

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
College Education Development Project (CEDP)
Secondary and Higher Education Division, Ministry of Education

Terms of Reference
for
Consultancy of Junior Accounts Executive (SD-511)

1. Background

Access and gender parity in the primary and secondary education has been ensured in the country. This has led to steady increase in the number of students completing higher secondary education and has placed a growing pressure on the tertiary education sector to absorb a large and increasing population of eligible secondary students in recent years. Still Tertiary education has some challenges like access, planning, governance, management, quality, relevance and financing.

With a view to addressing the above-mentioned challenges the main objectives set by the CEDP are to-(a) strengthen the strategic planning and management capacity of the college education subsector (b) to improve the teaching and learning environment of participating colleges including 14 Teacher's Training Colleges (TTC), Bangabondu Muktijuddha Research Institute (Gopalganj) (BMRI) and National Academy for Educational Management (NAEM), National University (NU) etc under the CEDP.

For the CEDP National University (NU) is the main implementing agency in collaboration with other implementing agencies such as the Directorate of Secondary and Higher Education (DSHE), Bangladesh Open University (BOU), and National Academy for Education Management (NAEM). In addition, project Management Unit (PMU) has been established to support the implementation of the CEDP.

A part of the GoB fund will be utilized for payments of an individual (National) Junior Accounts Executive (JAE) who will provide technical inputs for the effective execution of accounts and finance under the CEDP. The AE will be specifically responsible to ensure accounts activities of the project. As an Accounts Executive of the project, AE will initiate the payment of the eligible bills and maintain records of the account's activities.

2. Objective of the Assignment

The engagement of an Accounts Executive is to assist the Disbursement officer, Finance officer 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 under the direct supervision of the Disbursement officer.

3. SCOPE OF SERVICES

The specific tasks/responsibility for the Account Executive are:

- Assist Disbursement Officer in designing and performing financial transaction, recording, reporting and managing overall accounting systems of the project conforming to Government (GOB) financing procedures;

- Manage all the accounts with proper accounting heads/economic code of project's GOB.
- 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.
- 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:

The Junior Accounts Executive (JAE) should hold a minimum of bachelor's degree in the area of Accounting/Finance/Management from any reputed University, holding post-graduate degree may be considered as advantage. The ideal candidate should possess a minimum of 8 (eight) years of general work experience. Furthermore, the Consultant should demonstrate a minimum of 04 (four) years of experience in roles that are substantially relevant to public sector financial management in Development Projects, experience in GoB project is preferable. Also, should demonstrate expertise in substantive areas/aspects of Govt. accounting system. He/she should have strong interpersonal communicative skill, experience in team leadership and participatory management. He/she should have the knowledge on accounting methods and application tools/ accounting software. He/she should have proficiency in MS office (i.e. MS Word, MS Excel and MS Power Point. The Maximum age limit of the consultant shall be 50 years on the date of deadline of submission of the EOI.

5. Institutional Arrangement

The Account Executive 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 Account Executive 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 Account Executive at PMU premises in Dhaka.

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6. Duration of the Consultancy

The consultancy will be for a period of 12 (twelve) months starting from the date of signing of the contract. However, this assignment may be increased or decreased subject to satisfactory performance or per the requirement of the project.

7. Payment Schedule

This is a time-based contract and payments will be made monthly in arrears (that is, payment made each month will be for services rendered during the immediately preceding month) supported by the submission of timesheets by the consultant. The negotiable contract ceiling (that is, the total contract price for the duration of the contract) shall represent the consolidated remuneration inclusive of applicable Income Tax and VAT as per the laws of Bangladesh.



(Mohammad Khaled Rahim)

Additional Secretary

Project Director

College Education Development Project (CEDP)

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