

**Office of the Project Director  
Urban Resilience Project (URP)  
Dhaka North City Corporation Part (DNCC Part)**

**Request for Expression of Interest (REOI) for  
“Financial Management and Planning Specialist (National)”**

1. Urban Resilience Project (URP) is a multi-agency project being implemented by four agencies – a) Programming Division under the Ministry of Planning; b) Dhaka North City Corporation (DNCC) under the Ministry of Local Government, Rural Development and Cooperatives; c) Rajdhani Unnayan Katripakhha (RAJUK) under the Ministry of Housing and Public Works; and d) Department of Disaster Management (DDM) under the Ministry of Disaster Management and Relief. To respond to the critical gap in the management of disaster risk in Bangladesh particularly in an urban setting, this project represents the multi-phase national Disaster Risk Management (DRM) program to build institutional capacity to respond and mitigate the impact of earthquakes in the rapidly urbanizing cities of Bangladesh. The objective of the overall engagement is to develop a comprehensive approach to managing earthquake risk through a structured process of knowledge development, education, and planning that involves a wide range of stakeholders to increase their capacity and to build ownership. The specific objective of the project is to enhance national-level and local-level DRM facilities and agencies in Dhaka and Sylhet to effectively plan and respond to urban disasters. This will be achieved by developing disaster response systems, including emergency operations center, interoperability communication systems, rescue and search equipment, and related training and drills etc.
2. The government of the People’s Republic of Bangladesh (GoB) has obtained a credit for the “Urban Resilience Project (URP)” from the International Development Agency (IDA) and intends to apply part of the proceeds of this credit to pay for procurement of services from national consultants for a role of Financial Management and Planning Specialist. As part of his/her duties, the consultant will assist the Project Management Unit (PIU) in overall financial management and planning functions of the project. He would assist DNCC in ensuring planning process, smooth flow of project funds, preparation of IUFRRs, preparation of annual financial statements, coordination of project audit, among other relevant tasks
3. The scope of this Consultancy services include, but not limited to:
  - a) Preparing and updating a financial management manual that would be embodied in the Operational Manual for the project
  - b) Assisting Project Director (PD) in preparation of annual budget estimates, revised budget and financial plan complying the approved budget line,
  - c) Preparing annual and quarterly disbursement forecasts,
  - d) Reconciliation of funds transferred and disbursed,
  - d) Processing payments,
  - e) Ensuring Internal Control,
  - f) Maintaining Computerized Accounting System as well as registers, books and records,
  - g) Development of a Chart of Accounts,
  - h) Maintaining Fixed Assets Record,
  - i) Preparation of Financial Statements and Reports etc.
4. The Qualifications/specialized knowledge/experience required are:
  - i. A professionally qualified accountant (CA, ACCA, CPA, CFA, CMA, CIMA) or Masters in Commerce, Finance, MBA (major in Finance) with minimum of 05 (Five) years of post qualification experience. Operational knowledge in accounting software will be an added advantage, but not mandatory.
  - ii. Proven track record of ability to develop a Chart of Accounts befitting the relevant computerized accounting system and the reporting;
  - iii. Experience in the effective supervision of personnel;



- iv. Self-guided, strong organizational and planning skills with the ability to work independently as a team player and under pressure;
  - v. Strong interpersonal communicative skills, experience in team leadership and participatory management;
  - vi. Ability to impart training to the project staff on financial management system.
5. Dhaka North City Corporation (DNCC) now seeks applications from eligible applicants to indicate their interest in providing the services. Applicants are required to provide information indicating that they are qualified to perform the services. This should include complete CV with detail information about employment history with duties and responsibilities, academic details, major publications (if any), expected remuneration, contact address including telephone number and e-mail.
  6. The Consultant will be selected using the Selection of Individual Consultants method in accordance with the World Bank Guidelines, "Selection and Employment of Consultants under IBRD Credits & Grants by World Bank Borrowers" January 2011 revised July 2014.
  7. Interested applicant may obtain Terms of Reference (TOR) upon request from the address below either by e-mail or in person during the office hours (9.00 AM to 5.00 PM) or it can be downloaded from [www.dncc.gov.bd](http://www.dncc.gov.bd)
  8. Expressions of interest in hard copy in sealed envelope clearly marked "**Financial Management and Planning Specialist (National)**" must be delivered to the address below by **July 27, 2017** during office hour.



(Dr. Tariq Bin Yousuf)

Project Director

Urban Resilience Project (DNCC part)

Dhaka North City Corporation

House No.: 27, Road No.: 44,

Gulshan-2, Dhaka-1212

E-mail: [tariqbinyousuf@gmail.com](mailto:tariqbinyousuf@gmail.com)

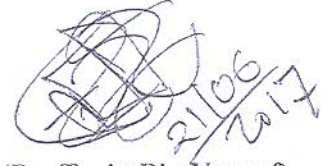
Memo no: 46.207.000.09.07.096-2017

Date: 21-06-2017

*For kind information and necessary action: (not in according to seniority)*

1. Chief Executive Officer, Dhaka North City Corporation.
2. Chief Engineer, Dhaka North City Corporation.
3. Secretary, Dhaka North City Corporation.
4. Additional Chief Engineer, Dhaka North City Corporation.
5. Chief Accounts Officer, Dhaka North City Corporation.
6. Superintending Engineer, Civil/TEC/Electrical/Mechanical, Dhaka North City Corporation.
7. Personal Secretary to Honorable Mayor, Dhaka North City Corporation.
8. Chief Public Relation Officer, Nagar Bhaban, Dhaka North City Corporation. He is requested to publish the EOI notice in at least 2 (Two) widely circulated daily news papers, one in Bengali and one in English on or before 24-06-2017.

9. System Analyst, Dhaka North City Corporation for publication of the Notice and TOR in DNCC web site on or before 24-06-2017
10. Executive Engineer, Zone - 1, 2, 3, 4 & 5, TEC, Environment, Electrical, P&D, Mechanical, Dhaka North City Corporation
11. Office Copy.
12. File Copy.

A handwritten signature in black ink, appearing to be 'Tariq Bin Yousuf', is written over the date '21/06/2017'. The signature is somewhat scribbled and overlaps the date.

**(Dr. Tariq Bin Yousuf)**

Project Director

Urban Resilience Project (DNCC part)

Dhaka North City Corporation

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