



**Ministry of Fisheries and Livestock, Bangladesh
Department of Fisheries (DoF)**

Sustainable Coastal and Marine Fisheries Project (SCMFP)

**Terms of Reference
for
Financial Management Expert
Individual Consultant**

1. Background

Bangladesh's physical and cultural characteristics and the livelihoods of nearly 165 million people are defined by the Ganges-Brahmaputra-Meghna delta—the world's largest, most densely populated delta, and one of the richest in aquatic resources. Bangladesh has progressed in reducing extreme poverty and boosting shared prosperity, with poverty incidence (based on international US\$ 1.90 per capita/day poverty line and measured using the Purchasing Power Parity exchange rate) declining from 44.2 percent in 1991 to 13.8 percent in 2016. GDP has grown above the average for developing countries, averaging 6.5 percent per year since 2010, and reaching 7.24 percent in 2017,¹ driven mainly by the manufacturing and service sectors.

Recognizing the country's land resource limits and in the face of increasing soil salinity and other climate-related threats, the Government of Bangladesh (GoB) regards coastal and marine fisheries as a new source of growth. Fisheries are vital for Bangladesh's food supply and food security and are central to the livelihoods of millions of fishers and stakeholders along the production chain. The sector comprises three subsectors: aquaculture (56 percent of total production), inland capture fisheries (28 percent), and marine and coastal capture fisheries (16 percent), with total sector value estimated at US\$ 3.68 billion. As in most other developing countries, Bangladesh's coastal and marine fisheries economic model continues to be driven by targeting ever-increasing volumes, despite the current lack of stock data to back up the expansion.

With these background and challenges, and also taken into consideration of the positive results from DoF efforts to improve management of the iconic Hilsa fishery, the Ministry of Fisheries and Livestock proposes Sustainable Coastal and Marine Fisheries Project to implement through ten-twelve-year fisheries program with the support of the World Bank in two phases. These programs offer a significant opportunity to contribute to targets of Vision: 2021, 7th Five Plan (2016-2020), Country Partnership Framework's (CPFs) Focus Areas: growth and competitiveness, social inclusion and climate and environment management. SCMFP has provision for building fishing community institutions, facilitate business development and promote market linkages for alternative livelihoods to support livelihood transformation of 54,000 fishers' households including 25% of women in 450 coastal villages spread over in 45 Upazilas of 13 districts.

For the First Phase of the project, the Government of Bangladesh has received an IDA Credit of US\$240 million equivalent for a period of 5 years. The Department of Fisheries (DoF) under the Ministry of Fisheries and Livestock (MoFL) is the lead program implementation agency with direct implementing responsibilities for project activities estimated at US\$188 million.

Project Objectives and Components

The overall objective of the project is to explore *greater economic opportunity from coastal and marine fisheries resources, while promoting sustainable management of fisheries stocks and environment to reduce poverty and improve livelihoods of the coastal community.*

Specific objectives

- a) To strengthen stock surveys and assessment program for shrimp, demersal and pelagic stocks in the EEZ;
- b) To build and enhance capacity of DoF and relevant public research agencies to conduct science-based stock conservation and management to promote Blue Economy;
- c) To develop mechanisms for effective implementation of Monitoring Control and Surveillance (MCS) for the artisanal and industrial fisheries;
- d) To develop infrastructure and create production facilities for coastal belt fisheries (capture and culture);

¹ World Bank. (2017). DataBank. At <http://data.worldbank.org/country/bangladesh?view=chart>

- e) To up-scale cluster farming for shrimp to disseminate best lessons learned from cluster farming approaches;
- f) To strengthen community led fisheries management and transform livelihoods in poor fishing communities by access to recovering fish stocks and reducing dependence on fishing;
- g) To develop National Marine Fisheries Management Plans for sustainable harvest of fisheries resources.

Project Beneficiaries

The primary target group of direct project beneficiaries are the fishers’ and poor fisheries-dependent households and smallholder aquaculture producers in 16 coastal districts. The project will support the establishment and empowerment of community co-management associations that can make decisions on fisheries management and enable the fisheries-dependent poor to adopt supplementary and alternative livelihoods. The project will also directly benefit GoB agencies that will use the MCS systems financed by it (DoF, Coast Guard, Chattogram, Port Authority, Bangladesh Police, and Bangladesh Customs). Dedicated attention is given to supporting women and youth empowerment as a precondition for the interventions’ success and sustainability. Increased institutional capacity and sector investments are designed to enable gender sensitive and socially inclusive growth.

Projects Components

The SCMFP Phase I project components will support GoB in designing, establishing, and effectively operating fisheries management systems for sustainable utilization of coastal and marine fishery resources. Phase I project has four components as outlined below.

Proposed Project Components	Proposed Sub-components
COMPONENT 1: Enabling Sustainable Fisheries Sector Investments and Growth	<ul style="list-style-type: none"> ▪ Subcomponent 1.1: Stock assessment and development of national fishery management plans ▪ Subcomponent 1.2: Enabling investments in sustainable fisheries ▪ Subcomponent 1.3: MCS development for IUU reduction
COMPONENT 2: Improving Infrastructure and Production Practices	<ul style="list-style-type: none"> ▪ Subcomponent 2.1: Infrastructure improvements for capture and culture fisheries ▪ Subcomponent 2.2: Value chain and food safety ▪ Subcomponent 2.3: Boosting coastal aquaculture productivity
COMPONENT 3: Community Empowerment and Livelihoods	<ul style="list-style-type: none"> ▪ Subcomponent 3.1 Fishing community institutions and alternative livelihoods development ▪ Subcomponent 3.2 Business development and market linkages for alternative livelihoods
COMPONENT 4: Project Management	

2. Objectives of the assignment

Due to larger size of the project and diverse nature of activities, the PMU will have to perform multidimensional nature of tasks through directly hired consultants, out sourced consulting firms and co-implementing agency using various cost centers of DoF throughout the coastal regions of the country. The overall objective of this assignment is to assist the PMU, SCMFP in the management and co-ordination for successful implementation of the project activities in achieving the objectives as stipulated in Phase 1 of the project.

