

**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
Accounts Associate
(Contract Package No. EDGE-IC30A)**

November 2023



Terms of Reference for Consulting Services
Accounts Associate (Contract Package No. EDGE-IC30A)

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 an Accounts Associate 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 engagement of an Accounts Associate is to assist the Project Accountant in day-to-day activity of project accounting functions and in overall financial management, disbursement process and accounting software in compliance with government financial policy/guidelines and financing agreement of the World Bank. Under the direct supervision of the Senior Project Accountant.

3. SCOPE OF SERVICES

The specific tasks/responsibility for the Consultant are:

- Assist Project Accountant in designing and performing financial transaction, recording, reporting and managing overall accounting systems of the project conforming to IDA and Government (GOB) financing procedures;
- Manage all the accounts with proper accounting heads/economic code of project's GOB and IDA funding;
- Maintain cashbook, ledger and all other register for project accounting;
- Ensure that documentation relating to payments are duly approved;
- Maintain an inventory file to support purchases of all equipment/assets;
- Assist in identifying logistics, information flow and financial requirements of the system as part of the above-mentioned activity;
- Update quarterly/annually the disbursement progress and periodic financial management reports of the project through accounting software adhering the financial control;
- Assist in reviewing invoices and payment request received from suppliers, contractor and consultants of the project to ensure eligibility for payment;
- Assist in preparing and timely submission of quarterly/annual financial reports as needed including the World Bank's Interim Unaudited Financial Reports (IUFR);
- Assist to keep smooth funds flow including disbursement and reimbursement;
- Assist in preparing financial reports for Ministry, Division, MoF, CGA, IMED, ERD etc. and maintain good communication with them to accomplish day to day project work.
- Knowledge on ADP & RADP budget allocation process and capable to maintain iBAS++ system.
- Assist in establishing a transparent accounting system so that summary transaction could be assembled using Economic Code system for easy to track the transactions consistent with current government/WB procedure; and
- Any other relevant job assignment by the project management.



4. Educational Qualifications and Experiences:

- Will hold an appropriate bachelor's degree or higher in the area of Accounting/Finance/Management as a minimum.
- S/he must have 03 (three) years of work experience in public sector financial management.
- The incumbent should have a good understanding of Govt. accounting system.
- Experience in IDA/ donor funded projects is preferable;
- Fully conversant with and have had hands on experience in application software and also in Computerized Accounting System.

5. Reporting Requirement

- Monthly Activity Report.
- Final Report.

6. 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. The project will provide working space and office consumables for the Consultant at PIU premises in Dhaka.

7. Selection Method

Selection of the Accounts Associate 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.

