



Government of the People's Republic of Bangladesh  
Ministry of Planning  
Statistics and Informatics Division  
Bangladesh Bureau of Statistics  
Statistical Capacity Enhancement and Modernization Project (SCEMP)  
Parishankhyan Bhaban, E-27/A, Agargaon, Dhaka-1207  
[www.bbs.gov.bd](http://www.bbs.gov.bd)

**STATISTICAL CAPACITY ENHANCEMENT AND MODERNIZATION PROJECT  
(SCEMP)**

**Request for Application (RFA)**  
(Time based Contract)

for  
Selection of **Junior Financial Management Specialist**  
Package No.: SD-12

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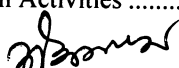
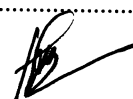
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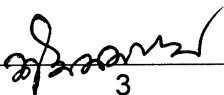


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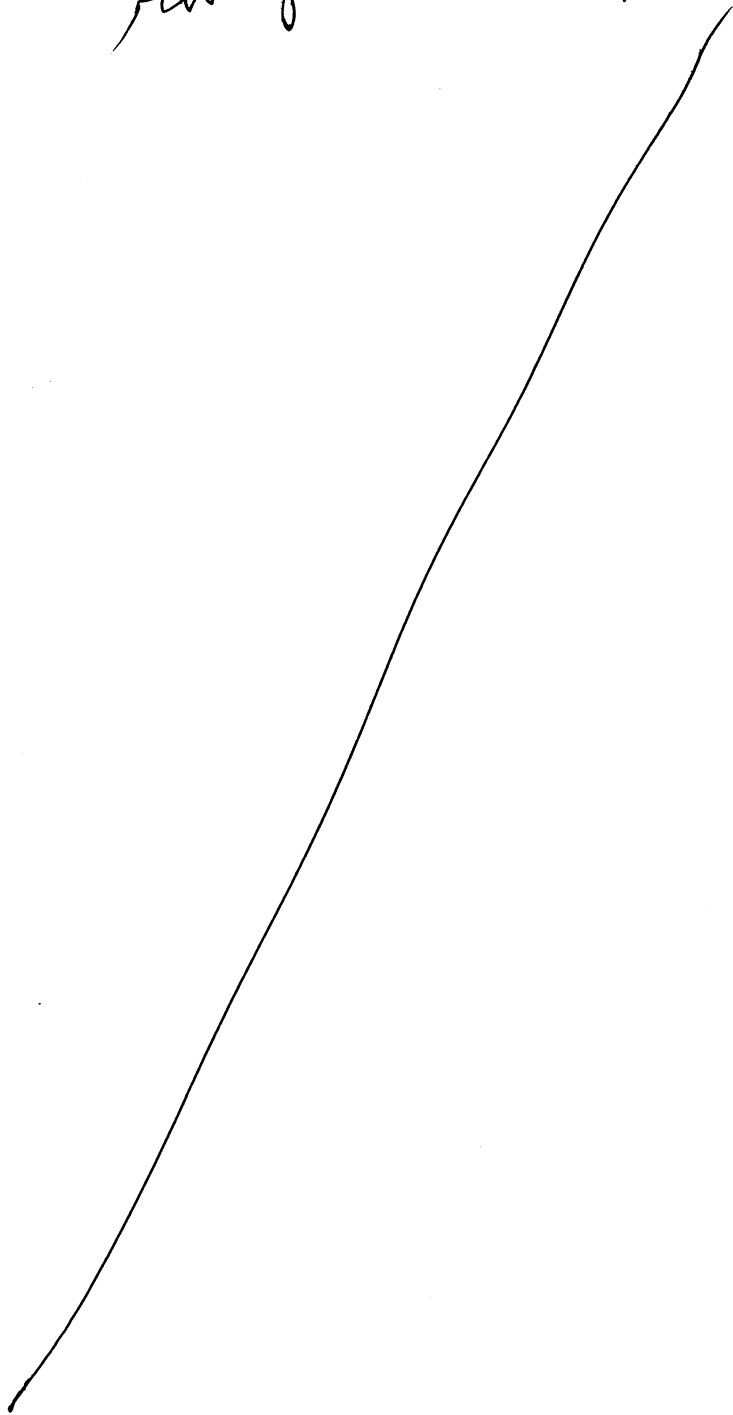



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# Section 1. Information to the Applicants

