

Government of the People's Republic of Bangladesh  
Urban Resilience Project (URP), DDM part  
Department of Disaster Management (DDM)  
Ministry of Disaster Management and Relief(MoDMR)  
92-93 Mohakhali, Dhaka-1212

**Request for Expression of Interest (EOI)  
for  
Recruitment of Individual Specialist**

1.	Ministry/ Division	Ministry of Disaster management and Relief(MoDMR)			
2.	Agency	Department of Disaster Management (DDM)			
3.	Procuring Entity Name	Project Director, URP DDM Part			
4.	Procuring Entity Code	N/A			
5.	Procuring Entity District	Dhaka			
6.	Expression of Interest for Selection of	Procurement Specialist-1, Financial Management Specialist -1			
7.	EOI Ref NO.	51.01.0000.029.05.001.2015-05			
8.	Date	6.12.2015			
<b>KEY INFORMATION</b>					
9.	Procurement Method	Selection of Individual Consultant (SIC) following the World Bank Guidelines for “ Selection and Employment of Consultant under IBRD credits & Grants by World Bank Borrowers” revised in July 2014 Please visit for more details : <a href="http://www.ddm.gov.bd.com/">www.ddm.gov.bd.com/</a> <a href="http://worldbank.org/">worldbank.org/</a> <a href="http://www.cptu.gov.bd/">www.cptu.gov.bd/</a> <a href="http://www.modmr.gov.bd">www.modmr.gov.bd</a>			
<b>FUNDING INFORMATION</b>					
10.	Budget and Source of Funds	GoB,IDA credit 5599-BD			
11.	Development Partners (if applicable)	World Bank (IDA)			
<b>PARTICULAR INFORMATION</b>					
12.	Project/ Programme code (if applicable)	N/A			
13.	Project/Programme Name (if applicable)	Urban Resilience Project DDM Part			
14.	EOI Closing Date and Time	27.12.2015 4:00pm			
<b>INFORMATION FOR APPLICANT</b>					
15.	Brief description of Assignment	Available on the above website			
16.	Qualification and Experience	Available on the above website			
17.	Other Details (if applicable)	N/A			
	Package no.	Phasing of Service	Location	Indicative start Date	Indicative Completion Date
18.	URP-DDM-S1 URP-DDM-S2	Initially 12 month on contractual basis, possibility of extension.	Dhaka	Jan, 2016	December, 2016
<b>PROCURING ENTITY DETAILS</b>					
19.	Name of Official Inviting EOI	Abdul Bari			
20.	Designation of Official Inviting EOI	Project Director			
21.	Address of Official Inviting EOI	Urban Resilience Project (URP), DDM part			
22.	Contact details of Official Inviting EOI	Room No.504, 5 <sup>th</sup> floor Department of Disaster Management 92-93 Mohakhali C/A Dhaka -1212			
23.	Application form/ToR	Available on the above website			
24.	Procuring entity reserves the right to accept or reject any/all EOI's				
25.	Interested individuals are requested to submit their EOI in seal envelope with (i) details Curriculum Vitae including academic qualification in details, working experience in the relevant field, age on 01 December 2015, e-mail address, contact info (maximum 8 pages, ii) Copies of academic certificate, (iii) Copies of experience certificate, (iv) two copies of PP size photograph. If any individual does not submit the forgoing documents his/her EOI will not be considered for short listing. Only short listed individual will be contacted for interview. The name of post applied for and address of the individual to be mentioned on the top of the sealed envelope. For any clarification of application purpose only, please follow the client address in the Row 19-22.				
( Abdul Bari ) Project Director					



**Urban Resilience Project (DDM part)**  
**Terms of Reference**  
**Financial Management Specialist**  
**(Individual Consultant)**

## **1. Introduction**

1.1 Although Bangladesh is highly vulnerable to earthquake due to its geological location, the government's preparedness is not adequate to address any of its aftermath. Given the lack of recent earthquake events, an understanding of earthquake risk and corresponding strategies to mitigate the impact of such events is lacking. A National Plan on Disaster Management (2010-2015) includes an Earthquake Management Plan and a National Earthquake Contingency Plan, which have been developed under the Ministry of Food and Disaster Management. These plans identify response and risk reduction activities with corresponding lead and support agencies. However, the plans lack the comprehensive vision of a national earthquake strategy, and a convincing demonstration of benefits, implementation, and controls. Furthermore, the institutional structure for multi-stakeholder engagement to deal with a problem as complex as urban earthquake risk is also lacking and the existing plans do not engage agencies and organizations in a sustainable way.

