

Government of the People's Republic of Bangladesh
Office of the Project Director
Building Community Resilience & Self-Reliance (BCRSR) Project
Department of Disaster Management
Ministry of Disaster Management and Relief
Disaster Management Building (Level-7)
92-93 Mohakhali C/A, Dhaka-1212
www.ddm.gov.bd

Memo. No: 51.01.0000.019.11.018.25-460

Date: 14/09/2026

Request for Expression of Interest (REoI) for Financial Management Specialist (Package No. 4A)

Ministry/Division	Ministry of Disaster Management and Relief
Agency	Department of Disaster Management
Procuring Entity Name	Project Director, ISO Component-6: BCRSR Project.
Procuring Entity District	Dhaka
Expression of Interest for selection of	Financial Management Specialist
Procurement Method	Selection of Individual Consultant (SIC)
Budget and Source of Funds	Development Budget; IDA and GoB
Development Partner	IDA (World Bank)
Project/Program Name	ISO Component: 6 "Building Community Resilience & Self-Reliance" (BCRSR)
Place of EoI Submission	Project Director, ISO Component-6: BCRSR Project, Department of Disaster Management, Room No. 708, 92-93 Mohakhali C/A, Dhaka-1212.
EoI Closing Date & Time	30 th September, 2026 at 11:30 am

The detailed information is given below:

Academic Qualification and Experience	Duration
1. Minimum M. Com/ MBA in Accounting/ Finance. Members of a Professional Accountancy Organization (PAO) (CA/ACCA/CMA etc.) accredited by the International Federation of Accountants (IFAC) will be an added advantage. Membership by mutual certification or reciprocation (without appearing examination) shall not be considered educational qualification. 2. At least ten (10) years of work experience in financial management in government/semi government institutions, or with international donors, implementing development projects.	21 Months (Approx.)

Project Director, ISO Component-6: BCRSR project now invites eligible applicants to express their interest (EoI) in providing the services. Applicants are advised to provide information indicating that they are qualified to perform the services (Complete CV in prescribed format with copies of academic, experience and training certificates must be submitted as evidence). **Detailed required academic qualification, experience and scope of works are given in ToR.** ToR and format of CV are available in the website of DDM: www.ddm.gov.bd. Candidates would be short listed according to the ToR which specifies the tasks to be carried out and required qualifications, experiences and other conditions. Only hard copies of Expression of Interest (EoI) be submitted by the applicants on or before 30th September, 2026 by 11.30 am in a sealed envelope delivered to address mentioned above and be clearly marked 'Expression of Interest for Financial Management Specialist'.

Any kind of persuasion will be treated as ineligibility of the candidates. Persons who are in Govt. service should submit application through proper channel, otherwise applications may be rejected. The procuring entity reserves the right to accept or reject any or all EoIs without showing any reason whatever.



Mohammad Nazmul Abedin
(Joint Secretary)
Project Director

Government of the People's Republic of Bangladesh
Office of the Project Director
Building Community Resilience & Self-Reliance (BCRSR)
(IDA Credit: 7546-BD and Grant: E326)
Department of Disaster Management
Ministry of Disaster Management and Relief
92-93 Mohakhali C/A, Dhaka-1212

Terms of Reference (ToR)
For
Financial Management Specialist (National) (Package No. SI-4A)

1.0 Background

The World Bank is supporting the Government's investment in DRP and Host Communities through the approved Inclusive Services and Opportunities for Host Communities and Displaced Rohingya People (ISO) Project. The approved project development objective is to improve access to economic opportunities, safety nets, learning, health, and gender responsive services for vulnerable Host and Rohingya communities. The project has five components, of which **Part/Component 1: Building Community Resilience and Self-Reliance (BCRSR) Project** will be direct investment support implemented by the Department of Disaster Management (DDM), Ministry of Disaster Management and Relief (MoDMR).