## A. General

1. Scope of assignment
  - 1.1 The Client has been allocated public fund for Statistical Capacity Enhancement and Modernization Project (SCEMP) and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant
  - 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
  - 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.  
***[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]***
3. Eligible Applicants
  - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions
  - 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 133 (9) of the Public Procurement Rules, 2025.
  - 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc. must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his/her Applications
  - 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.
  - 3.5 The Applicant has the legal capacity to enter into the Contract.
  - 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
  - 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices in accordance with Sub-Clause 4.2.
  - 3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5



4. Corrupt, Fraudulent, Collusive, Coercive or Obstructive Practices
- 4.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
- 4.2 The Government defines corrupt, fraudulent, collusive, coercive or obstructive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4**.
- 4.3 Should any corrupt, fraudulent, collusive, coercive or obstructive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
- 4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a Contract under public funds., the Client shall:
- (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an application for award; and
- (b) declare the Applicant ineligible, either indefinitely or for a stated period, from participation in procurement proceedings under public funds.
5. Conflict of Interest
- 5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 5.3 Pursuant to Rule 71 of the Public Procurement Rules 2025, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.
- 5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.

## B. Preparation, Submission & Modification or Substitution of Applications

6. Preparation of Application
- 6.1 Applications shall be typed or written in indelible ink in **English language** and shall be signed by the Applicant. Applicants are required to complete the following Forms:

- (a) Form 3A: Application Submission Form;
- (b) Form 3B: CV of the Applicant, and

(c) Form 3C: Remuneration and Reimbursable

6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.

7. Submission of Application

7.1 Pursuant to Rule-135(5) of the Public Procurement Rules 2025, prospective Applicants can deliver their application by hand, mail, courier service to the address mentioned in the request for Application advertisement. The application can be submitted through electronic mails as well.

7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.

7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.

7.4 The closing date for submission of Application is 10.10.2026, 04.00 PM. Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late and returned unopened to the Applicant.

7.5 Applications may be modified or substituted before the deadline for submission of Applications.

7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.

7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

## C. Evaluation of Applications

8. Evaluation of applications

8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.

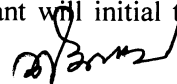
8.2 The points to be given under each of the evaluation Criteria are:

| Criteria                                                                                                                           | Points     |
|------------------------------------------------------------------------------------------------------------------------------------|------------|
| • Educational Qualification                                                                                                        | 15         |
| • Relevant Working Experience and its adequacy for the assignment                                                                  | 70         |
| • Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others). | 15         |
| <b>Total points:</b>                                                                                                               | <b>100</b> |

- 8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points 70 shall be considered disqualified.
- 8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants.
- 8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC and shall be rated with ten (10) points: **Not Applicable**
- 8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared: **Ranking will be based on 8.2 above.**
- 8.7 In pursuant to Rule 136 of the Public Procurement Rules 2025, there shall be no public opening of Applications.
- 8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee (POC)
- 8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.
- 8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.

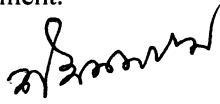
9. Application  
Negotiations

- 9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 144 of the Public Procurement Rules 2025 at the address of the client.
- 9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
- 9.3 During negotiations, the Client and the Applicant shall finalize the "Terms of Reference", work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services.
- 9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.
- 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed negotiated Contract.



## D. Award of Contract

- |                              |                                                                                                                                                                                                                                                                                                             |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. Award of Contract        | 10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.                                                                                                                                                  |
| 11. Debriefing               | 11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.<br><br>11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected. |
| 12. Commencement of Services | 12.1 The applicant is expected to commence the assignment on 01.11.2026 at the location Dhaka. The duration of the contract shall be 36 months from the date of commencement.                                                                                                                               |



## Section 2. Terms of Reference

### 1. Project Background:

The Statistical Capacity Enhancement and Modernization Project (SCEMP) is a World Bank–financed project implemented by the Bangladesh Bureau of Statistics (BBS) to support the Government of Bangladesh in developing a modern and integrated National Statistical System (NSS). The project aims to strengthen the capacity of BBS and other data-producing agencies to produce, manage, use, and disseminate reliable, timely, and high-quality data to support transparency and evidence-based policymaking. It will do so through investments in: (i) modernizing physical and statistical infrastructure, including data management and information and communication technology (ICT) systems, to support core macroeconomic, fiscal, and other policy functions; (ii) improving the transparency and timeliness of data production and dissemination to ensure broad access for government, the private sector, civil society, and citizens; and (iii) building public-sector capacity to utilize statistical, administrative, and big data to strengthen citizen-centric service delivery.

