



Government of the People's Republic of Bangladesh
Ministry of Local Government Rural Development and Cooperatives
Local Government Engineering Department

TERMS OF REFERENCE
OF THE
CONSULTANCY SERVICES FOR PIU SUPPORT
(INDIVIDUAL FINANCIAL MANAGEMENT CONSULTANT)
FOR
Western Economic Corridor & Regional Enhancement Program (WeCARE) Phase-I:
Rural Connectivity, Market and Logistic Infrastructure Improvement Project
(RCMLIP)

January 2020

List of Abbreviations:

IDA	: International Development Association
IFAD	: International Fund for Agricultural Development
IFC	: International Finance Corporation
INDC	: Intended Nationally Determined Contribution
GOB	: Government of Bangladesh
LGED	: Local Government Engineering Department
PPA	: Public Procurement Act
PPR	: Public Procurement Rule
PMC	: Project Management Consultant
RHD	: Roads and Highways Department
SAARC	: South Asian Association for Regional Cooperation
WB	: World Bank
WeCARE	: Western Economic Corridor and Regional Enhancement

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TERMS OF REFERENCE OF THE CONSULTANCY SERVICES FOR PIU SUPPORT (INDIVIDUAL FINANCIAL MANAGEMENT CONSULTANT)

1. INTRODUCTION AND BACKGROUND

INTRODUCTION

- 1.1 The Local Government Engineering Department (LGED) seeks to engage a qualified and experienced individual to provide support to the Project Management Unit (PIU) of WeCARE Phase – I for Financial management of the project.

BACKGROUND

- 1.2 Under the Western Economic Corridor and Regional Enhancement (WeCARE) Program (“the WeCARE Program”), the Government plans to transform a 260 km national highway (Bhomra-Satkhira-Navaron and Jashore-Jhenaidah-Bonpara-Hatikumrul, the “Program Corridor”) in the western region into an “Economic Corridor”. The Program Corridor does not include the Navaron-Jashore section, which is expected to be improved as part of the Bhanga to Benapole corridor improvement under the third Indian Line of Credit. The 260 km length will be the ‘spine’ of the Economic Corridor and its area of influence will comprise the ten districts of Jashore, Jhenaidah, Magura, Chuadanga, Satkhira, Natore, Shirajganj, Kushtia, Pabna and Meherpur (“Program Districts”). The local impacts of the Program will be enhanced through a network of improved rural roads, markets, and logistics infrastructure that would be connected to the corridor.
- 1.3 The World Bank’s support to the WeCARE Program will be implemented through a Multiphase Programmatic Approach (the “MPA program”). The MPA program will comprise of upgrading 110 km of the Program Corridor; and the development of secondary and tertiary roads, growth centers, logistics infrastructure and services, and other economic infrastructure in the Program Districts. It will also support COVID-19 relief and recovery; and strengthen road sector management and institutional capacity. The Asian Infrastructure Investment Bank (AIIB) is expected to complement the WeCARE Program by upgrading 150 km of the Program Corridor through parallel financing.
- 1.4 WeCARE MPA will consist of four-phases. The Phase 1 include Upgrading the Jashore-Jhenaidah road section as a smart, resilient and safe highway; and local economic infrastructure. This phase will upgrade a section of the Jashore-Jhenaidah national highway (48 km) from a two-lane single carriageway to four-lane dual carriageway. It will include separate service lanes for slow moving vehicles and vulnerable users on both sides of the carriageway, installation of OFC, and deployment of ITS. It will also finance the upgrading of priority Upazila, Union, and village roads and complementary logistics infrastructure at rural markets (commonly referred to as growth centers) in the four (4) Program Districts of Jashore, Jhenaidah, Magura, and Chuadanga. This phase will also finance the development of

a “Pandemic Response Plan” for a leading road agency in Bangladesh, the required trainings/capacity building activities, and preparatory studies/activities for subsequent MPA phases. The latter will include a needs assessment for farmers benefiting from the investments in all 10 Program Districts to inform the potential inclusion of agriculture activities in future MPA phases.

