

Government of the People's Republic of Bangladesh
Directorate General of Food
Modern Food Storage Facilities Project (MFSP)
Probashi Kallayan Bhaban (Level-17)
71-72, Eskaton Garden, Dhaka-1000.
www.mfsp.gov.bd

Memo No: MFSP-13.01.0000.362.11.216.17

Date 01/01/2018

Request for Expression of Interest (EOI) for Selection of Individual Consultant,
Senior Financial Management Specialist

1. Government of The People's Republic of Bangladesh has received an IDA credit toward the costs of the Modern Food Storage Facilities Project (MFSP), being implemented by the Directorate General of Food (DG Food), Ministry of Food and intends to apply part of it for Individual Consultancy Services who will provide specific technical inputs for effective execution of the Project.
2. DG Food now invites eligible individual national consultants to submit their Expressions of Interest (EOI) for providing the services mentioned below.
3. Duty Location: The positions are based at the Project Management Unit (PMU), Directorate General of Food.
4. Position with qualifications, expertise and key functions.

Position & Number	Minimum Education required	Minimum Expertise required	Key Functions
Senior Financial Management Specialist 1(One)	<ul style="list-style-type: none">• Post-graduation in Accounting with CA/FCA professional degree.	<ul style="list-style-type: none">• 15 years of relevant general working experience.• Minimum 2 years experience in World Bank funded project.	<ul style="list-style-type: none">• Carrying out all financial and accounting activities.• Inclusion of project in the Government FM Information System• Prepare Quarterly interim reports• Working with all auditors• Prepare Annual work plan and Budget• Prepare IMED Report• Submission of SOE to Chennai office and its follow-up.

5. The terms of Reference of the above position are available in the website www.mfsp.gov.bd that will provide detailed scope of work and required qualifications and experience.
6. Duration of the Assignment: The duration of the assignments will be initially eight (8) months, but upon revision of DPP the duration will be extended unto June 2022. However, the duration of the assignment may be increased or decreased according to the performance of the consultant, availability of the consultant, project needs and budget.
7. Selection Procedures: DG Food now seeks the application from eligible applicants to express their interest in providing service (complete CV with detail information about employment history with duties and responsibilities, current remuneration, academic details, major publication (if any), contract address including telephone number and e-mail). The consultants will be selected in accordance with World Bank Guidelines: Selection and Employment of Consultants by the World Bank Borrowers (January 2011). Only short-listed candidates will be contacted.
8. Remuneration: negotiable consolidated remuneration inclusive of all applicable Tax & VAT as per law of Bangladesh within the project allocated budget.
9. Expression of interest (hard copy) must be delivered to the address below by 2 PM 18 January 2018.
10. Interested Consultant may obtain further information at the address of the undersigned during office hours.
11. The authority reserved the right to accept or reject all EOIs.

(Md. Gazi Ur Rahman)
Project Director (Additional Secretary)
Modern Food Storage Facilities Project

Memo No: MFSP-13.01.0000.362.11.216.17

Date 01/01/2018

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1. Secretary, Ministry of Food, Bangladesh Secretariat, Dhaka.
2. Director General, Directorate General of Food, Dhaka.
3. Task Team Leader of MFSP, The World Bank, Dhaka
4. Senior Outreach and Public Awareness Specialist. He is requested to publish the REOI in newspaper, website of CPTU, DG Food and MFSP.

(Md. Gazi Ur Rahman)
Project Director (Additional Secretary)
Modern Food Storage Facilities Project

Government of The People's Republic of Bangladesh
Ministry of Food
Modern Food Storage Facilities Project –MFSP

Terms of Reference for Consultant Services

Individual Consultant

Assignment title	Senior Financial Management Specialist
Assignment duration Contract period	8 Man-Months Upon revision of DPP the duration will be extended unto June 2022
Primary assignment location	Dhaka
Funding source(s)	IDA Project Cr. Number: 52650- BD for Modern Food Storage Facilities Project – MFSP
Contracting entity	Project Director Directorate General of Food

Rafiq

28/12/2017

Engr. Syed Rafiqul Alam
Senior Procurement Specialist
Modern Food Storage Facilities Project
Directorate General of Food, Dhaka

(Md. Gazi Ur Rahman)
28/12/17
(Md. Gazi Ur Rahman)
Project Director (Additional Secretary)
Modern Food Storage Facilities Project
Directorate General of Food, Dhaka.