SCEMP constitutes Component 1 of the World Bank’s Strengthening Institutions for Transparency and Accountability (SITA) project (US\$250 million), a multi-agency operation designed to enhance access to reliable public statistics, increase tax compliance, and improve the efficiency and accountability of public spending. SITA is implemented through BBS, the National Board of Revenue (NBR), the Bangladesh Public Procurement Authority (BPPA), the Planning Division, and the Office of the Comptroller and Auditor General (OCAG). Under SITA, BBS is responsible for implementing Component 1 (SCEMP), with an allocation of US\$82 million.

These Terms of Reference describe the responsibilities and tasks of the **Junior Financial Management Specialist** to be engaged under the BBS Project Implementation Unit (PIU).

To support the successful implementation of SCEMP, BBS seeks to engage a Junior Financial Management Specialist (JFMS) to support execution and provide technical expertise in managing the project’s financial operations, budgeting, and tracking of expenditure, in compliance with World Bank Procurement Regulations for IPF Borrowers (July 2016, revised November 2020, or as amended) under IDA.

### 2. Objective of the Assignment

The objective of the assignment is to establish and manage an efficient financial management system for the SCEMP, ensuring compliance with the financial guidelines of the GoB and the World Bank. The consultant will support the Project Director and the Financial Management Specialist in managing financial processes, improving accounting systems, and ensuring accurate and timely financial reporting, thereby enhancing accountability and transparency.

### 3. Scope of Work

The Junior Financial Management Specialist will undertake the following tasks:

- Financial Systems Management – Establish and maintain in collaboration with the FMS for a robust financial management system, align the chart of accounts with GoB and World Bank standards, and integrate budgeting with accounting systems.

- Budgeting and Fund Management – Assist in preparing budgets as per guidance form the FMS, ensure timely fund disbursement.
- Accounting and Reporting – Review payments for compliance, prepare financial reports and statements, and support audit documentation.
- Audit and Compliance – Work with auditors to ensure adherence to financial regulations, review audit findings, and strengthen internal controls.
- Procurement and Payments – Support procurement activities, process payments, and reconcile financial transactions.
- Asset and Expenditure Monitoring – Maintain fixed asset records, conduct field visits, and monitor financial progress.
- Other Duties – Perform additional tasks as assigned by the Project Director.

#### 4. Reporting and Deliverables

- The Consultant will report directly to the Project Director and work closely with the Financial Management Specialist, Project Implementation Unit (PIU) and other relevant stakeholders.

| 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      | Preparing all report of IMED and relevant Ministries;                                        | Monthly and quarterly |
| 4      | Preparing Interim Unaudited Financial Reports (IUFR);                                        | Quarterly             |
| 5      | Preparing Relevant reports, statements, schedules to Auditors and reviewers;                 | As required           |
| 6      | Drafting Annual work plan and Budget and fund forecast;                                      | As required           |
| 7      | Reconciliation of Bank, imprest/advance accounts;                                            | Monthly               |
| 8      | Revenues to govt. exchequer                                                                  | Monthly               |
| 9      | Assist to take follow-up all bills in the concerned bank and other offices                   | As required           |
| 10     | Assist to make all contract payments and amendments                                          | As required           |
| 11     | All other works assigned by the Project Director                                             | As required           |
| 12     | Asist to Prepare Annual Project Financial Statement                                          | Annually              |
| 13     | Project Completion Report                                                                    | After Completion.     |

#### 5. Qualification

- At least a second-class Master's Degree in Accounting, Business Administration, Finance, or related subject.

#### 6. Experience

- Minimum of 05 years of post-qualification experience in financial management
- Experience in managing contract payments, fund disbursements, and financial reporting in Government and Development Partners funded projects.
- Having working experience in preparation of IUFR and Withdrawal applications and submission to world bank through client connection.
- Having adequate knowledge and experience in Integrated Budgetary and Accounting System (IBAS++);
- Strong organizational and planning skills, with the ability to work independently and under pressure.
- Ability to develop a chart of accounts and manage financial reporting systems.

- Fluent in Bengali and English (spoken and written).
- Proficiency in Microsoft Office and financial software systems.