1.5 WeCARE Phase 1 has the following components:

Component 1: Upgrading the National Highway Corridor¹ and Enhancing Digital Connectivity

This component will be implemented by RHD and support the following:

- (a) Upgrading the Section² from a two-lane single carriageway to a climate-resilient four-lane dual carriage way with a service lane on each side;
- (b) (i) supporting the design of a climate-resilient optical fiber cable (OFC) system and intelligent transport system (ITS) for the Program Corridor; and (ii) supporting the installation, and operations and maintenance of the climate-resilient OFC system and the ITS;
- (c) (i) supporting the design of a pilot safe corridor demonstration program (SCDP) for the National Highway Corridor; and (ii) supporting the implementation of the SCDP along the Section, including: (A) implementing road safety countermeasures; (B) providing support for enhancing enforcement of traffic rules, including, *inter alia*: (I) the acquisition of patrol vehicles and motorcycles, breathalyzers and speed control radar guns; and (II) speed enforcement through CCTV cameras linked to control centers, all for the exclusive use of traffic control; (C) providing support for post-crash response and rescue, including the acquisition of ambulances, tow trucks (wreckers), cranes and metal-cutting equipment; and (D) carrying out public awareness campaigns; and
- (d) supporting studies, assessments, surveys, and data collection in relation to, *inter alia*, the feasibility, design, supervision, and technical aspects of the activities listed in (a) to (c) above, with respect to the Program Corridor, National Highway Corridor, or Section, as applicable.

Component 2: Upgrading Secondary and Tertiary Roads; and Complementary Logistics Infrastructure and Services

This component will be implemented by LGED and support the following:

- (a) Supporting, in the Project Districts³,: (i) the development and upgrading of complementary logistics infrastructure, including, *inter alia*: (A) selected markets and logistics infrastructure for selected agriculture value chains, livestock and fishing; and (B) amenities associated with such selected markets and logistics infrastructure; and (ii) the provision of relevant services; and
- (b) Upgrading around 600 kilometers of selected priority village roads, Upazila roads and Union roads, serving selected markets in the Project Districts, to all weather climate-resilient roads.

Component 3: Project Implementation Support and Sustainability

This component will be implemented by both RHD and LGED and will support the following:

¹ “National Highway Corridor” means the national highway N7 connecting the towns of Jashore and Jhenaidah.

² “Section” means about 48 kilometers of the National Highway Corridor connecting the towns/cities of Jashore and Jhenaidah.

³ “Project Districts” means the districts of Jashore, Jhenaidah, Magura, and Chuadanga.

- (a) Providing training and supporting capacity building activities of RHD and LGED, and industry stakeholders on selected priority areas and Project management, including procurement, financial management, and environmental and social aspects;
- (b) Carrying out a Strategic Environmental and Social Assessment;
- (c) Supporting the establishment of a Fiduciary Advisory Consultant Panel (FACP);
- (d) Supporting the establishment of a Road Transport Sector Integration and Coordination Platform (RTSICP), and supporting the implementation of the Road Maintenance Fund Board Act; and
- (e) Providing support for preparatory activities for subsequent MPA Program phases.

Component 4: COVID-19 Relief and Recovery (Total Cost: US\$9.6 million; IDA: US\$9.2 million)

This component will be implemented by both RHD and LGED and will support the following:

- (a) Designing and implementing a program to foster employment opportunities for vulnerable local populations, including, on routine maintenance of roads, clearing of water passages, and hygiene-related small works; and as relevant, the provision of working tools and personal protective equipment;
- (b) Supporting the development and dissemination of an emergency response plan for COVID-19 for RHD and LGED; and
- (c) Supporting the provision of necessary upgrades at RHD and LGED offices to ensure business continuity and improve work environment safety.

Component 5: Contingent Emergency Response Component (CERC) - This component will provide immediate response to an Eligible Crisis or Emergency, as needed.

1.6 The scope of work for the consultant pertains to the WeCARE activities to be implemented by LGED, i.e. components 2(a), 2(b), 3 and 4 for Phase -1.

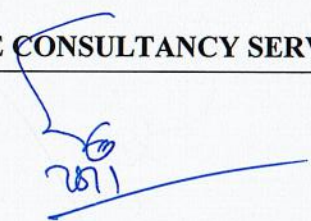
2. OBJECTIVE

The main objective of this consultancy service is to support, implement, and advice the PIU for implementation of the Phase – I of WeCARE project.

