

TERMS OF REFERENCE

FOR

Junior Consultant (Financial Management), Package SD-33

ADB Loan 3705-BAN (COL): Urban Primary Health Care Services Delivery Project-Additional Financing

1. Background of the Project:

The Government of the People's Republic of Bangladesh has received a loan from the Asian Development Bank ("ADB"), Loan no. 3705 BAN and Grant 0607 towards the cost of the Urban Primary Health Care Services Delivery Project-Additional Financing (UPHCSDP-AF) under the Local Government Division (LGD) of the Ministry of Local Government, Rural Development and Cooperatives. The Urban Primary Health Care Services Delivery Project-Additional Financing (UPHCSDP-AF) builds upon three previous urban primary health care (PHC) projects (UPHCP, UPCHP II and UPHCSDP) financed by the Government of Bangladesh (GOB) and the Asian Development Bank (ADB) to further develop and strengthen institutional capacity for sustainable delivery of pro-poor (PHC) services in urban areas through public-private partnership (PPP). The Project will cover a physical network of 45 partnership areas (PAs) in eleven city corporations and eighteen selected municipalities.

2. Objective and Purpose of the Assignment:

The Junior Consultant (Financial Management) (national, individual consultant) will assist the PMU and PIUs for keeping records of related expenditures and revenues as per ADB requirement. To ensure eligibility for payment of the project, consultant will examine invoices and compliances of the contract. Consultant also assists PMU for preparing Contract Award and Disbursement projection in time and follow up the progress. The consultant will assist the Financial Management Specialist and PCR consultant as required.

3. Scope of Work and Detailed Tasks:

The Consultant will carry on routine financial activities of the project following financial policies and procedures and ensuring consistency with ADB's Guidelines and Government's financial rules as applicable. The details of responsibilities and tasks are given below:

- (i) Provide support to the PMU on all financial related activities; maintain relevant file, initiate note, drafted letter, prepared working paper, meeting minutes, invoice, withdrawal application etc.
- (ii) Review and examine the expenditure statements of the PA NGOs and assist to submission of the expenditure statements to ADB for reimbursement;
- (iii) Assist the PMU Training Coordination Unit in developing the training program on computerized financial management system for PMU, PIU and PA NGO staff;
- (iv) Provide guidance and monitor preparation and submission of financial statements as per requirements of ADB and GOB by the project's accounts personnel.
- (v) Help ensure compliance with related rules and regulations of the concerned ministries and the Loan/Grant Agreement with the ADB;
- (vi) Establishing and maintaining a financial management system, including accounts systems, internal control, planning, budgeting, and financial reporting and auditing systems for the projects
- (vii) Establish sound accounting practices and systems to manage project resources
- (viii) Provide accurate, complete, and timely financial information for proper management and monitoring of the projects
- (ix) Prepare annual budget estimates and disbursement plans of the projects
- (x) Ensure transparency and accountability in the operation and make efficient use of available financial resources

- (xi) Comply with audit requirements and prepare annual, monthly, and quarterly reports as required by the Government and the ADB
- (xii) Establish and maintain close relationship and coordination with government agencies relevant to the project
- (xiii) Work closely with LGED to facilitate payment for civil works contracts;
- (xiv) Support preparation, checking and submission of withdrawal applications;
- (xv) provide input for ADB QPR and Annual Report
- (xvi) Coordinate closely with the procurement team of the PMU in order to ensure effective planning and execution of the project's tasks
- (xvii) Any other related task assigned by the Project Director/ Deputy Project Directors.

4. Output/Reporting Requirements:

In coordination with the DPD (Finance), Financial Management Specialist and other PMU officials (specially Accounts Department), the Junior Consultant (Financial Management) will assist to provide following output or reports –

- (i) Annual Projection of Contract Award and Disbursement as per guideline of ADB and estimate in DPP, Procurement Plan (amended from time to time).
- (ii) Annual Budget Bivajon as per ADP according to Govt. rules.
- (iii) Monthly and Quarterly report as per the prescribed form of ERD.
- (iv) Prepare Broad Sheet Reply (BSR) to ministry and FAPAD against audit observation raised (if) by FAPAD along with proper supporting documents.
- (v) Closely monitor computerized accounting activities of PMU, PIUs & PANGOs.

5. Reporting Arrangements:

The Junior Consultant (Financial Management) will work directly under the close supervision of the Deputy Project Director (Finance), UPHCSDP-AF.

6. Training/ Orientation:

The Junior Consultant (Financial Management) will conduct the following Training/ Orientation as per schedule based on the prior approval of PMU. The consultant has to prepare the power point presentation before Training/ Orientation.

Title	Place	Timeline	Number of Participants	Tentative Participants
Training and Orientation on "Financial Management and Accounting System for PA NGO/ ULBs/ PMU Officials under UPHCSDP-II" (2 batches)	Dhaka, Bangladesh	Q4 2024	60 (30 per batch)	PA NGOs, ULBs, PMU, LGD

7. Qualification and Experience Requirements:

The Junior Consultant (Financial Management) should have Master's degree in Finance/ Business Administration/ Accounting or similar subject. S/he should have minimum 7 years of work experience in managing finance and accounts of large establishments involving transaction of accounts at multiple subordinate offices. S/he should be familiar with modern financial management systems and procedures and have hands-on experiences in designing/managing ICT assisted financial management systems. At least 5 years experience with accounting and financial management of projects financed by multilateral agencies such as ADB and/or World Bank is required.

8. Duration:

The assignment will require about 12 (twelve) person-months inputs (continuous) and is expected to start from 01 January 2025 and end by 31 December 2025.

9. Duty Station:

The Junior Consultant (Financial Management) will be stationed at the PMU office in Dhaka, Bangladesh and will be required to travel to various PIUs as and when necessary.

10. Other Details:

The Junior Consultant (Financial Management) will be selected in accordance with the *Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers*. Interested applicants may obtain further details of the project at the address below or from www.uphcsdp.gov.bd

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