#### **7. Duration of Contract and Duty Station**

- The duration of the assignment will be 36 (thirty-six) person-months. The project reserves the right to amend the assignment's duration or scope, contingent upon satisfactory performance and project requirements, in consultation with the World Bank.
- Duty Station: Project office/Head office located at PIU Office located at Dhaka; however, the consultant needs to do field visits, and the Project Director will discuss and agree on a mutually acceptable working arrangement for the consultant to work remotely from his/her home location.

#### **8. Institutional arrangements**

- The PIU will be responsible for core project management functions and for coordinating project activities. A team of consultants will assist the PIU and will report to the Project Director and Deputy Project Directors, and so do the Junior Financial Management Specialist. The PIU will provide the necessary office space, office equipment, stationery, data, information, and project-related documents, as well as transportation facilities for field trips.

#### **9. Selection Method:**

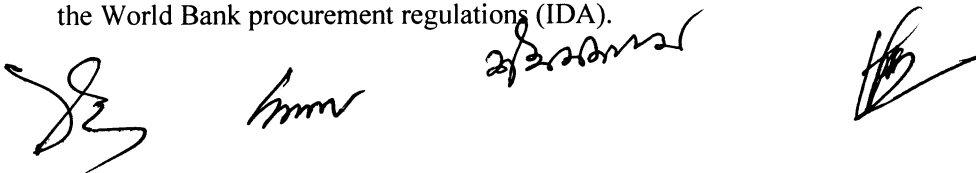
- Selection of the consultant will follow the World Bank's procedures for the Open Competitive Selection of Individual Consultants as described in the Procurement Regulations for IPF Borrowers of the World Bank.

#### **10. Evaluation Criteria:**

- The most experienced and best qualified individual among the candidates and fully capable of carrying out the assignment shall be selected and invited for negotiation. The evaluation shall be based on the relevant qualifications and experience of the individual Consultant.

#### **11. Conflict of Interest:**

- The consultant shall not have any actual, potential or perceived conflict of interest as defined under the World Bank procurement regulations (IDA).

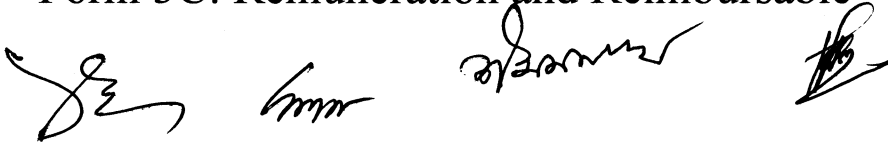


### **Section 3.     Application Forms**

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable

Four handwritten signatures in black ink, arranged horizontally. The first signature is a stylized 'J' followed by a flourish. The second is a cursive 'L' followed by 'mm'. The third is a cursive 'J' followed by 'mm'. The fourth is a cursive 'J' followed by a flourish.

## Form 3A. Application Submission

[Location: dd/mm/yy]

To:

-----  
[Name]  
-----

-----  
[Address of Client]  
-----

Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I do not have any conflicts of interest connecting to the proposed assignment in accordance with Clause 5 of Section 1 of the RFA.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive, coercive or obstructive practices in accordance with Clause 4 of Section 1 of the RFA.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1 of Section 1 of the RFA.

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

I remain,

Yours sincerely,

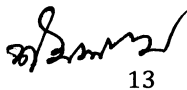
Signature

Print name

Address:

Tel:

