



Terms of Reference

for

Individual Consultants: Senior Financial Management Specialist (National)

1.0 Background and General Description:

1.1 Overview of the sector

- a. **The livestock value-chains in Bangladesh are largely informal.** Mixed livestock production systems are predominant. There are considerable numbers of cattle and buffaloes and most farmers keep small animals (sheep and goats) and poultry. The livestock supply chains in Bangladesh largely depends on the smallholders, who are mostly practicing subsistence farming and do not have capacity to supply quality and quantity to meet the demand for the livestock industry. The red meat value chain is the least developed, with only two formal meat processing enterprises operating in the country, whereas the poultry chain is the most commercially developed. The milk supply chain provides a mixed picture, as milk not consumed by the farm households is supplied to informal traditional markets (>80%), while the rest enters a much smaller, but growing formal commercial processing and distribution circuit (5%).
- b. **Despite informality, small-holder producers are engaged in commerce and contribute into private sector led value chains.** Many small holder producers in the livestock value chains depend on surplus production being sold to neighbours, markets or off-takers for improved livelihoods and income. Whether formally registered as a business or not, the small holders are de facto private sector actors. They engage in sales of surplus product and thus connect to a large and complex supply chain that include: feed manufacturers, health service providers, artificial insemination providers, logistics and transport providers, processors, retail and wholesale sales agents and exporters.

- c. Dairy production is dominated by small scale mixed crop-livestock units, typically with very low productivity levels.** These dairy production units commonly comprise 1-3 local/nondescript milking cows producing less than 480 liters per cow per annum. Total milk production is approximately 7.27 million tons per the Department of Livestock Services (DLS) (2016).
- d. Beef accounts for about 65% of total meat produced (including goat and poultry).** Animals are generally stall-fed or graze around the homestead, in small family-based production units. Goat meat, also mostly based on small family-based production units, contributes about 5% to national meat output but the goat population has been growing rapidly (nearly 30 % over the last 10 years).
- e. Poultry production continues to thrive.** The poultry industry is moving towards self-sufficiency in meeting local demand for meat and eggs. A significant part of the broiler market (~ 40 %) is dominated by a more resilient locally bred Sonali chicken, which sells for a much higher price (>40 % more) and is suited to backyard / semi-intensive production. The broiler industry now depends on imported maize and protein grains for formulating high performance feeds.
- f. Women are heavily involved in the livestock sector.** Women comprise 68 % of agricultural labor force. They tend to be involved in home-based activities such as feeding and milking of cows as well as raising small ruminants and backyard poultry. Women's involvement in marketing is limited due to traditional norms that restrict their mobility outside the homestead.

1.2 Project Description

The LDDP project seeks to promote climate resilient productivity growth, enhance market access, and improve risk management among smallholder farmers and Agro-entrepreneurs, by providing support for climate smart production systems, farmer empowerment and commercialization.

The project will foster a market-led transformation of livestock production, while ensuring that the supply response to growing demand is sustainable, inclusive, safe, and environmentally conscious. To this end, the project will improve the ecosystem for value chain development by financing key infrastructures including markets, and access to market, insurance and financial products and services, capacity building and knowledge.



Climate resilient livestock production systems will be developed through the promotion of appropriate climate smart agriculture (CSA) practices addressing feeding strategies, animal health and welfare, animal husbandry and breeding, as well as manure and waste management (including production of energy), improved storage and processing. The project will build on existing experience to foster the generation of renewable energy from solar and livestock manure sources.

The project is designed and will be implemented taking into consideration the different gender roles. The project will actively pursue the participation of women across all project components

1.3 Project objectives:

The project development objective is to improve productivity, market access, and resilience of small-holder farmers and agro-entrepreneurs operating in selected livestock systems and value chains in target areas.

1.4 Key expected results

- Farmers adopting improved agricultural technologies (following CSA principles) [core indicator] (50% female).
- Increased productivity of targeted species by direct beneficiaries (aggregated over cattle, buffalo, goat, sheep and poultry).
- Increase in market access reflected in increased sales (milk and/or processed milk products, live animals and meat, and egg) among the livestock producers and value chain actors in project areas (40% for female).
- Farmers, value chain actors have adopted either food safety standards and/or traceability system, and/or livestock insurance (including climate induced risks) (50% of female benefit)

1.5 Project Components:

- Productivity Improvement
- Market Linkages and Value Chain Development
- Improving Risk Management and Resilience of Livestock Production Systems
- Project Management



2.0 Objective of the Consulting Services of Senior Financial Management Specialist:

The main objective of this individual consultancy services (Senior FMS) is the senior financial management arrangements of the project such as : (i) Updated Books of Accounts and Records; (ii) Prepare all reports of IMED and relevant Ministries; (iii) Interim Unaudited Financial Reports (IUFR); (iv) Reconciliation of Bank, imprest/advance accounts; (v) Annual Project Financial Statement; (vi) Memorandum on internal and external audit observations; (vii) Budgeting; (viii) Fund flows; (ix) Assisting STEP and other concern systemic procedure as per WB requirement ; (x) External audit based on statement of audit needs agreed with Comptroller and Auditor General (CAG) of Bangladesh.