Context of the Assignment

Government of The People's Republic of Bangladesh has received a grant from the Bangladesh Climate Change Resilience Fund Administered by the World Bank and an IDA credit toward the costs of the Modern Food Storage Facilities Project (MFSP), being implemented by the Directorate General of Food, Ministry of Food, and intends to apply part of the IDA credit for Individual Consultancy Services. The overall project development objective is to increase the grain reserve available to households to meet their post-disaster needs and improve the efficiency of grain storage management.

The Project consist of major 3 components: (i) Development of an improved silo storage system to store grain through the construction of modern grain storage silos at eight selected strategic sites, provision of grain storage bins to eligible households under a voucher system for safekeeping of rice and other food in the event of disasters and food shortages and implementation of environmental and social safeguard management activities identified in the ESMPs and/or RAPs for the Project (Component-A). (ii) Implementation of a food policy research program including, inter alia, a range of priority studies for the development of evidence-based policies, strategies, legal and institutional frameworks for improved food stock management and distribution(Component-B). (iii) Project Management, Construction, Supervision, Technical Assistance, Training and Strategic Studies (Component-C).

The project will be implemented by the Ministry of Food through the DG Food. DG Food will have overall responsibility for project implementation, including fiduciary compliance. The DG Food will also be responsible for overall financial management and operation of the designated account. FPMU will lead the development, management and implementation of the integrated food policy research program under Component B. The Project Steering Committee (PSC), chaired by the Secretary, MoFood, will provide overall guidance and help coordination among various government agencies. The Secretaries of Planning, Agriculture, Forestry, Environment, Finance and Disaster Management, BADC, representatives of the Cabinet, Deputy Commissioners of the districts where silos are being constructed, the DG Food and DG FPMU will be the members of the PSC. The DG Food will act as the Secretary of PSC. The project will be implemented over a period of six years. All works will be completed in year four or five of the project and one to two years will be allowed for the warranty period. A Project Management Unit (PMU) has been established nearby the DG Food's office for day-to-day implementation and monitoring of the project activities.

Objectives of the Assignment

The overall objective of this assignment is to lead and coordinate, as a core member of the MFSP Project Management Unit (PMU), all aspects relevant to the financial management of the project, in accordance with the provisions of the legal agreements prevailing for the MFSP and in line with relevant government rules and regulations. The project will be implemented in accordance with the Governance and Accountability Action Plan (GAAP) in order to ensure proper implementation of the project and the use of IDA and BCCRF Grant funds. Financial Management would be undertaken by a Senior Financial Management Specialist, to be recruited by the Directorate General of Food, and to be based in Dhaka with the PMU. All financial management activities will be undertaken centrally in the Project Management Unit (PMU) at the DG Food office in Dhaka, to ensure fully accountability. Thus the PMU will have a financial management system whose objective is to adequately account for all resources and expenditures in accordance with the provisions in the FM chapter(s) in the Project Implementation Manual.

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Scope of the Assignment

Project Director through its nominated representative, Deputy Project Director and his supports staff, shall work in close association with the consultant with regard to the financial management of the project. In all FM activities the consultant will work directly under and in coordination with the Project Director. The FM chapter(s) in the Project Implementation Manual (PIM) will be the key guiding rule for project financial management. These would be updated time to time and at least once a year to incorporate lessons learned over the past years. The PIM provides complete details/procedures to be followed by the project on the financial management arrangements: (i) Budgeting; (ii) Fund flows; (iii) Accounting; (iv) Internal controls; (v) Financial reporting (quarterly IFRs); and; (vi) External audit based on statement of audit needs agreed with Controller and Auditor General (C&AG) of Bangladesh.

After disbursements begin, required quarterly interim project reports will show: (i) sources and uses of funds by disbursement category; and (ii) usages of funds by project components after expenditures, consolidated fund utilization based on governmental head of accounts, compared with budget. The Government and the World Bank have agreed on a customized report format. The Senior Financial Management Specialist will be accountable to the MFSP management for the overall financial management.

