

Government of the People's Republic of Bangladesh
Internal Resources Division
National Board of Revenue
VAT Online Project
Segunbagicha, Dhaka-1000
www.nbr.gov.bd

Request for Expression of Interest (REOI)

Memo No. 08.01.0000.068.11.005.12(08), 2020-171

Date: 22.02.2021

1	Ministry/Division	Internal Resource Division (IRD)
2	Agency	National Board of Revenue (NBR)
3	Name of Procuring Entity	Project Director, VAT Online Project
4	Procuring Entity Code	Not used at present
5	Procuring Entity District	Dhaka
6	Expression of Interest for selection of	Individual Consultant (National)
7	Title of Service	Selection of Financial Management Consultant
8	EOI Ref. No.	08.01.0000.068.11.005.12(08), 2020-171
9	Date:	22/02/2021
KEY INFORMATION		
10	Procurement Sub-Method	Selection of Individual Consultant (SIC)
FUNDING INFORMATION		
11	Budget and Source of funds	IDA
PARTICULAR INFORMATION		
12	Project/Programme Code (if applicable)	(IDA Credit No.5426-BD)
13	Project/Programme Name (if applicable)	Value Added Tax and Supplementary Duty Act, 2012 Implementation (VAT Online) Project
14	EOI closing Date and time	03.03.2021 and 02.00 BST

Expertise : **Financial Management**
Expertise Group : **Accounting and Auditing.**
Consultant Source : **National**
TOR Keywords : **Financial Management, Audit and Accounts.**

The VAT Online Project (VOP) of National Board of Revenue is to implement the Value Added Tax and Supplementary Duty Act, 2012 in such a way as to strengthen and modernize the VAT administration in Bangladesh in order to increase VAT revenue and reduce the current VAT compliance gap.

A Financial Management Specialist is recruited to support Implementing Agency's in accounting and financial management. The Consultant will

- 1) conduct the financial management due diligence of PMU/ PIU,
- 2) prepare the appropriate risk mitigation plan, and supports in accounting, auditing and financial management in accordance with World Bank's requirement and
- 3) provide support and guidance to PMU/PIU in financial reporting as needed.

The consultant will keep liaise with financial management and accounts staff of PMU/ PIU while delivering the tasks. He will closely work under the supervision of the Project Director/ Deputy Project Director.

A. Financial Management Assessment:

1. assess if previous FM assessment conducted by Word Bank's or other agencies will be applicable,
2. assess the gaps in EA/IA capacity for planning and budgeting, financial management and accounting, reporting, auditing, internal controls, and information systems,
3. review the disbursement and fund-flow arrangements, and
4. assess the financial management risk rating and recommend various practical measures to address the identified risks.

B. Accounting, Disbursement and Reporting.

1. support PMU/PIUs to maintain advances and securing the Ministry of Finances (MOF's) yearly authorization and approval for timely release advances from Bangladesh Bank;
2. support PMU/PIU in providing MIS database on fund flows and accounting;



3. internal audit to ensure compliance with WB's Loan Disbursement Handbook, and ensuring World Bank fund will be separately accounted, administered and maintained from government counterpart fund and donor's fund simultaneously;
4. tracking and expediting payments to suppliers, contractors, consultants and others;
5. conduct physical audit, and monitor cash flow in relation to the project activities/ disbursement;
6. support PIU accounting staff/ FM staff to use WB's Client Portal for Disbursements (CPD) for Withdrawal Application and GFIS (Grant Financial Information System);
7. internal control framework [Ministry of Finance's financial rules, delegation of financial powers, applicable National Board of Revenue (NBR) rules etc.]; and
8. maintenance of accounting records and processes to be followed, and reconcile the project accounts with WB's GFIS (grant financial information system) records.

C. Internal Audit:

1. support improving internal audit process and advise on overall internal audit plan; and
2. mitigate gaps in internal controls and make follow up / monitor the action to be taken.

D. Audited Project Financial Statement (APFS):

1. assist PMU/PIU to prepare annual project financial statements (APFS) acceptable to WB and ensure for timely submission;
2. ensure all PIU's submit the APFS on time and ensure the APFS tally with disbursement amount in WB's Grant Financial Information System (GFIS) for the year;
3. advise and monitor timely resolution of audit observation and work on implementation of auditor's recommendation;
4. support the PMU/PIU on compliances with grant covenant.

E. Reports and Deliverables:

1. Financial Management Assessment Reports;
2. Monthly financial statement reports;
3. Monthly, Quarterly and Annual Reports on the progress on Financial Management Action Plan (as reflected in Project Administration Manual).
4. **PROJECT COMPLETION REPORT** and
5. **DEVELOP PROJECT HANDOVER TOOLS.**

- F. Others:** Any other tasks assigned by the Project Director, Deputy Project Director or any authorized personnel.

Qualification and Experience:

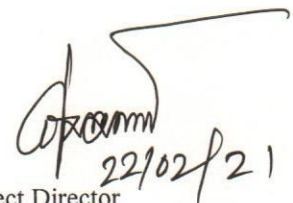
- Professional Accountant (ACA/FCA/ACCA/FCCA)/ having preferably master's in accounting or substantive public sector financial management experience.
- preferably 08 years of professional experience in financial management & public sector at least 2 years of experience in working for externally assisted projects (World Bank/ ADB/ IsDB/ IFAD/ JICA etc.); and
- Sound knowledge of International Public-Sector Accounting Standards, International Standards on Auditing.
- Experience in financial management systems, internal controls, financial reporting, and capacity building measures;
- Experience on accounting, auditing and financial reporting systems and ability to use WB' Client Portal for Disbursements;
- Strong analytical capabilities and proven skills to deal with regular financial issues and resolve promptly, innovatively and independently;
- Fluency in English in and necessary computer literacy.

Minimum General Experience 10 Years

Minimum Specific Experience 08 Years

(relevant to assignment)

Regional/Country Experience Required Desired Not Required


22/02/21

Project Director

VAT Online Project, NBR

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