3. Scope of Services and tasks

The Financial Management Expert will work as a member of the PMU, SCMFP to support implementation of the project successfully under the direct control and supervision of the Project Director. He/She will have reporting line to the Project Director and will be responsible to the PD for all financial matters. The scope of the services of the consultant includes, but not limited to:

The At the onset of taking on the task, agree with the PD on the schedule of reporting on fund flow, financial statement, internal and external auditing reports etc.;

- Within 6 months of appointment the FM Expert will use computerized accounting system develop chart of accounts (Ledger) and design the FM report;
- Provide advisory support to prepare and design computerized accounting system;
- Prepare accounting and reporting and fund flow for the project cost center and design reporting format;
- Prepare regular financial report;
- Monitor and provide support to improve budget implementation progress;
- Assess the need for additional financial monitoring reports under the project, and track project progress in relation to overall budget allocations and spend under each component;
- Ensure timely and efficient processing and administration of allocated funds, monitor funds flow from Bank to the project and ensure that appropriate GoB and World Bank procedures are followed;
- Maintain all relevant books of accounts to record each financial transactions under the project;
- Ensure submission of quarterly IUFRR to the World Bank within 45 days after the end of each quarter;
- Ensure monthly/bi-monthly/quarterly accounting and reporting fund flow for each cost center and a consolidated report for the operation;
- Ensure control and management of proper records of project assets and purchases, including inventory records;
- Prepare annual and quarterly disbursement forecasts and consolidate financial reports;
- Ensure to prepare reports and supporting documents for the external and internal audit in conjunction with the Procurement Consultant and Report to PD;
- With guidance from the PD and depending on project needs, develop contents for on-the-job training on FM for DoF and project staff;
- Prepare and collaborate in the preparation of financial training plan within 3 months of appointment and support to implement the training plan;
- Upon request of the PD, furnish any FM related reports to meet requests from the PSC and the World Bank;
- Continually assess fiduciary risks and report any concerns to the PD;
- Assist PD to prepare ToR which will be agreed by the Bank for the appointment of internal auditor;
- 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.
- Carry out any other related task assigned by the Project Director as and when required.

4. Transfer of knowledge (training) where appropriate

The Project Financial Management Expert will be involved in ensuring that all training and capacity building activities including periodic progress reports are prepared and submitted in time to PD. Will work with PMU and other DoF Officials Responsible for the PMU staff training to maintain adequate staff capacity and skills specially of consultants and DoF officials at the PMU as well as the project cost centers.

5. List of reports, schedules of deliveries, period of performance:

- Within 3 months He/ She will develop Chart of Account for Customized Accounting Software.
- Develop Financial Reporting Formats for All Spending Unit (Cost Center) and PMU.
- Ensure Quarterly Interim Unaudited Financial Reports (IUFR) for World Bank.
- Ensure all withdrawal application for fund flow from World Bank to Designated Account.
- Prepare Financial Statement for each Fiscal Year to conduct internal and External Audit;
- Undertake yearly Fiduciary Management Supervision and submit report to PD.

6. Qualification and Experience

The Financial Management Expert should have the following academic qualification, skill and experiences:

- Post-Graduation (Masters) in Accounting/ Finance/ MBA or Post Graduation (Masters) with Accounting Credibility;
- Professional accounting qualification CA, CMA, ACCA etc. will be preferred;
- Working experience in government system will be preferred;
- Trained on operating Financial Implementation Software;
- Minimum 15 years of Job experiences in the similar field with Donor of which at least 8-10 years of specific experience as Financial Management Expert or similar position, preferably with IDA or another Donor funded project will be preferred;
- Have had hands-on experience in Microsoft or similar computerized Accounting;
- Proven track record of ability to develop a Chart of Accounts befitting the relevant computerized accounting system and the report;
- Strong interpersonal communicative skills, experience in working with team spirit and participatory management;
- Demonstrated capacity to work in foreign aided projects in a team environment;
- In depth knowledge of technical and legal aspects of financial management in development projects, financed by government and the World Bank;
- Proficiency in computer operation with experience of working independently; and
- Must possess excellent communication skills in English, both written and spoken.
- Computer skills and handling of computer-based accounting systems and software is a prerequisite.

7. 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.

8. Duration of Assignment

The initial duration of this assignment is 50 months, subject to a 12-month probation period. The duration of the assignment may be further extended or reduced subject to program needs and consultant performance.

9. Data, Personnel, Facilities and Local Services to be provided by the Client

The PD will arrange all necessary information relevant to the consultant to fulfill this assignment. Personal office space and necessary logistical supports will be provided from the project.

10. Institutional Arrangement

The Financial Management Expert will be based at the PMU, BSCMFP in Dhaka and will report directly to the Project Director. The incumbent will work closely with other consultants working at the PMU and departmental officials. The consultant is expected to undertake the activities (scope of services) mentioned in the ToR in order to achieve the stated objectives. Under this consultancy travels are being envisaged. However, travels necessary for the exigencies of services to achieve the desired objectives, may be undertaken but with prior permission of the PD, PMU and in such cases daily subsistence allowance (DSA) as per contract signed and the actual costs for travel will be reimbursed.

The deliverables will be submitted on time by the consultant to the PD, SCMFP Project, DoF, Matshya Bhaban, Dhaka-1000, Bangladesh.