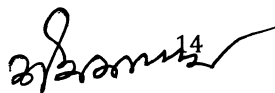
**Attachment:**



## Form 3B. 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/yy]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |                                        |                                        |            |                                  |                                 |            |       |     |            |       |     |
| 4          | NATIONALITY :                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |                                        |                                        |            |                                  |                                 |            |       |     |            |       |     |
| 5          | MEMBERSHIP IN PROFESSIONAL SOCIETIES                                                                                                                               | <i>[state rank and name of society and year of attaining that rank].</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                      |                                        |                                        |            |                                  |                                 |            |       |     |            |       |     |
| 6          | EDUCATION                                                                                                                                                          | <i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised 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          | LANGUAGES & DEGREE OF PROFICIENCY                                                                                                                                  | <u>Language</u><br><br><i>e.g. English</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <u>Speaking</u><br><br><i>Fluent</i> | <u>Reading</u><br><br><i>Excellent</i> | <u>Writing</u><br><br><i>Excellent</i> |            |                                  |                                 |            |       |     |            |       |     |
| 9          | COUNTRIES OF WORK EXPERIENCE                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |                                        |                                        |            |                                  |                                 |            |       |     |            |       |     |
| 10         | EMPLOYMENT RECORD<br><br><i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i> | <div style="display: flex; justify-content: space-between;"> <div> <i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i><br/><br/> <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i> </div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">EMPLOYER 1</td> <td style="width: 30%;">FROM: <i>[e.g. January 1999]</i></td> <td style="width: 30%;">TO: <i>[e.g. December 2001]</i></td> </tr> <tr> <td>EMPLOYER 2</td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>EMPLOYER 3</td> <td>FROM:</td> <td>TO:</td> </tr> </table> |                                      |                                        |                                        | EMPLOYER 1 | FROM: <i>[e.g. January 1999]</i> | TO: <i>[e.g. December 2001]</i> | EMPLOYER 2 | FROM: | TO: | EMPLOYER 3 | FROM: | TO: |
| EMPLOYER 1 | FROM: <i>[e.g. January 1999]</i>                                                                                                                                   | TO: <i>[e.g. December 2001]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |                                        |                                        |            |                                  |                                 |            |       |     |            |       |     |
| EMPLOYER 2 | FROM:                                                                                                                                                              | TO:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                      |                                        |                                        |            |                                  |                                 |            |       |     |            |       |     |
| EMPLOYER 3 | FROM:                                                                                                                                                              | TO:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                      |                                        |                                        |            |                                  |                                 |            |       |     |            |       |     |






|                  |                                                                                |                                                                                                                                                                  |
|------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EMPLOYER 4 (etc) | FROM:                                                                          | TO:                                                                                                                                                              |
| 11               | WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT | <i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i> |
| 12               | COMPUTER SKILL                                                                 |                                                                                                                                                                  |

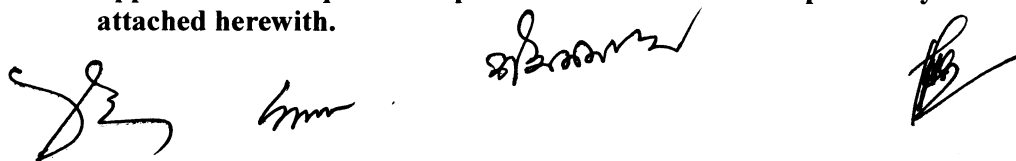
# CERTIFICATION

*[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 |  |  |  |
| dd / mm / yyyy  |  |  |  |

**Note: Applicants are requested to provide some information specifically in the ANNEX-D attached herewith.**



## Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1**.

**(1) Remuneration**

| Rate<br>(per month in Tk) | Staff Time<br>(Number of month) | Total (Tk) |
|---------------------------|---------------------------------|------------|
|                           |                                 |            |

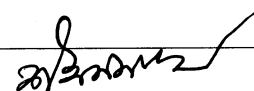
**Note: A month consists of 30 calendar days.**

**(2) Reimbursable (as applicable)**

|                                                  | Rate per unit | Total unit | Total Amount (Tk) |
|--------------------------------------------------|---------------|------------|-------------------|
| (a) Per Diem Allowance                           |               |            |                   |
| (b) Air Travel Costs                             |               |            |                   |
| (c) Other Travel Costs<br>(state mode of travel) |               |            |                   |
| (d) Communication charges                        |               |            |                   |
| (e) Reproduction of Reports                      |               |            |                   |
| (f) Other Expenses ( <i>to be listed</i> )       |               |            |                   |
|                                                  |               |            |                   |
|                                                  |               | Sub-total  |                   |

|                            |  |
|----------------------------|--|
| CONTRACT CEILING (1) + (2) |  |
|----------------------------|--|






## Section 4. Contract Forms

### Contract Agreement (Time based)

THIS CONTRACT ("the Contract") is entered into this day of [dd/mm/yy], by and between [insert name of Client] ("the Procuring Entity") having its office at [insert address of Client], and [insert name of Consultant] ("the Consultant") having his/her address at [insert address of Consultant].