The consulting services shall be provided by an experienced and qualified individual. The specific objectives include, but are not necessarily be limited to the following:

1. maintaining an integrated accounting system for all approved Project activities, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds
2. preparing the Financial Management Reports and Financial Statements for all the Project activities
3. ensuring that all Project expenditures are incurred following IDA Guidelines and GOB rules and Procedures for the intended purposes

3. TASKS OF THE CONSULTANCY SERVICES

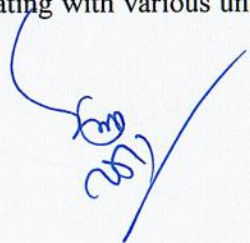
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3.1 Task Summary

This individual is needed to assist PIU for managing financial documentation and record keeping. Key tasks record keeping, audit support and report writing.

3.2 Detailed Tasks

- i. Maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
- ii. Prepare quarterly financial reports [expenditure and revenue] for the GOB and quarterly Interim Unaudited Financial Reports for World Bank
- iii. Oversee the preparation of withdrawal applications for draw down of the World Bank funds for all activities and Categories of Financing Agreement.
- iv. Review and verify accuracy of information on payment vouchers for signing of checks.
- v. Verify and ensure the availability of funds before checks are written.
- vi. Manage Project expenditures, ensuring full compliance with project IDA Guidelines and GOB rules and procedures
- vii. Assist in the Preparation of Annual Budget estimates/allocation of funds for Project activities.
- viii. Prepare quarterly/annual financial reports as needed including the World Bank's Interim Unaudited Financial Reports.
- ix. Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements. -
- x. If required, the current reporting formats may be up-dated in consultation with the Directorate of Accounts of LGED including the preparation Project Operational Manual/ Financial Management Manual if needed.
- xi. Ensure timely settlement of payables to the Project's suppliers and contractors
- xii. Monitor closely the work of the Procurement and Finance unit involved in the maintenance of all the required registers including the Cashbook.
- xiii. Build financial management capacities within the Procurement and Finance Unit by providing hands-on-training on Financial Management
- xiv. Develop chart of accounts to capture all financial data appropriately
- xv. Ensure that internal controls are place and suggest adopting best practices to improve internal governance and to reduce opportunities for corruption.
- xvi. Ensure that computerized fixed assets records are maintained in the PIU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- xvii. 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 PIU in meeting audit objections.



- xviii. Assist PD for finalization of internal audit TOR in consultation with IDA for LGED's internal audit team to carry out the internal audits & Assist in smooth functioning of Project Audit Committee (PAC)
- xix. Assist PD in preparing the responses of the external and internal audits
- xx. Participate in Project Procurement/Tender Committee meetings as and when requested by PIU
- xxi. Maintain and inform all concerned in complying with the latest income tax and VAT deduction rules and tax certification.
- xxii. Provide guidance to Accounts Officer (s) and other accounting staff of the project and provide hands on training to the accounting staff on various aspects of financial management tasks under a structured training plan.

4.0 DURATION

Duration of the consultancy services would be approximately for 48 (forty eight) months which may be intermittently used over a duration of five years.

5.0 INSTITUTIONAL ARRANGEMENT

The Consultant will work under direct control of the Project Director. S/he will report directly to the Project Director with close collaboration with other officials of the Project. The Consultant shall be accountable to the Project Director for his day to day activities. For payment purpose, 22 business days of service will be considered a month and eight working hours a day.

The consultant may be involved with other tasks with different employer if the roles are not conflicting and does not hamper with the tasks required for this project. The consultant must disclose all other ongoing or previous employment records to the PIU.

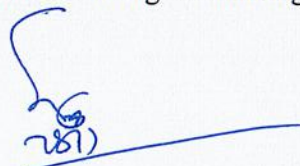
6.0 REPORTING REQUIREMENT

The Consultant will need to prepare relevant reports as required by the PIU in fulfilling their fiduciary due diligence required by the GoB and Bank.

7.0 EDUCATION AND EXPERIENCE

She/He should have an appropriate graduate degree as a minimum and a professional accounting qualification from any of the IFAC bodies. 8 years of post-qualification Experience out of which preferably five years in a management position in any government/semi government/ multinational organizations, development partner funded Development working in government sector would be given special preference.

Fully conversant with and have had hands on experience in application software and also in Computerized Accounting System with ability to assist in implementation and customization; Skills in software installation and troubleshooting will be added advantages. Experience in the effective guidance/supervision of personnel working Accounting Unit.



8.0 SELECTION PROCEDURE

Selection of the consultant will follow the procedures for selecting Individual Consultants (ICS) described in the World Bank's Procurement Regulation for IPF Borrowers, July 2016 updated in August 2018.

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