3.0 Scope of the Services:

Under the overall supervision of the Project authority, the Expert will work in collaboration with the DLS and relevant entities, project team and the selected processing companies, small and medium enterprises, farmers' organizations and farmers. The duties include, but are not necessarily limited to:

- Preparation of project budget and cash plan based on annual work plan prepared by the PD;
- Preparation of statement of expenditure (SOE), cash flow forecast and submission of withdrawal application to claim funds from the World Bank;
- Processing project transactions directly through iBAS++ and disbursement of funds through the Designated Account (CONTASA) as part of the Government Treasury Single Account (TSA);
- Track project expenditure undertaken if any at District Accounts Offices (DAO) and Upazilla Accounts offices (UAO) and book actual expenditure for any transfers/advances;
- Ensure efficient records management, petty cash/advance and fixed asset register;
- Submission of Monthly Project Accounts to the responsible Chief Accounts Office (CAO) within 10 days of the end of each month;
- To review invoices and payment requests received from suppliers, contractors and consultants, disbursement and others of the project to ensure eligibility for payment;
- To assist to keep smooth funds flow including disbursements and reimbursements;
- To provide technical support to LDDP Project for preparing the annual quarterly disbursement forecasts;



- Submission of Interim Unaudited Financial Reports (IUFR) from iBAS++ with supporting bank reconciliation within 45 days of the end of each quarter for submission to the World Bank;
- Submission of Project Annual Financial Statements for audit in accordance with IPSAS cash-basis or national standard as pronounced by the Comptroller and Auditor General (C&AG) within 90 days of the end of the financial year to the Foreign Aided Audit Directorate (FAPAD);
- Prepare memorandum of action taken to resolve internal audit queries, external audit observations and public accounts committee recommendations
- Ensure appropriate follow-up of compliance with legal provisions of the financial agreement of the project; and
- To regularly monitor financial exception reports for unusual activities, transactions and investigates anomalies or unusual transactions and inform Financial Management Specialist;
- To support the administrative and procurement units of the project for proper coordination;
- Reporting: To prepare monthly reports on progress made so far, implementation approaches, challenges/issues and ways forward.

4.0 Expected Outputs and deliverables of the Assignment

No	Description	Reporting Time
1	Updated Books of Accounts and Records of LDDP	Continues
2	Statement of Expenditure (SOE) to WFACS of the World bank, Chennai office and its follow-up	As required
3	Prepare all report of IMED and relevant Ministries	Monthly and quarterly
4	Interim Unaudited Financial Reports (IUFR)	Quarterly
5	Relevant reports, statements, schedules to Auditors and reviewers	As required
6	Annual work plan and Budget and fund forecast	As required
7	L/C opening and management	As required
8	Reconciliation of Bank, imprest/advance accounts	Monthly
9	Revenues to govt. exchequer	Monthly
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 Project Director and CTC	As required
13	Annual Project Financial Statement	Annually
14	Memorandum on internal and external audit observations	Quarterly

5.0 Duration of the Assignment:

The duration of the assignment is 18 (Eighteen) man-months. However, the duration of the assignment (Contract) may be increased or reduced based on the performance of the Consultant or the requirement of the Project.

6. Selection Method:

A consultant will be selected following the selection of Individual Consultants Method as set forth in the World Bank Procurement Regulations for IPF Borrowers, July 2016 revised November 2017.

7.0 Position Requirements

7.1. Educational Qualifications:

1. **Academic:** Minimum M. Com/ MBA in Accounting/ Finance and related subjects.
2. **Professional:** Associate or member of a Professional Accountancy Organization (PAO) recognized by the International Federation of Accountants (IFAC) will be an advantage.
3. A member of Bangladesh Civil Service (BCS) Audit and Accounts cadre /State Owned Enterprise/Autonomous Bodies/Regulators is preferable

8.1 Technical and Functional Experiences:

- Minimum 10 years work experience of which at least 3 years in a managerial/team lead position in financial management in government, autonomous or semi-autonomous government agency.
- Fifteen (15) years' experiences in the relevant field will be an added advantage
- Proven track record of using the Integrated Budget and Accounting System (*iBAS++*) is mandatory;
- Knowledge of using e-GP system;
- Preferably Budget Management Specialist (BMS) Course offered by Bangladesh Institute of Public Finance (IPF);
- Comprehensive knowledge and understanding of Government Financial Rules (GFR) and donor-fund requirements;
- At least 2 years 'Practical experience in handling development projects;
- High level of proficiency in written and spoken English and report writing; and
- Proficient in use of MS Word, Excel, Power Point




8.2 Behavioral Competencies

- **Client Orientation** - maintains client relationships in the face of conflicting demands or directions and provides evidence-based advice and solutions based on sound diagnosis and knowledge.
- **Drive for Results** - identifies the needed resources to accomplish results involving multiple Stakeholders and finds solutions to obstacles affecting key deliverables.
- **Teamwork and Inclusion** - shows leadership in ensuring the team stays organized and focused, and actively seeks and considers diverse ideas and approaches.
- **Knowledge, Learning and Communication** - Leads in the sharing of best practice, trends, knowledge and lessons learned across units and with clients and partners, articulating ideas Verbally and in writing in a clear and compelling way across audiences of varied levels.
- **Business Judgment and Analytical Decision Making** - Serves as a trusted advisor to others on their decisions, ensuring alignment across units and optimal impact on the organization.

8.3 Languages:

Fluency in written and spoken Bangla and English is required.


25.05.2022