1.2 To respond to this critical gap in the management of disaster risk in Bangladesh, this project represents the second phase of a multi-phase national DRM program to build institutional capacity to mitigate the impact of earthquakes in the rapidly urbanizing cities of Bangladesh. The objective of the overall engagement is to develop a comprehensive approach to managing earthquake risk through a structured process of knowledge development, education, and planning that involves a wide range of stakeholders to increase engagement and ownership.

### **1.3 Project Components**

The Project comprises five components briefly described below:

#### **Component A: Reinforcing the Country's Emergency Management Response Capacity**

An emergency management system will be put in place that will mobilize the resources at all levels and assign roles and responsibilities more efficiently. The system will be guided by international standards and principles of emergency management and in conformity with national laws and guidelines incorporated in the Disaster Management Act of 2012 and SOD 2010. The overall goal is to design and operationalize an integrated emergency management system in Bangladesh that will enable the country to plan and respond to both common, everyday emergencies as well as major disasters in an organized and effective manner.

#### **Component B: Vulnerability Assessment of Critical and Essential Facilities**

The objective of this component is to develop the consensus-driven analytical foundation required for longer-term investments to reduce risk in the built environment of Dhaka, Sylhet and other cities in Bangladesh. It concentrates on two activities, the first of which is an assessment of the vulnerability of the built environment in Greater Dhaka to earthquakes and other major hazards, focusing on essential and critical facilities and infrastructure. The second activity is the development of risk-sensitive land use planning as a practice in Bangladesh. This will be informed by an understanding of the hazards,

vulnerability, and risk facing urban centers, and by clearly stated consensus-driven disaster risk management (DRM) objectives and policies.

### **Component C: Improved Construction, Urban Planning and Development**

The objective of Component C is to put in place the institutional infrastructure and competency to reduce long-term disaster vulnerability in Dhaka. It would address both the existing built environment as well as future development. The overall scheme for component C covers four areas of investment: (1) create a unit within RAJUK to support the integration of risk information into development planning; (2) put up the infrastructure and processes to ensure an efficient and integral mechanism for land use and zoning clearance, permitting and approval of site and building plans; (3) improve competency through professional accreditation, trainings, continuous education, as well as forums; and (4) strengthen building code implementation and enforcement.

The following activities will be implemented under Component C:

- Create and operationalize an Urban Resilience Unit (URU) in RAJUK (Component C1)
- Establish an electronic construction permitting system (Component C2, US\$ 8.7M)
- Set up a professional accreditation program for engineers, architects and planners (Component C3)
- Improve building code enforcement within RAJUK jurisdiction (Component C4)

### **Component D: Project Coordination, Monitoring and Evaluation**

The objective of Component D is to provide necessary funding for project coordination, monitoring and evaluation. It will also ensure periodic evaluation of the investment program to highlight the outputs and outcomes in support of a longer-term investment program.

### **Component E: Contingent Emergency Response**

Following an adverse natural or man-made event that causes a major disaster, the Government may request the Bank to re-allocate project funds to this component (which presently carries a zero allocation) to support response and reconstruction.

The Consulting service for this assignment is relevant to component A which comprises the following activities:

- Renovate and outfit national-level Disaster Risk Management (DRM) facilities (**Sub-Component A1**)
- Build, renovate and outfit local-level City Corporation and Fire Service and Civil Defense (FSCD) DRM facilities in Dhaka and Sylhet (**Sub-Component A2**)
- Supply, install and integrate specialized Emergency Management and Communications Technology (ECT) equipment for DRM and emergency response within national-level and local-level agencies (**Sub-Component A3**)
- Supply specialized search and rescue equipment to local-level agencies involved in DRM (**Sub-Component A4**)
- Provide Training, Exercises and Drills (TED) to national-level and local-level agencies involved in DRM (**Sub-Component A5**)

**Sub-component A1 and A2 A5 above will be implemented by DDM and sub-component A2, A3 and A4 will be implemented by DNCC.**

Department of Disaster Management (DDM), implementing component A1 and A2 of the project, is seeking to recruit a Financial Management Specialist to join the PIU to ~~lead~~ assist all finance related matters of the project.