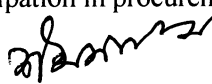
WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

#### General

- |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Services                                                          | 1.1 The Consultant shall perform the Services specified in <b>Annex A</b> ( <i>Description of Services</i> ), which are made an integral part of the Contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2. Duration                                                          | 2.1 The Consultant shall perform the Services during the period commencing from [dd/mm/yy] and continuing until [dd/mm/yy], or any other period as may be subsequently agreed by the parties in writing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3. Corrupt, Fraudulent, Collusive, Coercive or Obstructive Practices | <p>3.1 The Government requires that Client, as well as the Consultant, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.</p> <p>3.2 The Government defines corrupt, fraudulent, collusive, coercive or obstructive practices, for the purposes of this provision, in the <b>Sub-Clause 3.5</b></p> <p>3.3 Should any corrupt, fraudulent, collusive, coercive or obstructive practices of any kind come to the knowledge of the Client, it shall, in the first place, allow the Consultant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.</p> <p>3.4 If the Client at any time determines that the Consultant had been or has been, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a Contract under public funds., the Client shall:</p> <ul style="list-style-type: none"><li>(a) exclude the Consultant from performance of the Contract revoking the award of contract; and</li><li>(b) declare the Consultant ineligible for a stated period of time, from participation in procurement proceedings under public funds.</li></ul> |



3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

**“Corrupt practice”** means offering or promising to offer, directly or indirectly, any bribe, employment, valuable item or service, or financial benefit to any officer or employee of the Procuring Entity or of any other public or private authority, with the intent to influence any act, decision, or procedure of the Procuring Entity in the course of the procurement process or contract execution, or the acceptance or solicitation of such by any officer or employee of the Procuring Entity. It shall also include any involvement of the Procuring Entity or any of its employees in corrupt, fraudulent, collusive, coercive, or obstructive practices as mentioned in these Rules;

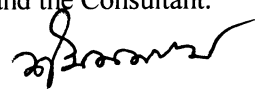
**“Fraudulent practice”** means any act of providing false statements, dishonestly concealing information, or omitting or misrepresenting or distorting facts by any person to influence a decision in the procurement process or contract execution;

**“Collusive practice”** means a scheme or arrangement between two (2) or more Persons, knowingly or unknowingly involving the Procuring Entity or any of its employees, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying the Procuring Entity the benefits of competitive price arising from genuine and open competition;

**“Coercive practice”** means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders.

**“Obstructive practice”** means deliberately destroying, falsifying, altering, or concealing evidence related to a procurement-related investigation, or providing false statements to an investigator so as to impede the investigation of allegations of corrupt, fraudulent, collusive, coercive, or obstructive practices; or intimidating, harassing, or threatening an investigator so as to discourage the disclosure of information or prevent the investigator from carrying out their duties, or directly or indirectly obstructing any action undertaken by the Bangladesh Public Procurement Authority (BPPA) in discharging its responsibilities assigned under the *Bangladesh Public Procurement Authority Act, 2023*.

- |                             |                                                                                                                                                 |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Applicable Law           | 4.1 The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh.                       |
| 5. Governing Language       | 5.1 The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used. |
| 6. Modification of Contract | 6.1 The Contract shall only be modified by agreement in writing between the Client and the Consultant.                                          |

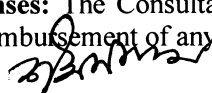


- |                                 |                                                                                                                                                                                                                          |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Ownership of Material        | 7.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client.                          |
|                                 | 7.2 The Consultant may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract.                                      |
| 8. Relation between the Parties | 8.1 Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the Client and the Consultant.                                   |
| 9. Contractual Ethics           | 9.1 No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution. |

### **Payments to the Consultant**

- |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. Ceiling Amount or Contract Price | 10.1 The Client shall pay the Consultant for the Services rendered pursuant to 'Description of Services' 'a ceiling amount not to exceed Tk [insert amount], which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant.                          |
|                                      | 10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B.                                                                                                                                                                                                                                                                                                                                          |
| 11. Remuneration                     | 11.1 The Client shall pay the Consultant for Services rendered with the rates agreed and specified in <b>ANNEX B</b> "Cost estimates for Services and Schedule of Rates". Remuneration rates shall be on monthly/daily/hourly [ delete those inappropriate]                                                                                                                                                                                                  |
|                                      | 11.2 <b>Monthly Rate:</b> The time spent in performing the Services shall include travel time, weekends and public holidays, and to the extent specified in Clause 15.2 shall also include periods of casual leave and sick leave. In cases where only part of a month is worked then remuneration shall be computed by dividing the monthly rate by 30 and multiplying by the number of days worked i.e. time spent (as described above) during that month; |
| 12. Reimbursables                    | 12.1 <b>Per Diem Allowance:</b> The Consultant shall, when performing the Services away from the duty station, be entitled to per diem allowance in accordance with the agreed per diem rates.                                                                                                                                                                                                                                                               |
|                                      | 12.2 <b>Travel Costs:</b> The Consultant shall, when performing the Services away from the duty station, be entitled to travel costs in accordance with the agreed travel costs.                                                                                                                                                                                                                                                                             |
|                                      | 12.3 <b>Other Expenses:</b> The Consultant shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in <b>Annex B</b> .                                                                                                                                                                                                                                                                                           |