The Government of the People's Republic of Bangladesh (GoB) has received a Credit amounting to US\$ 30.00 million for providing support services to vulnerable households of the Host communities in all Upazilas of Cox's Bazar and a Grant of US\$ 40.00 million from the IDA/World Bank for providing support services to vulnerable FDMNs communities in Ukhia, Teknaf Upazilas of Cox's Bazar district and Bhasan Char, Hatiya Upazila of Noakhali District implementing "Building Community Resilience & Self-Reliance (BCRSR)" by the Department of Disaster Management under the Ministry of Disaster Management and Relief.

The project has also been designed based on the extensive experience from various MoDMR operations, including the Emergency Multi-Sector Rohingya Crisis Response Project (EMCRP), Social Safety Nets Systems for the Poorest Project (SNSP), and other projects in the country such as the Health and Gender Support Project (HGSP). Provision of technical and financial resources will ensure DDM is able to provide their communities with the appropriate support and assistance to realize the full benefits of the investments. Provision of these works, services and/or activities are aligned with the institutional mandate of DDM.

Overall Project Objectives are:

- (i) enhance income generating opportunities and resilience for vulnerable households in host communities; and
- (ii) to improve access to basic services and enhance resilience of Forcibly Displaced Myanmar Nationals/DRP :

Specific objectives

- To provide wages/stipends to approximately 20,575 host community households through EGPP⁺
- To improve community workfare to expand basic services for 100,000 FDMNs by directly engaging 20,000 FDMNs, prioritizing at-risk youth and women in case of gender sensitive labor-intensive public works (LIPW) in productive activities.
- To enhance social resilience of 350,000 FDMNs, by engaging 70,000 FDMN, mainly women, working age children, elderlies and persons with disabilities in providing community services

A Project Management Unit (**PIU**) will be set up to assist the Project Director (PD) in project management. Project Implementation will be led by the Project Director with the support of a full-time team within the Project Implementation Unit (PIU) will be established. According to the approved DPP, a Project Director and a Deputy Project Director have been appointed to ensure smooth project implementation and supervision.

The proposed financing will help to maintain the coverage of beneficiaries (approximately 20,575) under on-going MoDMR support to the Host communities in the Cox's Bazar district. Due to such coverage, there are lots of sub-projects will be undertaken for providing support to the host community and Procurement Specialist-01 and Financial Management Specialist-01 for fiduciary management and supervision of activities of firms; Program Specialist-01; Management Information System (MIS) Specialist-02, Social and Environmental Specialist-01 and Junior Financial Management Consultant-1 will be appointed for facilitation and coordination of Project activities and to provide support for effective implementation of the project activities for EGPP⁺ operations. The PIU Team will be supported by qualified service provider (s), including specialized agencies, to coordinate and administer day-to-day activities under this component. This will comprise Sub-projects Selection, beneficiary enrolment; compliance through Social & Environmental Safeguards Screening and sub-project monitoring; payments; training and administrative systems development and management.

2.0 Objective of the assignment

The main objective of this consultancy assignment is to assist the PIU in financial management in accordance with the World Bank Financial Management Manual/Handbook and the rules, regulations and orders of the government of Bangladesh, ensuring regular payments against any bills/ invoices, and keeping records of all financial transactions.

3.0 Scope of Services

The Financial Management Specialist will closely work with the PIU staff, consultants, outsourced staff, and stakeholders to help implement the project successfully together. The Specialist will review the Development Project Proforma ("DPP"), the Project Appraisal Document and the Financing Agreement to better understand his/her duties, roles, responsibilities and scope of services under the Project. The overall scope of work of the Financial Specialist include, but are not limited to, the following tasks.

Task 1: The **Financial Management Specialist** will undertake to perform the services with the highest standards of professional and ethical competence and integrity and try his/her best efforts to achieve the desired goal and objectives of the project.

Task 2: Manage the accounting and budgeting systems to ensure proper fund utilization, enable performance analysis, ensure regular reconciliation, etc.;

Task 3: Process withdrawal applications for IDA funds to the Government Consolidated Fund and/or Designated Account, and prepare relevant financial management reports;

Task 4: Ensure adequate internal controls for funds management, separation of duties and policy for authorization of transactions, etc.;

Task 5: Coordinate with internal and external auditors to provide information and address queries; Coordinate annual project audits, prepare Annual Project Financial Statements (APFS), facilitate auditors' access to records, monitor implementation of audit recommendations, maintain an audit observation tracker, and prepare periodic reports on the resolution status of audit findings.

