

**TERMS OF REFERENCE**  
*Supporting Implementation of HPNSDP*

**Technical Assistance for  
Financial Management Specialist at NASP**

**1. Introduction:**

The Ministry of Health and Family Welfare (MOHFW), Government of Bangladesh (GOB) is implementing the Health, Population and Nutrition Sector Development Program (HPNSDP) for a period of five years from July 2011 to June 2016, with the goal of ensuring quality and equitable health care for all citizens in Bangladesh by *improving access to and utilization of health, population and nutrition services.*

HPNSDP encompasses improving health services and strengthening health systems. Necessary technical assistance (TA) to MOHFW for facilitating implementation of HPNSDP has been planned with support from participating donors. Besides Technical assistance/ cooperation, agreed by MOHFW and relevant DP at the beginning of the programme further TA requirements have been incorporated in the 32 operational plans (OP) of HPNSDP. In this regard a coherent multi-year consolidated technical support plan to strengthen institutional capacity, implementation at different levels, establish evidence base and help carry out agreed reforms is being developed. MOHFW has incorporated this plan in the Programme Implementation Plan (PIP) of HPNSDP approved by the Executive Committee of the National Economic Council (ECNEC).

A 'Technical Advisory Committee' (TAC) composed of MOHFW and DP representatives led by the Joint Chief of Planning Wing, MOHFW, has been formed that meets regularly to review TA procurement status, consider TA requests and proposals and recommends for modifications/ endorsement or rejection of TORs before final approval by the Secretary, MOHFW.

To facilitate implementation of HPNSDP, DFID along with Australia Canada and Sweden has established a 'Joint Donor Technical Assistance Fund' (JDTAF) that follows the above mentioned process for providing TA. Crown Agent, DFID's Service Provider, is the ultimate procurement entity on behalf of DFID.

**2. Objective**

The objective of this TA is to strengthen the financial management system for National AIDS/STD Program in Bangladesh, increasing its efficiency and accountability. In this regard, the specialist is required to track, monitor, plan and coordinate the budget, and oversee expenditure and disbursement of NASP. Section 13 of this document details the background and context of the assignment.

**3. Recipients**

This particular assignment will be carried out under the specific guidance of Line Director, National AIDS/STD Programme (NASP) OP. Joint Chief, Planning Wing

and Director General, DGHS will provide periodic guideline in the implementation process.

#### **4. Scope of the Work**

The consultant is required to perform activities as follows, but not limited to:

- Provide assistance to ensure that all GOB procedures and guidelines are followed during expenditure and disbursement of program proceeds
- Ensure that all the transactions are properly recorded, books of accounts are maintained, and various registers (stock, asset, cheque etc) are up-to-date;
- Facilitate the activities of NASP by ensuring timely expenditure of the program fund and submission of fund requirement
- Prepare Interim Unaudited Financial Reports (IUFRs) with accurate data and submit the same to FMAU in a timely manner;
- Assist NASP to coordinate implementation arrangement with Development Partners and Directors
- Provide other support to NASP as necessary and undertake any other task related with financial matter, ensure that all the implementing partners submitted their fund request along with all supporting documents properly
- Assist NASP to ensure expenditures are incurred in accordance with the Operation Plan (OP)
- Monitor and oversee that the program funds are spent as per time schedule of the OP and prepare the financial statement
- Assist in developing internal control mechanism and ensure its efficiency in operation
- Provide necessary data and information to the External/ Internal auditors during annual audit
- Oversee, monitor and advise the concerned officials of NASP in relation to expenditure in accordance with the program schedule
- Provide institutional and on the job training to the officials of NASP on expenditure and disbursement of the program fund
- Assist NASP to coordinate meeting in relation to budget and finance with the stakeholders
- Advise LD so that program implementation is aligned with the Work Plan
- Develop a financial reporting format for the NGOs to report back on;
- Develop an FM system/framework for NGOs;
- Other tasks assigned by the Line Director or senior officials at NASP

#### **5. Methodology**

Because of technicality involved, the consultant is required to devise his/her own methodology in implementing the TA and vet it from the LD, NASP before implementation. However, the following are suggestive:

- Review relevant literature including reports, guidelines, strategies, tools, etc.
- Liaison with LD, NASP; and other relevant officials within NASP and other entities under DGHS
- Work very close with the partner NGOs
- Coordinate with the development partners and other funding agencies
- Coordinate with FMAU, External/internal auditors and other relevant entities
- Apply professional experience and expertise in relevant areas

## **6. Deliverables**

The consultant will be expected to produce the following deliverables:

- Inception report within 1 month after signing contract, to be submitted to the LD, NASP with a copy to the Crown Agents. The inception report should contain the approach, methodology and tools to be used in the assignment, any foreseeable challenges and possible mitigation strategies in resolving those
- Monthly reports to be submitted by the end of each month after signing the contract, to be submitted to the LD, NASP with a copy to the Crown Agents. The monthly reports should contain progress of the assignment in the reported month.