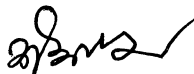
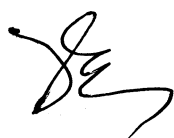





- 12.4 For other reasonable reimbursable expenses not falling within the above three categories, but which may arise during performance of the Services, such expenses will only be reimbursed by the Client as it may at its sole discretion approve, subject to available of budget.
13. Payment Conditions
- 13.1 **Currency:** Payments shall be made in Bangladesh Taka.
- 13.2 **Monthly Payments:** The Consultant shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 13.3 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.
- 13.4 **Suspension:** The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this Contract.
- 13.5 **Refund of Excess Payment:** Any amount if paid to the Consultant in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Consultant within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three(3) months after the acceptance of the final report.

## **Obligations of the Consultant**

14. Medical Arrangements
- 13.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.
15. Performance Standard
- 14.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
16. Contract Administration
- 15.1 **Client's Representative:** The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.
- 15.2 **Reports:** During the course of the assignment, the Consultant shall submit to the Procuring Entity reports as listed in **Annex C**, which shall be type-written or computer composed, and will constitute the basis for the payments to be made under Clause 12.



17. Confidentiality      16.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.
18. Consultant's Liabilities      17.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant.
- 17.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.
19. Consultant not to be Engaged in Certain Activities      18.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.

## **Obligations of the Client**

20. Services, Facilities and Property      19.1 The Client shall, free of any charge to the Consultant, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.

## **Termination and Settlement of Disputes**

21. Termination      20.1 **By the Client**
- The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, Such notice to be given after the occurrence of any event necessitating such termination.
- 20.2 **By the Consultant**
- The Consultant may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to perform any payment related obligations towards the Consultant pursuant to the Contract.
22. Dispute Resolution      21.1 **Amicable Settlement**
- The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 21.2 **Arbitration**
- If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

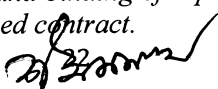
Annex C: Consultant's Reporting Obligations

### **ANNEX A: Description of the Services**

*[Give detailed descriptions of the Services including its (a) Background, (b) Objectives, (c) Detailed negotiated TOR providing a description of Services to be provided, (d) Work plan with dates for completion of various tasks, (e) Place of performance of different tasks, (f) Specific tasks to be approved by the Client; etc.).*

*[also ensure the following data is listed in this Annex in conformity with the Contract Agreement.*

1. *The name of the main location (Duty Station) at which the Services are to be provided. Also advise if any other travel will be necessary, and if so, to which expected locations will the Consultant be required to travel.*
2. *Indicate the Contact Addresses for Notices and Requests as indicated in Clause 22.1 of the Contract Agreement.*
  - (a) *Address of the Client:*  
*(With phone number, Fax number & e-mail)*
  - (b) *Address of the Client:*  
*(With phone number, Fax number & e-mail)*
3. *Logistics and facilities to be provided to the Consultant by the Client are listed below:*
  - *Office space with furniture including file cabinet and electric connection;*
  - *Office Assistant(s)/Support staff;*
  - *Office equipment like computer, printer etc;*
  - *Facilities for production and binding of reports etc. shall be the responsibility of the Client in case of Time based contract.*



- Any other facilities agreed by both Client & the Consultant

## ANNEX B: Cost estimates of Services and Schedule of Rates

### (A) Remuneration

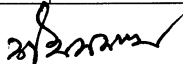
| Name of Consultant                            | Rate, Taka | Quantity      | Total Taka      |
|-----------------------------------------------|------------|---------------|-----------------|
| (a)                                           | (b)        | (c)           | (d) = (b) x (c) |
|                                               |            |               |                 |
| Remuneration is made on a <i>monthly</i> rate |            | Sub-Total (A) |                 |

