

**Enhancing Digital Government & Economy Project
Bangladesh Computer Council (BCC)
Information and Communication Technology Division
Ministry of Posts, Telecommunications and Information Technology**

**Terms of Reference
For
Project Accountant
(Contract Package No. EDGE-IC24B)**

November 2023



Terms of Reference for Consulting Services
Project Accountant (Contract Package No. EDGE-IC24B)

1. Background

The People's Republic of Bangladesh has received a Credit from the International Development Association (IDA) – a member of the World Bank Group – for financing the cost of the Enhancing Digital Government and Economy (EDGE) Project, being implemented by the Bangladesh Computer Council (BCC). BCC intends to apply part of the IDA Credit for procuring the services of a Project Accountant for its Project Implementation Unit (PIU).

The project's overall objective is to improve the efficiency and cybersecurity of the digital economy and increase digitally enabled employment and raise revenues of the IT industry.

The Project consists of four (4) major components to be implemented by BCC:

Component 1: Enabling Environment for Digital Economy. The key tasks under this component are:

- ICT Governance and Sustainability;
- Change and Stakeholder Management; and
- Digital Leadership Academy (DLA).

Component 2: Public Sector Support for Digital Economy. The key tasks under this component are:

- Cloud Platform (CP) for Digital Economy;
- Public Sector Capacity Building; and
- Mainstreaming Bangladesh National Digital Architecture (BNDA).

Component 3: Private Sector Support for Digital Economy. The key tasks under this component are

- Digital Economy Coordination;
- Hire and Train Program for 20,000 Youth and Women;
- Strengthening and Promoting the IT / Digital Economy-Enabling Industry;
- Digitalization of Small and Medium-Enterprises (SMEs); and
- Establish Research and Innovation Centers.

Component 4: Project Management Support. This component will support BCC to manage and implement the EDGE project effectively and efficiently



2. Objective of the Assignment

The overall responsibility of the Project Accountant for this project is to assist the Sr. Project Accountant to establish and operate the accounts system in the project. As a part of his/her duties, S/he will assist the Project team to maintain register, books and other records, facilitate classification and analysis of financial information, check and verify bills and issue cheque, prepare document for timely replenishment of donor's fund, preparing annual budget, revised budget and financial plan and annual and quarterly disbursement forecast, liaise with Accounts Officer (GOB), both external and internal auditors for facilitating smooth implementation of the project activities.

3. Scope of Services

The specific tasks/responsibility for the Project Accountant:

- Maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds;
- Assist in preparing quarterly financial reports for the GOB and quarterly Interim Unaudited Financial Reports (IUFR) and Withdrawal Application report for the World Bank;
- Assist in processing withdrawal applications prepared for draw down of the World Bank funds for all activities;
- Assist to coordinate closely with the procurement team in order to ensure effective planning and execution of the project tasks,
- Check accuracy of information on payment vouchers for signing of checks;
- Verify and ensure the availability of funds before checks are written;
- Prepare payment vouchers before cheques are written for all Projects;
- Manage Project expenditures, ensuring full compliance with project rules and procedures;
- Assist in the Preparation of Budget estimates/allocation for Project activities;
- Prepare monthly/quarterly/annual reports as needed;
- Check accuracy of payment vouchers and cheques;
- Assist in preparing monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements;
- Assist in the preparation and updating of the Project Operational Manual/Financial Management Manual;
- Review receivables and payables and ensure prompt settlement of payables to the Project's suppliers and contractors;
- Attend Project review and other meetings;
- Monitor closely the work of the team involved in the maintenance of the Cash book;
- Assist Sr. Project Accountant in development of Chart of Accounts to capture financial data appropriately;
- Assist Sr. Project Accountant identifying, Procure and operationalize computerized accounting system for the project for accurate and timely management of financial resources;



- Assist in preparing disbursement forecast on a monthly/quarterly/yearly basis for the project as per requirement;
- Ensure that the computerized fixed assets records are maintained in the PMU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records;
- Assist the Sr. project Accountant in ensuring that all financial information is included in the Project's web site;
- Attend entry and exit meetings with FAPAD auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format;
- Any other relevant job assignment by the project management.

Educational Qualification:

- The candidate having minimum part professional qualified Accountant from a Well recognized professional institute (i.e. CA/CMA/ACCA) or The Candidate Must have MBA/ Masters in Finance/Accounting Degree from a well-recognized University. Reciprocal certification will not be considered as educational qualification.

Experience:

- 08 (Eight) years of working experience as Financial Management in the area of Government/ Semi-government organization/ International Development organization of which minimum 03 years of experience as FMS in World Bank and GoB -financed project, which fully conversant with large contract payment, GOB budget, fund release and reporting formalities, knowledge regarding rules and regulations for budgeting, accounting, financial reporting and auditing of World Bank's fund operating conditions & reporting requirements. Is fully conversant with Computerized Accounting System and has the ability to assist in implementation and customization; Skills in software installation and troubleshooting will be added advantages.
- Strong interpersonal communication skills, experience in team leadership and participatory management.

4. Reporting Requirement

- Monthly Activity Report.
- Final Report.

5. Institutional Arrangement

The Consultant will work under general supervision and guidance of the Project Director. He/she will report directly to the Project Director with close collaboration with other officials of the Project. The Consultant will be accountable to the Project Director for his/her day-to-day activities and assist senior project accountant. The project will provide working space and office consumables for the Consultant at PIU premises in Dhaka.

7. Selection Method

Selection of the Project Accountant will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulation for IPF Borrowers (July 2016, Revised November 2017, August 2018, November 2020, and September 2023).

8. Duration

The duration of the assignment will be 22 (twenty-two) person-months. However, the duration of the assignment may be increased or reduced according to project needs and budget.