The Key Responsibilities of the Consultant would include, but not be limited to the following:

- a) Reviewing all available project documents to facilitate establishment of a sound financial management system within PMU and supervising all financial planning, recording, accounting, receipt/expenditure budgeting and reporting for the management and implementation of the project;
- b) Providing necessary supports to the employer on establishing a financial management system for the project based on the PIM and guidelines & procedures for financial management under World Bank funded projects, and the government regulations for the management of public funds;
- c) Conducting financial risk assessment and establishing and managing a robust financial management system in conformity with the government's commitment as per the legal documents of the MFSP;
- d) Supervising and mentoring PMU Finance staff including Finance and Accounts Officer in effectively and efficiently discharging their duties and responsibilities;
- e) Operating and maintaining designated project bank accounts (for IDA and BCCRF) in accordance with the GoB rules, regulations and IDA guidelines as applicable.
- f) Preparing budgets and financial forecasts, supervising and managing daily recording of financial transactions, and preparing periodic financial statements and reports for the project;
- g) Assisting PMU and develop ToRs for the hiring of an independent chartered accounting firm, if and when needed, to assess internal controls over contract management, payments, and ex-post review of procurements etc.,
- h) Facilitating the Office of Auditor General of Bangladesh in undertaking periodic reviews and annual audit of PMU financial transactions as per the GoB rules and requirements;
- i) Ensuring that all payments to contractors and consultants are made by the Project Director in accordance with the stipulated IDA guidelines and rules and regulations of GoB.

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- j) Preparing TORs and acting as focal person for related studies, surveys and assessments
- k) He/She must contribute to enhancing the capacity of selected staff from the project implementing agency in financial management by providing regular training.
- l) He/She must produce the corresponding chapter in the Project Implementation Manual (PIM).
- m) Assisting PMU in respect of issues arising in the internal and external audits that need to be promptly addressed and acted upon in a timely manner.

The Consultant will work closely with other members from the Project Implementation Unit and coordinate all relevant activities with other units of DG Food and DG FPMU. The consultant will sit in PMU office in Dhaka at convenient location from DG Food office to whom s/he will be reporting on a day to day basis. S/He will work in close collaboration with the other staff in the PMU.

Expected Outputs & Deliverables

The Consultant will need to produce the following:

No	Description	Reporting Time
1	Carrying out all financial and accounting activities of the project	Continuous
2	Submission of SOE to Chennai office and its follow-up	As required
3	Prepare all report of IMED, Ministry of Food and Finance.	Monthly and quarterly
4	Unaudited Interim Financial Report	Quarterly
5	Working with all audit bodies	As required
6	Annual work plan and Budget	As required
7	L/C opening and management	As required
8	Reconciliation of Bank accounts	As required
9	Ensure deposition of revenues to govt exchequer	As required
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 PMU	As required

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Consultant qualifications and expertise required:

The Senior Financial Management Specialist should have the following academic qualification, skill and professional experiences:

Education:

Post-graduation in Accounting with CA/FCA professional degree.

Experience:

- 15 years of relevant general working experience.
- Minimum 2 years experience in World Bank funded project.

Specific Abilities and Skills:

- Trained on operating Financial Implementation Software;
- Have had hands-on experience in Microsoft or similar computerized Accounting;
- Proven track record of ability to develop a Chart of Accounts befitting the relevant computerized accounting system and the report;
- Knowledge and experience on forensic auditing;
- Ability to impart training to the project staff on financial management system;
- Demonstrated capacity to work in foreign aided projects in a team environment;
- Proficiency in computer operation with experience of working independently; and
- Must possess excellent communication skills in English, both written and spoken.

Reporting and supervision arrangements:

The consultant will report to The Project Director, Directorate General of Food.

Responsibilities of the contracting party

MFSP will provide office space, and relevant institutional support needed to carry out the assignment. The contracting authority will provide all relevant reports, maps, data and studies as are available. The Employer will provide any other assistance not readily available that the consultant may reasonably request, including liaison with the Government and other agencies concerned.

Ref: 5

Annex 1

Brief Description of the Project Modern Food Storage Facilities Project (MFSP)

Project Description

1. The major component of the project is an improvement of silo storage system to store milled rice (and wheat to a lesser extent) with a total capacity of around 535,500 tons. Subject to full compliance with the requirements in the publicly disclosed ESAMF and prior completion of all complementary site-specific studies and analyses required, the silos would be constructed at about eight sites in various strategic locations across the country. The eight sites proposed are on land currently owned by the DG Food, and no land acquisition will be required. BCCRF funds are expected to be used for silo construction at the Narayangang site. Subject to the above requirements or in the event that end-of-construction date at that site would go beyond the BCCRF Grant Agreement closing date, these funds could be used for the silo construction at another project site, subject to prior consultations and approval by the BCCRF Management Committee.

