



Terms of Reference (ToR)

Consultancy for NGOAB Compliance and Advisory Services

Introduction and background:

Heifer International began operations in Bangladesh in 2006 under the supervision of Heifer International Nepal and has since developed and implemented programs in collaboration with the Government of Bangladesh and local NGO partners that has contributed immensely to improving the livelihoods of many families. The country office was initiated in 2012 after receiving registration as INGO from NGO Affairs Bureau. These projects have used social capital development, integrated crop and livestock agriculture, and savings and loans schemes as entry points into communities to achieve results in increased family income, food and nutrition security, women's empowerment, environmental conservation, and strengthened value chains of various agriculture commodities.

To date, Heifer Bangladesh has supported 90,000 smallholders and marginalized families through its interventions. Heifer Bangladesh has set an ambitious goal of bringing 400,000 families out of poverty, vulnerability and make them resilience through securing a living income by 2030. In this regard, Heifer Bangladesh works closely with development partners and networks, private sectors, multiple government agencies, including the Departments of Agriculture, Poultry & Livestock and Local Government Institutions.

Responsibilities:

The consultant will work alongside and together with the Heifer Project International Bangladesh finance and program team to ensure that foreign-funded projects meet NGOAB compliance requirements.

The consultant will ensure the following responsibilities:

- Assist in developing all types of FD forms and other project formalities of the NGO Affairs Bureau and regularly follow up with them to obtain the NGOAB approval for the project and fund clearance.
- Regular follow-up and visit to NGOAB to oversee the progress and coordinate with concerned NGOAB personnel to meet the NGOAB requirements.
- Respond and process all questions/queries raised by the NGO Affairs Bureau or relevant Ministry in relation to project implementation.
- Keep abreast with information about rules and regulations as well as new communications to/from the NGOAB.
- Ensure all project approval conditions are met by Heifer Project International Bangladesh and project partners for a smooth and continuous operation.
- Ensure submission and approval of annual audit reports for all ongoing projects to

the NGO Affairs Bureau and Bangladesh Bank.

- Advise on compliance with the requirements of NGOAB in line with financial management, financial reporting and programme reporting, auditing and risk management of the project and organisation.
- Facilitate information gathering and then compile all data for the annual project activity report, annual report, project brief, etc. for submission to the NGO Affairs Bureau; ensure submission meets NGOAB prescribed deadlines.
- Taking approval for fund release from the NGO Affairs Bureau with a stimulating time.
- Preparation, submission and approval of Emergency Relief (FD-7) & FC-1.
- Preparation, submission and approval of Temporary Fund deposit / Fund Lean if needed
- Loan and Carry forward
- 'N' visa for Foreign Expert (Concern papers prepared and submitted.

- FD-9 Form prepared and submitted for Work permit for foreign expert .
- Audit Report Acceptance
- NGO Registration Renewal

Timeframe Level of Effort:

The consultant is for a maximum of one year period with a commencing date of May 1, 2024. However, if service provision is satisfactory and meets requirements then this contract may be extended.

The level of effort each month will depend on the requirements of the projects. The consultant will report to the Accounting Manger for work assignments and deliverables.

Mode of Work:

The independent consultant will work from home. The consultant will collect all documents from the Heifer Country Office and submit them to NGOAB for approval.

Fees:

The consultant needs to submit a financial proposal as per the assigned responsibilities. The financial proposal should be monthly basis including Tax. Heifer International will pay VAT and tax will be deducted at source upon government rules from each payment.

Qualifications and competencies required:

- Bachelor's Degree in any discipline.
- Good computer skills in Microsoft Office and Excel and typing skills in Bangla and English.
- At least 5 years of relevant working experience with the NGO Affairs Bureau.

How to Apply

Interested individual applicants fulfilling the requirements are invited to send their applications to info.bangladesh@heifer.org addressing to the Country Director of Heifer International Bangladesh indicating “**Consultancy for NGOAB Compliance and Advisory Services**” in the subject line.

The deadline for application is April 27, 2024.