

**HI BGD- TERMS of REFERENCE**  
**Ref: FD-DHAK-00579**

**Terms of Reference (ToR) for Provident Fund Management  
by External Accounting Expert.**

**Proposals Submission Last date : 10 May, 2025 (on or before 11.59 PM)**

**Handicap International - Humanity & Inclusion**  
**House- 3A, Road- 36, Gulshan- 2, Dhaka-1212**  
**Tel: (+88 02) 222284794, 222292188**  
**Web: [www.hi.org](http://www.hi.org)**

**a) A. Background:**

Handicap International (HI) is an international aid organization specializing in the field of disability around 60 countries of the world. HI is a non-governmental, non-religious, non-political and non-profit making, it works alongside persons with disabilities and other vulnerable groups, whatever the context, offering them assistance and supporting them in their efforts to become self-reliant. Handicap International (HI) is joint winner of Nobel Peace Prizes and a registered (no: 1575) International Non-Governmental Organization with NGO Affairs Bureau in Bangladesh. The main office is based in Dhaka, and presently having site offices in Kurigram, Ukhiya and Teknaf.

HI having its employee provident fund (consisted around 200 staff) recognized by the government of Bangladesh. HI is seeking the services of an external accounting expert to manage the day-to-day financial operations of its Provident Fund. The expert will be responsible for maintaining accounting records, ensuring compliance with financial regulations, and overseeing the fund's financial activities, including loan management, investment tracking, and financial reporting. The main objective of hiring an external accounting expert is to ensure accurate financial record-keeping, efficient financial management, and regulatory compliance of the Provident Fund.

**B. Scope of Work/ Services Required:**

**Accounting and Financial Management**

- ✓ Ensure proper recording of monthly PF transactions in the PF software as per RA produced by Finance and HR.
- ✓ Follow up with the finance and HR team that monthly transfer from HI account to PF bank has been taken place within 5<sup>th</sup> of each following month.
- ✓ Review of PF final payments request prepared by HR before it placed for PF committee approval
- ✓ Reconcile bank statements and fund balances monthly basis.

**PF Loan Payment and Collection**

- ✓ Facilitate loan disbursement with designated Finance staff following staff's loan application and approval from the PF committee.
- ✓ Prepare and maintain vouchers/ supporting of loan payments and collections.
- ✓ Ensure Monthly collection of Loan re-payment installment.
- ✓ Monitor overdue loans and support recovery efforts. Follow up and report to PF committee incase of any one fail to re-pay the loan installment.

**Monthly Financial Reporting**

- ✓ Prepare up to date member schedule on a monthly basis including financial statements (balance sheets, income statements, and cash flow statements)
- ✓ Provide management with periodic financial reports on fund performance.
- ✓ Assist in preparing reports required for internal and external audits.

**Investment Management**

- ✓ Monitor and record investment transactions of the Provident Fund.
- ✓ Provide financial insights into investment strategies for decision-making of PF committee.

**Compliance and Audit Support:**

- ✓ Support process of recruiting Auditor for Annual Audit & Consultant for Annual return Submission
- ✓ Prepare Annual financial statement for audit and facilitate annual audit
- ✓ Ensure Tax calculation, preparation and submission of Annual Return following the annual audit
- ✓ Compliance with all relevant financial and regulatory guidelines. Ensure all the transactions and entries are duly approved by designated members of PF committee.

The above engagement assumed the monthly 10-15 days working time of an individual expert including visiting bank, audit firm, NBR as per the need. The individual needs to be work at HI office premises and not allowed carry any of the documents/ information outside HI premises without the permission of PF chairman and organization representative.

**b) Fees for the service:**

The quoted price must be in BDT. The expert will submit fees on a monthly basis inclusive of VAT & Tax.

**c) Application Requirement:**

The application should comprise of:

- A detailed technical proposal, with an engagement plan to deliver the desired work.
- Qualification of engagement staff and responsible partner of the audit firm. Engagement staff must be registered students of the audit firm having masters/ honors degrees in accounting and completed at least one year of article ship.
- One Assigned expert must continue task with HI at least for 6 month. Incase of changing of assign staff there should be proper handover process.
- A Financial Proposal to be submitted (As per above table) specifying cost of each engagement.
- A comprehensive financial proposal inclusive of VAT and AIT as per Bangladesh. Government regulations, with a detail's breakdown of the related cost.
- Bank Solvency Certificate (optional for both individuals and firms).
- Insurance Certificate (optional for both individuals and firms).
- Statement that Consultant will adhere to HI's terms and conditions
- Trade License, VAT Certificate, E-TIN Certificate & Acknowledgement of Return submission of the Firm
- Bank details: name of the account, Bank name, branch, swift code etc.

**d) Evaluation Criteria:**

- ❖ HI BGD will publish the RFP on the renowned local website.
- ❖ Received Bids will be evaluated by 03 members' Selection Committee.
- ❖ The evaluation will mainly be on financial proposal considerations, technical proposal with engagement plan, previous performance with HI and responsiveness of the audit firm. However, subject to adequate justification/note for record & HI' need or organizational contextual considerations, the committee can decide to Award bids to an auditor who may not have the lowest bidder.
- ❖ The final decision shall be made by the Evaluation Committee considering organizational need and priority.
- ❖ HI will prioritize the quality of the desired tasks thus in case of submitting abnormal/ lower or higher price quote, the committee reserves rights to disqualify the bid.
- ❖ Regular/ usual weighted criteria of selections bids are as aspects:

**Technical Criteria: 50%**

- Profile of engagement partner and assigned expert for the task – 20%
- Engagement plan to deliver the desired works – 20%
- Previous performance (Quality of work/ service received by HI/other organization) and responsiveness -10%

**Financial Criteria: 50%**

- Fees of service.

e) **Interview:**

HI will conduct interviews with the selected organizations and individuals before finalizing the awards.

f) **Cancellation of Solicitation:**

HI may cancel this solicitation for any or no reason. Bids may be rejected if HI determines that:

- The proposal received do not reflect effective competition.
- The cost is not reasonable.
- The cost exceeds the amount expected; or
- Awarding the contract is not in the best interest of HI.

g) **Payment Terms:**

- HI shall not accept any advance payment against any work.
- Payment will be made through Bank Transfer or AC Payee Cheque in favor of individual/ firm according to the given Bank Details within 30 (Thirty) working days after deducting government applicable VAT & TAX, after successfully completion of the work along with the submission of Invoice and all other relevant documents.

h) **For any query:** For any query, please send your email with details to [zi.rahman@hi.org](mailto:zi.rahman@hi.org)

i) **Submission of Proposal:**

Online Bid Submission:

Interested and qualified individual or firms are requested to submit Technical and Financial Proposals by e-mail to: [logistics@bangladesh.hi.org](mailto:logistics@bangladesh.hi.org) mentioning the subject **"Provident Fund Management by External Accounting Expert". - FD-DHAK-00579, within 10 May, 2025 (on or before 11.59 PM).**

\*If the file is too big to fit into 1 email (limit 15MB per email), bidder should split the submission into multiple emails, mentioning chronological order.

Or,

Physical Bid Submission addresses:

Proposals to be submitted to Handicap International Dhaka office: House 3/A, Road 36, Gulshan-2, Dhaka-1212. The envelope should clearly indicate the Invitation to tender reference as per below:

**"Provident Fund Management by External Accounting Expert". - FD-DHAK-00579, within 10 May, 2025 (on or before 11.59 PM).**

**\*All documentation submitted should be done in their own clearly labelled envelopes (e.g., technical proposal, financial proposal, Legal Documents etc.), which are submitted in one single envelope as detailed above.**