continuously assess fiduciary risks at the field level implementation and reports concerned to the PD/FMS;
- All other works related to project accounting and financial management under direct supervision of PD/FMS;
- Report to PD/FMS and any other project related work required for the smooth project implementation; and

SMoDMRPA Project



- Carry out any other relevant periodic duties that may be assigned by the PD/concerned authority from time to time.

Qualifications & Experience

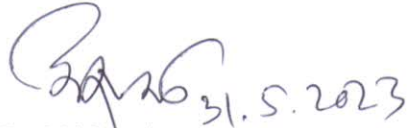
- Professional accounting qualifications; with at least a Master's Degree in Accounting/Business Administration or Finance
- At least five (5) years of work experience in financial management in government/semi-government institutions, or with international donors, implementing development projects
- Knowledge of Government budgeting, fund release and reporting requirements
- Knowledge of IDA's financial management and disbursement procedures
- Excellent skills in using spreadsheet applications
- Excellent communication skills (speaking and writing) in English and Bengali

Duration

The assignment is expected to commence around 6 months from the joining.

Reporting

The consultant will report to the Project Director (PD) of this project through FMS/Deputy Project Director and work with the Project implementation team as required and assigned.



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Project Director
SMoDMRPA Project