Task 6: Prepare periodic reports required by MoDMR or IDA, and ensure proper follow-up of necessary actions; and

Task 7: Any other works assigned by the Project Director/Deputy Project Director.

4.0 Reporting and Deliverables

The Financial Management Specialist will prepare and submit the following reports/documents on a one-time and/or recurrent basis to the Project Director and the PMU for his/her duties and responsibilities.

Sl. No	Description	Reporting Time
1	Updated Books of Accounts and Records	Continuous
2	Statement of Expenditure (SOE) to WFACS of the World bank, Chennai office and its follow-up	As required
3	Prepare all report of IMED and relevant Ministries	Monthly and quarterly
4	Interim Unaudited Financial Reports (IUFR)	Quarterly
5	Relevant reports, statements, schedules to Auditors and reviewers	As required
6	Annual work plan and Budget and fund forecast	As required
7	L/C opening and management	As required
8	Reconciliation of Bank, imprest/advance accounts	Monthly
9	Revenues to govt. exchequer	Monthly
10	Follow-up all bills in Central bank and other offices	As required
11	All contract payments and amendments	As required
12	All other works assigned by PD	As required
13	Annual Project Financial Statement	Annually
14	Memorandum on internal and external audit observations	Quarterly
15	Project Completion Report	After completion.

5.0 Duration of the Assignment and monthly remuneration

The duration of the assignment for the Financial Management Specialist will be 22 calendar months. The Project duration is estimated up to 30 June 2028. The duration of the assignment may be increased or decreased depending upon the performance of the Financial Management Specialist, the needs and budget allocated for the Project and the duration of the Project. Continuation of the contract will depend on the satisfactory performance of the Financial Management Specialist till the project period.

6.0 Academic Qualification and Experience

1. Minimum M. Com/ MBA in Accounting/ Finance. Members of a Professional Accountancy Organization (PAO) (CA/ACCA/CMA etc.) accredited by the International Federation of Accountants (IFAC) will be an added advantage. Membership by mutual certification or reciprocity (without appearing examination) shall not be considered educational qualification.
2. At least ten (10) years of work experience in financial management in government/semi government institutions, or with international donors, implementing development projects.
3. Extensive knowledge rules and regulations of Government budgeting, Development Project Proposal fundamentals, fund release and reporting requirements. Experience/exposure on World Bank's fund operating conditions & reporting requirements would be an advantage.
4. Extensive knowledge of IDA's financial management and disbursement procedures.
5. Fully conversant with and have had hands on experience in application software and in Computerized Accounting System with ability to assist in implementation and customization.
6. Proven track record of ability to develop a Chart of Accounts with relevance to DPP. Disbursement Categories and Project Components and befitting the relevant computerized

accounting system and the reporting and Proficiency in IBAS⁺⁺ and knowledge of Government Financial Rules (GFR);

7. Excellent spoken and written Bengali and English skills.

7.0 Institutional Arrangement

The Financial Management Specialist will carry out his/her responsibilities and duties under the general supervision and guidance of the Project Director and work in close collaboration with other officials/consultants of the Project. He/she will report to the Project Director. The duty station will be at the PIU established in Dhaka/Cox's bazar office.

8.0 Facilities and Services to be provided by the PIU

The PIU will provide the necessary office space, office equipment and furniture, stationery, data, information, documents in connection with the Project financial management and other logistics.

9.0 Selection Method

The Financial Management Specialist will be selected following the Selection of Individual Consultants as set forth in accordance with the World Bank Procurement Regulations for IPF Borrowers, Seventh Edition, September 2025 (the "Procurement Relations"), the Public Procurement Act, 2006 and the Public Procurement Rules, 2025 (together the "National Procurement Laws").

