

**Terms of Reference (ToR)  
of Finance / Accounts Officer for  
Building Climate Resilient Livelihoods in Vulnerable Landscapes in  
Bangladesh (BCRL) Project**

**1. Background of the Project**

Bangladesh Government (GoB) led by the public institutions viz. Department of Agricultural Extension (DAE), and Department of Environment (DoE) with technical support from Food and Agriculture Organization of the United Nations (FAO) has been implementing a US\$ 8.93 million project entitled Building Climate Resilient Livelihoods (BCRL) in Vulnerable Landscapes in Bangladesh during FY2021-2022 to FY2025-2026. The overarching objective of this project is to improve the resilience of people, communities, and ecosystems to climate change, and improve livelihoods through increased value addition in the agricultural food systems of Bangladesh. The project will target three different landscapes across some of Bangladesh's most vulnerable geographies, covering drought-impacted zone in the northwest, salinity- and waterlogging-prone coastal areas in the south-west, and extreme rainfall and erosion-prone areas in the south-east. The targeted upazilas are:

- High Barind Tract: Nachole, Godagari, and Bholahat upazilas,
- Waterlogged/Saline: Paikgachha, Dumuria, and Batiaghata upazilas
- Chittagong Hill Tracts: Manikchhari, Khagrachari Sadar, and Kawkhali upazilas.

The project has 4 major components e.g.

Component 1: Strengthen national capacities for integration of adaptation measures in agriculture sector planning, budgeting, and policy processes,

Component 2: Demonstrate and scale up climate adaptation solutions in targeted landscapes,

Component 3: Scale up investments for climate adaptation in selected value chains, and

Component 4: Enabling effective knowledge management, and monitoring, evaluation and learning (MEL).

The project provisions a 60 man-month consultancy for Finance/Accounts Officer to backstop the finance/accounting related activities of the project and ensure timely delivery of reports for the Department of Environment (DOE) and respective BCRL target geographies of the project.

**2. Objectives of the assignment**

In line with the main objective of the project, i.e. to improve the resilience of people, communities, and ecosystems to climate change, and improve livelihoods through increased value addition in the agricultural food systems of Bangladesh, the project provisions for an Individual Consultancy (IC) service package 'Finance/Accounts Officer, DoE' to ensure finance and accounts related activities of the project and ensure timely delivery of reports for the Department of Environment (DOE) and respective BCRL target geographies of the project. Specific objectives of the consultant are as below:

- To ensure financial records and monitoring systems to record and reconcile expenditures, prepare detailed cost estimates, budget analysis, projection, revise budget and expenditure statements, and support operational and financial closure of the project;
- To collect and analyze financial information for inclusion in management reports, financial statements and prepare periodic and ad hoc reports as per needs of the GoB, in line with FAO's Operational Partners Agreement (OPA) and Global Environment Facility (GEF) requirements;
- To maintain supporting documents for payments, ensure vouchers are matched and completed, and transactions are correctly recorded, and that information is available to enable third party audits or spot checks of financial reports and statements.

### **3. Scope of services**

The Finance and Accounts Officer, recruited by project and based in the DOE, will support finance and accounts related activities of the project and ensure timely delivery of reports for the DOE. S/he will support the project activities including financial, accounting, HR, and operations related documentation and reporting and facilitate the program and project staff, as required, and ensure the requirements of National Project Director, FAO and GEF. Specifically, s/he will:

- Maintain financial records and monitoring systems to record and reconcile expenditure;
- Provide inputs for annual DOE's Workplan and Budget (WP&B);
- Prepare detailed cost estimates and participate in budget analysis and projection as required. Revise budget and expenditure statements, and support operational and financial closure of the project;
- Collect and analyze financial information for inclusion in management reports, financial statements and prepare periodic and ad hoc reports as per needs of the GoB, in line with FAO's Operational Partners Agreement (OPA) and Global Environment Facility (GEF) requirements;
- Maintain supporting documents for payments, ensure vouchers are matched and completed, and transactions are correctly recorded, and that information is available to enable third party audits or spot checks of financial reports and statements;
- Prepare workshop, field visit, and training budgets, and maintain expense reports and receipts for the same;
- Assist in organizing workshops, meetings, and consultations and writing meeting minutes;
- Assist in making travel arrangements for project staff as well as any national/international consultants hired for the project by DOE;
- Prepare purchase requests in line with GoB and OPA guidelines;
- Request and manage cash advance/petty cash for purchasing small items necessary for the project and follow up their adjustments in a timely manner;
- Perform human resource activities such as tracking of staff hours, updating staff contacts, on-boarding of new staff, recruitment process, including scheduling interviews, etc.;
- Assist in the preparation of staff travel and movement (preparing TA, requesting Security Clearance, and submitting Back to office report (BTORs) and travel allowance);
- Support day-to-day administrative activities related to the assigned project;
- Maintain the project office working environment and ensure smooth running of the office;
- Draft note for file and other correspondences as required;
- Contribute to prepare procurement plan and assets inventory report;
- Liaise with DAE, DoE and FAO officials during implementing the project activities.
- Perform other related duties as required.

### **4. Transfer of knowledge (Training), where appropriate**

The consultant shall produce new knowledge based on implementation of the project activities, with special focus of finance and accounts related activities, as well as other technical activities related to climate change adaptation (CCA). The DoE personnel who will be engaged in the process, as counterpart officials, will be part of the on-the-job trainings and gains new knowledge and capacity.

### **5. List of reports, schedule of deliveries, period of performance**

- Inception report and work plan
- Reports on financial records and reconcile expenditure of the project, including DoE's Workplan and Budget, budget analysis, detailed cost estimate and projection.

- Quarterly Reports on financial information for inclusion in management reports, financial statements and prepare periodic and ad hoc reports as per needs of the GoB, in line with FAO's Operational Partners Agreement (OPA) and Global Environment Facility (GEF) requirements.
- Develop need-based reports,
- Monthly progress report.

#### **6. Data, personnel, facilities and local services to be provided by the client**

The Department of Environment (DoE) will provide necessary information, data and documents as per requirement of the consultancy for the preparation of reports by the consultant. Consulting firm will engage enumerators, staffs and experts for field data collection.

#### **7. Institutional arrangements**

The consultant will be based at the DOE in Dhaka and will work closely with other consultants working at the DOE. 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 NPD/DPD DoE Component and in such cases only the actual costs will be reimbursement.

The deliverables will be submitted in electronic and hardcopy form on time by the consultant to the DOE, BCRL, Dhaka Bangladesh.

#### **8. Qualification and Experience Requirements**

- Advance university degree in Finance, Accounting, Business Administration or other related fields;
- 05 years of experience in finance, accounting and/or business analysis in GoB projects or with development projects;
- Experience in international donor funded projects will get preference;
- Good knowledge in MS office, and other accounting applications;
- Very good command of English;

**9. Contract Duration:** The consultancy service shall commence for 60 man-months starting from the date of appointment



29.01.2024