## **7. Requirements**

The consultant is expected to bring the following qualifications:

- Educational background in Accounting, Finance or Management is desired. Advanced education in Chartered Accountancy or Cost and Management Accountancy will be an added advantage
- At least 7 years of experience in preparing and managing budget, financial request, disbursement and adjustment, 3 years in managerial level exclusively
- Extensive experience in Monitoring and analyzing cash flow situation, forecasting of future trends, working out strategies and plans for achieving long-term and short term targets, conducting review and evaluation of available cost-reduction measures and Managing financial & accounting system
- Experience in controlling and handling of financial software will get advantage
- Professional level documentation skill in English
- A Bangladeshi national is preferred for this position

## **8. Constraints Dependencies**

The consultant is urgently required following recognition of procurement processes.

## **9. Timeframe**

The contract period for this assignment will be valid till the end of June, 2016 after signing the contract. The consultant or DFID on behalf of Crown Agent can terminate the consultant with 1 (One) month written notice.

## **10. Coordination/Logistics**

This is a full-time input based consultancy during the contracting period. So the consultant is expected arrange his/her personal accommodation and other

relevant requirements. The consultant will be expected to arrange his/her own personal logistics, including home to office transport. S/he will be self-managing administratively, logistically and technically. S/he will be based in the NASP office in Dhaka, with frequent field visits to various facilities outside Dhaka, for which, s/he can include reimbursable expenditure in the budget proposal. Exposure visits might be required for this assignment and the consultant need to have plan for such requirements in the budget.

## **11. Management and Reporting**

- It is expected that an individual will undertake this work on a consultancy basis.
- The Consultant will report on a day-to-day basis to LD, NASP or to an official designated by the LD
- The Planning Wing, MOHFW, and DFID and JDTAF donors will jointly review progress periodically during the implementation of the assignment.
- Crown Agents, the DFID service provider, will contract the Consultants.
- Consultant should contact Crown Agents representative in Dhaka for logistical or administrative support and any queries they may have.

## **12. Transfer of Knowledge/Training**

Knowledge transfer is a central theme of this assignment. Consultants are expected to provide a plan to ensure sustainable impact from this project.

## **13. Background**

### **Background of the National AIDS/STD Program (NASP) and the working modality**

HIV prevalence in Bangladesh is currently low, with a prevalence of less than 0.1% of the reproductive age population. However, prevalence in injecting drug users (IDU) has become an emerging threat which needs to address with special emphasis. The number of reported HIV diagnoses was 1745 as of 2009. Many are migrant workers who were screened before or during employment. The total number of people with HIV, estimated by NASP is 7,500. Less than 500 people are currently receiving anti-retroviral therapy (ART). At present, ART service providers, provision of diagnostic services and in-patient facilities are very limited in both public and private sector.

The National AIDS Committee (NAC) is a multi sectoral body, chaired by the Minister for Health and Family Welfare, mandated to govern the national response. Three technical sub-committees support the NAC. The National AIDS/STD Program (NASP) coordinates and supports partners in the national AIDS response, including government agencies, civil society organizations and development partners. Prevention services are implemented mainly by NGOs, especially the interventions targeting the most vulnerable groups such as injecting drug users, sex workers and men who have sex with men.

Between 2005 and 2009, the main interventions for HIV prevention were funded by three main financing streams—GFATM (rounds 2 and 6), USAID's Bangladesh

AIDS Program, and HIV/AIDS Targeted Interventions under MOHFW's Health, Nutrition and Population Sector Program (HNPS). These interventions primarily focused on prevention services, implemented mainly by NGO, targeted at the most at risk population (MARP) such as IDU, MSM, MSW, transgender, internal migrants, FSW and their clients. The intervention package included distribution of condoms (and lubricants), distribution of clean needle and syringe (for IDU), voluntary counseling and testing, behavior change communication and providing ART for HIV positive people.

### **Context of the Assignment**

As part of the program implementation, NASP handles a significant amount of fund through receiving (from DPs and GoB) and through disbursement among the partner NGOs. At the same time, a significant amount of fund is utilized for various procurement related activities. Hence, accounting and financial system of the program needs to be strong, clear, efficient and accountable. Side by side, capacity development for the partner NGOs is also required in this regard. Hence, a competent advisor with required experience and expertise is required.

### **14. Reading materials/reference material**

- Program Implementation Plan (PIP) of HPNSDP, Results Framework (RFW), Midterm Review 2014, etc.
- Operational Plan of NASP
- 3<sup>rd</sup> National Strategic Plan for HIV and AIDS Response 2011-2015

### **15. Budget**

To be proposed by TA applicant, consistent with competitive rates, as applicable.