### (B) Reimbursable

| Items of reimbursable                                               | Unit | Qty             | Rate(Taka) | Total (Taka)    |
|---------------------------------------------------------------------|------|-----------------|------------|-----------------|
| (a)                                                                 | (b)  | (c)             | (d)        | (e) = (c) x (d) |
| (a) Per Diem Allowance                                              |      |                 |            |                 |
| (b) Air Travel Costs                                                |      |                 |            |                 |
| (c) Other Travel cost                                               |      |                 |            |                 |
| (d) Communication charges                                           |      |                 |            |                 |
| (e) Reproduction of reports                                         |      |                 |            |                 |
| (f) Other Expenses (to be listed)                                   |      |                 |            |                 |
|                                                                     |      |                 |            |                 |
| Supporting documents and vouchers must be attached with the invoice |      | Sub-total (B) = |            |                 |

|                            |         |
|----------------------------|---------|
| CONTRACT CEILING (A) +(B)= | Total = |
|----------------------------|---------|



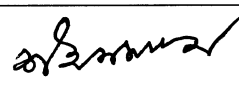
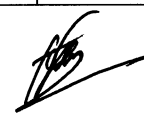



**ANNEX C: Consultant's Reporting Obligations**  
(Sample Format)

- The Consultant will report directly to the Project Director and work closely with the Financial Management Specialist, Project Implementation Unit (PIU) and other relevant stakeholders.

| 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      | Preparing all report of IMED and relevant Ministries;                                        | Monthly and quarterly |
| 4      | Preparing Interim Unaudited Financial Reports (IUFR);                                        | Quarterly             |
| 5      | Preparing Relevant reports, statements, schedules to Auditors and reviewers;                 | As required           |
| 6      | Drafting Annual work plan and Budget and fund forecast;                                      | As required           |
| 7      | Reconciliation of Bank, imprest/advance accounts;                                            | Monthly               |
| 8      | Revenues to govt. exchequer                                                                  | Monthly               |
| 9      | Assist to take follow-up all bills in the concerned bank and other offices                   | As required           |
| 10     | Assist to make all contract payments and amendments                                          | As required           |
| 11     | All other works assigned by the Project Director                                             | As required           |
| 12     | Asist to Prepare Annual Project Financial Statement                                          | Annually              |
| 13     | Project Completion Report                                                                    | After Completion.     |



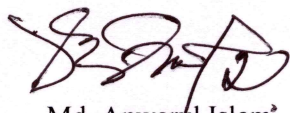



## **ANNEX D**

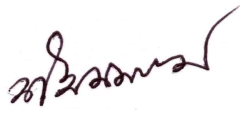
**Specific Response against the Qualification & Experience Requirement mentioned in the Request for Expression of Interest (REoI) for the position of Junior Financial Management Specialist**

| Sl. No. | Qualification & Experience Required as per REoI                                                                                               | Compliance/Response of the Applicant |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1       | 2                                                                                                                                             | 3                                    |
| 1       | At least a second-class master's degree in accounting, Business Administration, Finance, or related subject.                                  |                                      |
| 2       | Minimum of 05 years of post-qualification experience in financial management                                                                  |                                      |
| 3       | Experience in managing contract payments, fund disbursements, and financial reporting in Government and Development Partners funded projects. |                                      |
| 4       | Having working experience in preparation of IUFR and Withdrawal applications and submission to world bank through client connection.          |                                      |
| 5       | Having adequate knowledge and experience in Integrated Budgetary and Accounting System (IBAS++);                                              |                                      |
| 6       | Strong organizational and planning skills, with the ability to work independently and under pressure.                                         |                                      |
| 7       | Ability to develop a chart of accounts and manage financial reporting systems.                                                                |                                      |
| 8       | Fluent in Bengali and English (spoken and written).                                                                                           |                                      |
| 9       | Proficiency in Microsoft Office and financial software systems.                                                                               |                                      |

Specific responses for the qualification and experience from the applicant are required in column 3. Applicant are requested to provide only relevant documents that best illustrates the criteria described in column 2. Irrelevant documents are discouraged to submit.

  
Md. Anwarul Islam  
Procurement Specialist

  
Sadek Hossain Khoka  
Programmer  
SCEM Project, BBS

  
মোঃ শহীদুল ইসলাম  
উপপ্রকল্প পরিচালক

  
Mohammad Fazla Azim  
Project Director  
SCEM Project, BBS