## **2. Objective of the Assignment:**

Borrower's ability to successfully implement a project fulfilling the fiduciary requirements of the various stake holders are largely affected by the adequacy and quality of the financial management system used in the project implementation. To attain and maintain the quality and effectiveness of the FM system (?), the existence of an organization for financial management functions having in place, staff with adequate qualifications and appropriate experiences with clearly defined authorities and responsibilities is inevitable. As one of the key senior staff of the project, the Financial Management Specialist will be appointed as the head of the Finance Section of the PIU to ensure fiduciary safeguards while facilitating for smooth operation of the financial management and address issues following World Bank guidelines and Govt. rules and procedures.

## **3. Scope of Services of the FMS will cover but not limited to the following:**

**Financial Management Manual** - Prepare/update a financial management manual that would be embodied in the Operational Manual for the project. The FM manual would include authorities and responsibilities of project staff in respect of various segments of FM functions, recording and processing procedures for payments, fund flow arrangements, budgeting and forecasting requirements, IDA Special Account operation procedures including details regarding replenishment requests and SOE records, accounting and reporting requirements of various GoB agencies and IDA, formats of vouchers, registers and reports, a comprehensive chart of accounts to capture all requisite information, outline of a computerized accounting system to generate timely and accurate financial statements and reports, accounting policies, fund flow and book keeping and reporting procedures for CBOs, internal audit and internal control arrangements, external audit support and compliance arrangements.

**Budgeting** - Assist the PD in preparation of annual budget estimates, revised budget and prepare financial plan complying the approved budget line. The FMS will prepare the project budget in consultation with the other sections of the PIU under a structured budget preparation process, on the basis of approved procurement plan and implementation plan and will undertake the due diligence in preparing realistic budget so that neither the project implementation is constrained by lack of fund due to inadequate budgetary provisions nor the project is questioned for failure to achieve implementation progress commensurate to budgetary provision. The FMS has to ensure the submission the original and revised budget to the planning wing of the Ministry of Local Government, Rural Development and Cooperatives (MoLGRDC) for obtaining Planning Commission's approval under Annual Development plan (ADP) and revised ADP. The FMS will see that the budgeting system is integrated with the accounting system to enable comparison of actual performance with budgets. The FMS will ensure that expenditures are made within the budget and any variance has a valid justification and duly authorized. The FMS will keep track of variances and will provide a variance analysis as part of the quarterly Interim Financial Reports (IFRs).

**Disbursement Plan** – Prepare annual and quarterly disbursement forecasts for all components of the project in line with project's procurement and implementation plan.

**Fund Management** - Obtaining quarterly semiannual fund release for GoB allocated fund and requisite government authorization for use of IDA fund and ensure timely transfer of funds to designated bank, managing IDA fund including operation of designated account, arranging timely replenishment.

**Reconciliation of funds transferred and disbursed-** The FMS will interact closely and follow up with designated bank on timely receipt of a complete and satisfactory reconciliation of funds transferred from the project and actually disbursed in the field and will submit a comprehensive report to the PD within 90 days from each disbursement to designated bank and will provide the assurance that no fund is unaccounted for.

**Processing Payments-** Ensure appropriate continuous arrangement in place for smooth processing, approval and payments of bills for procurement of goods, works and services for the project from all sources of funds complying relevant GoB/IDA rules, maintaining requisites files, records and books, following internal control and safeguard measures. The FMS will ensure that only eligible payments are forwarded for PD's approval and actual disbursements.

**Internal Control** - Ensure that all policies and procedures are in compliance with funding source policies, procedures and requirements and will review the efficacy of internal controls in place and suggest adopting best practices to improve internal governance and to reduce opportunities for corruption.

**Books and Records** - The FMS will ensure maintenance of the adequate registers, books and records in appropriate order to meet the statutory requirements of stakeholders and to facilitate classification and analyzing the financial information for monitoring the project progress.