Overall Project Objective:

The overall project development objective is to increase the grain reserve available to households to meet their post-disaster needs and improve the efficiency of grain storage management.

Specific Objective of The Project

The following are the key objectives of the project

- (i) Increased availability of grain stocks immediately following a major disaster event;
- (ii) Increased number of households whose grain needs can be met immediately after the disaster;
- (iii) Improved efficacy of the grain storage system, and monitoring and management of the food stock in the country;
- (iv) Reduced loss in grain stocks relative to pre-project losses;
- (v) Reduced cost in storing foods and its transportation and distribution;
- (vi) Ensured better monitoring, and improved governance and management of food stocks;
- (vii) Achieved higher operational efficiency;
- (viii) Minimized Land area required;
- (ix) Ensured higher security against pilferage; and
- (x) Minimized insect pest infestation and grain moulds.

R. J. G.

[Signature]

Description of the Project Components:

Component A – Construction of Modern Grain Storage Silo Facilities

The primary objective of this component is: i) to improve the storage capacity for grain at the country level by financing the construction of modern steel silos for rice and wheat, that will be built in accordance with social and environmental sustainability parameters and safeguards compliance criteria; and (ii) facilitate the access of households to domestic silos for food grain and seed storage, to improve household level food security during and after natural disasters. This component would include: (A1) Public storage facilities in the form of modern grain storage silos; (A2) Household level storage facility or family silos particularly in the disaster prone areas of the coastal zone; and (A3) Implementation of social and environmental management plans.

Component B – Support for Food Planning and Monitoring Program.

The objective of this component is three fold: i) enhance the institutional capacity of DG Food and FPMU and support these agencies in carrying out their respective mandates; ii) address analytical gaps and support the development of an evidence-based policy framework to improve the efficiency and performance of the country's overall food storage system and management of strategic grain reserves, and iii) improve the coordination of public agencies (in particular DG Food and FPMU with MoDMR) involved in procurement, public storage, and distribution of food grains, as well as disaster relief. FPMU is responsible for monitoring of the food situation in the country and the implementation of related policies, while DG Food is responsible for physical procurement and management of government food stocks in accordance with agreed food security policies including the supply of food to the disaster-affected population, through relief and rehabilitation programs. The component will contribute to reconciling policies and public interventions: i) on food distribution (taking into account short and longer term storage capacities), ii) in response to incremental demand for food grain in post-disaster situations, and iii) aimed at achieving price stabilization for coarse grains normally consumed by the poor and vulnerable.

Activities supported under this component will directly contribute to enhancing the coordination between MoFood and MoDMR agencies, and to improving the decision-making process on food storage, food distribution, and market intervention on the basis of up-to-date, sound and informed analyses. Subsequently, the Bank expects GoB to follow up on these policy recommendations with concrete policy actions and/or improvements to relevant regulations and institutional arrangements that address key questions around enhancing the efficiency and performance of the food storage and food distribution system. To that effect, a range of studies will be developed, undertaken and disseminated under Component B to answer the following strategic challenges: (a) the 'optimum' volume of grain to be stored and its implications on GoB's policies; (b) impacts of GoB food market interventions on price stabilization and broader food markets; (c) improvements in enabling environment to promote a sustainable participation of private sector; (d) strategy for disposing of the grain stored in the modern facilities; (e) current physical condition of the existing public storage facilities; (f) policy, legal and institutional framework, and technical requirements for nutrient fortification; and (g) introducing warehouse receipt system.

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Component C- Project Management, Construction Supervision, Technical Assistance, Training and Strategic Studies.

This component will finance costs required to ensure adequate overall management of the project, monitoring and evaluation of the activities implemented, and capacity enhancement of selected stakeholders. It will include: (C1) project management of the task, incremental staff and expenditures of the DG Food in implementation of the project, the costs for implementing the Governance and Accountability Action Plan (GAAP), including a panel of experts, as needed, a procurement panel, audit and other such costs; (C2) cost of consultants for preparation of bidding documents, construction supervision and updating of designs required during the construction; this would among others include costs for construction supervision, monitoring and evaluation of project impacts; (C3) provision of technical assistance, training, institutional capacity building, preparation of future projects, and any strategic studies needed during project implementation and not covered under Component B.

Roberto