**Computerized Accounting System** - The FMS will be responsible for operating the Computerized Accounting System (CAS) currently in use for the project and will take steps to keep it ongoing including removal of back log if any. The FMS would be fully conversant with the system and train up other accounting staff in its operation and be responsible for keeping it ongoing. The FMS will arrange to maintain the books and meet the financial reporting requirements using an MS Excel based system if for any reason the computerized system is temporarily functional.

**Development of a Chart of Accounts** - The FMS will maintain the comprehensive Chart of Accounts for the project that has been developed to capture financial data under (i) GoB code of accounts (ii) DPP heads (iii) project components and sub-components (iv) World-Bank disbursement categories for the project so as to enable the computerized system to classify and group financial data for the various financial reports as required by IDA and various GoB agencies. The FMS will be responsible for improving /updating the chart of accounts to meet any additional requirement.

**Fixed Assets Record** - Ensure that the computerized fixed assets records are maintained for the project identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.

**Preparation of Financial Statements and Reports:**The FMS will ensure that the annual financial statements and other monthly and quarterly reports as specified under the GoB Project Accounting Manual and Internal Financial Reports (IFRs) required under the Financing Agreement and as per Reporting Obligations are accurately prepared and timely submitted. Interface with External Auditors-The FMS will attend entry and exit meetings with FAPAD auditors , facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of PMU in meeting audit objections.

**Special Assignments-**Participate in Project Procurement/Tender Committee meetings and activities; assist/advise the PD in all financial matters as and when required.

#### **4. Duration of the assignment:**

Duration of the services would be initially for 12 months with the possibility of extension based on performance and project need.

## **5. Educational Qualifications and Experiences:**

- i. A professionally qualified accountant (**CA, ACCA, CPA, CFA, CMA, CIMA**) with **minimum of 05 (five) years of experience**. Operational knowledge in accounting software will be an added advantage, but not mandatory.
- ii. Proven track record of ability to develop a Chart of Accounts befitting the relevant computerized accounting system and the reporting;
- iii. Experience in the effective supervision of personnel;
- iv. Self-guided, strong organizational and planning skills with the ability to work independently as a team player and under pressure;
- v. Strong interpersonal communicative skills, experience in team leadership and participatory management;
- vi. Ability to impart training to the project staff on financial management system.

## **6. Output & Reporting Requirement:**

The FMS will be responsible directly to the Project Director for duly discharging all project FM functions with the assistance of other FM staff in the section. S/he will ensure that all FM activities are completed on time to meet the deadlines of various GoB authorities and IDA. The FMS shall be responsible for compliance of all financial rules and procedure. The consultant will submit monthly, quarterly and yearly report to the Project Director.

**7.** The Consultant will be selected in accordance with the “Selection and Employment of Consultants under IBRD Credits & Grants by World Bank Borrowers” January 2011 revised July 2014.

Project Director  
Urban Resilience Project (DDM part)  
Department of Disaster Management

**Urban Resilience Project**  
**Terms of Reference**  
**Procurement Specialist**  
**(Individual Consultant)**

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## **Component E: Contingent Emergency Response**

Following an adverse natural or man-made event that causes a major disaster, the Government may request the Bank to re-allocate project funds to this component (which presently carries a zero allocation) to support response and reconstruction.

The Consulting service for this assignment is relevant to component A.

Department of Disaster Management (DDM), implementing component A of the project, is seeking to recruit a Procurement Specialist to join the PIU to lead the procurement of goods, works and services including national and international tendering.

### **2. Objective of the Assignment:**

Borrower's ability to successfully implement a project fulfilling the fiduciary requirements of the various stakeholders is largely affected by the adequacy and quality of the procurement management system used in the project implementation. To attain and maintain the quality and effectiveness of the procurement management system, the existence of an organization for procurement management functions having in place, staff with adequate qualifications and appropriate experiences with clearly defined authorities and responsibilities is indispensable. As one of the key senior staffs of the project, the Procurement Specialist will be appointed as the head of the Procurement Section of the PIU to ensure fiduciary safeguards while facilitating for smooth operation of the procurement management and address issues following World Bank guidelines and Govt. rules and procedures.

### **3. Scope of Works:**

The scope of services of the Procurement Specialist will include but is not limited to:

- i. Lead the procurement of an international consultancy firm, and other staffs as well as goods and works. This should be done in accordance with the guidelines of the World Bank and Public Procurement Rules of Government of Bangladesh (where applicable);
- ii. Prepare and update the Project's Procurement Plan (PPP). This will be done in consultation with the PIU staff and World Bank and will detail contract packages for goods, works and services, estimated cost for each package, procurement or selection methods and processing times till completion of each procurement activity. The PPP will be updated quarterly;
- iii. Prepare annual General Procurement Notices (GPN), Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) and Terms of Reference (TOR) as required;
- iv. Prepare bid documents for the contract packages of the project in consultation with technical staffs, consultants, Project Director and other relevant stakeholders;
- v. Assist with bids and participate in bid opening sessions, evaluation of goods bids and consultants' proposals;
- vi. Participate in selection of the Proposal Evaluation Committee, and record the minutes and other administration of these meetings;
- vii. Prepare the minutes of the Proposal Evaluation Committee meetings, and also prepare the requests for "no objection", and coordinate arrangements for the negotiation process, where necessary;
- viii. Monitor all bidding / tendering process to ensure fairness and transparency;
- ix. Prepare final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Consultants, Suppliers, the World Bank and Technical Officers of Ministries);
- x. Monitor and keeping track of the deliverables of consulting services, supply of goods and services to ensure they meet agreed objectives and budget estimates. Recommend payment based on the progress of deliverables;
- xi. Initiate the procurement processes, including those for Local Competitive Bidding procedures, ensuring compliance with agreed procurement methods' thresholds, prior review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods;
- xii. Establish and maintain procurement filing system, and ensure that all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors and authorized agents or the World Bank staff during post-procurement reviews (PPRs);
- xiii. Provide support and training to members of the Proposal Evaluation Committee on how to review bids and proposal evaluation reports (in response to the Public Procurement Act of 2006 of Bangladesh and Rules 2008); and any other procurement related training for the PIU staff as required by the Project Director.
- xiv. Carry out any other relevant periodic duties that may be assigned by the Project Director/concerned authority from time to time.

### **4. Reporting Arrangement:**

The Procurement Specialist will be responsible to the Project Director (PD) for discharging all project procurement functions. He/she will assist the PD to ensure that all procurement activities are completed on time and in accordance with the procurement plan deadlines.

## **5. Duration of the assignment:**

Duration of the services would be initially for 12 months with the possibility of extension based on performance and project need.

## **6. Expected Outputs:**

- i. Successful implementation of all procurement packages of the project, including the international consultancy firm and other staff and goods required to set up the PIU.
- ii. Comprehensive Project Procurement Plan as detailed above;
- iii. Annual, semi-annual and quarterly procurement report;
- iv. Bidding and contract documents (EOI, TOR, RFQ, RFP, Contracts etc.);
- v. Monitoring report of goods and consulting services (completion, quality, progress etc.);
- vi. Ensure documentation and record keeping of all procurement and appointment decisions;
- vii. Training and Capacity Building of PIU and other relevant staff, as required.

## **7. Qualifications/specialized knowledge/experience required:**

- i. BSc. Engineering or Master's in economics/ statistics/ finance/ business administration/management/ law or other relevant field;
- ii. Candidates having advanced academic/professional qualification(s) in procurement and supply chain or membership of renowned international institution(s) in the field of procurement/purchasing and supply chain will be given preference;
- iii. Candidates shall have at least 10 (ten) years of relevant experience as either a procurement specialist/ consultant or in roles where procurement has been a major part of the job;
- iv. Knowledge of international organizations'/agencies' procurement guidelines and national public procurement regulations and procedures;
- v. Special training on procurement in line with the World Bank rules would be an advantage;
- vi. Excellent communication skills in English, both written and spoken, and competency in computer operation (MS Office etc.);
- vii. The candidate will be self-motivated, with strong organizational and planning skills with the ability to work independently as a team player and under pressure. He/she will have strong interpersonal communicative skills, and the ability to organize and impart training to the project implementing staff on procurement.

**8.** The Consultant will be selected in accordance with the "Selection and Employment of Consultants under IBRD Credits & Grants by World Bank Borrowers" January 2011 (revised July 2014).

Project Director  
Urban Resilience Project DDM part