



Government of the People's Republic of Bangladesh  
Ministry of Agriculture, Bangladesh

**Diversified Resilient Agriculture for Improved Food and Nutrition Security (RAINS) of  
Smallholder Agricultural Competitiveness Project (SACP-RAINS)**

**Terms of Reference (TOR)**

**for**

**Junior Financial Management Specialist**

**Full Time Individual Junior Consultant**

**Department of Agriculture Extension (DAE)**

**Bangladesh Agricultural Development Corporation (BADC)**

**Department of Agricultural Marketing (DAM)**

**Bangladesh Agricultural Research Institute (BARI)**

**Ministry of Agriculture**

**Terms of Reference (TOR) for  
Junior Financial Management Specialist (JFMS)  
Full Time Individual Consultant (National) for SACP including RAINS**

**1. Background**

The Smallholder Agricultural Competitiveness Project (SACP) is financed by International Fund for Agricultural Development (IFAD) which has been engaged in agriculture and rural development for 40 years in Bangladesh, aiming to provide an opportunity for further scaling-up and enhancing some of the best practices and innovations that have proven to be useful climate change adaptation responses, as well as introducing practical methods and technologies in sustainable production enhancement, post-harvest management, value chain development and public-private partnership development. Through a direct partnership with the Ministry of Agriculture, SACP-RAINS is supporting the Government's strategic master plan of transforming agriculture in Southern Bangladesh.

The SACP-RAINS project is being implemented in 20 districts covering 90 Upazilas in the Southern and Northern Regions (Coastal Zone, Barind and Drought Prone Areas and River Systems and Estuaries-char) areas of Bangladesh, covering 750 unions selected based on the targeting criteria. The project is implemented by four agencies (DAE, DAM, BADC, BARI) and technical support by GAIN and FAO.

**Overall objectives of SACP including RAINS**

The overall objective of the project is to increase farmer incomes and livelihood resilience through demand-led productivity growth, diversification and marketing in a changing climatic condition; To contribute to the public investment priority of achieving food security, and to promote sustainable, inclusive, climate-resilient, and nutrition-sensitive agriculture in three major climatic hotspots of Bangladesh.

**Specific objectives**

- a) Enhanced production of High Value Crops (HVC) and technology adoption.
- b) Assessment of HVCs and group mobilization.
- c) Demand-driven production and market-led research
- d) Processing and marketing of HVC.
- e) Improving market linkage
- f) Increasing post-harvest and processing investments
- g) Development of food safety and nutrition measures along the value chain
- h) Climate Resilient Surface Water Management.
- i) Sustainable surface water management, drainage, conservation and utilization; and
- j) Institutional support for research, extension and capacity building

## **Project Structure**

The project is implemented by four departments of MoA through three technical components supported by a project management component. Component 1-Enhanced production of High Value Crops (HVCs) and technology adoption, is led by the Department of Agricultural Extension (DAE) with support from Bangladesh Agricultural Research Institute (BARI). Component 2- Processing and Marketing of HVCs is led by the Department of Agricultural Marketing (DAM), and Component 3-Climate Resilient Surface Water Management is led by the Bangladesh Agricultural Development Corporation (BADC). These four departments together form the project management component supported by technical assistance from the Food and Agriculture Organization of the United Nations (FAO) and The Global Alliance for Improved Nutrition (GAIN). An additional part of SACP is added as, Diversified Resilient Agriculture for Improved Food and Nutrition Security (RAINS) implementing from 2023.

## **2. Objective of the Assignment**

Because of the project size and diverse nature of activities, the project management will have to perform large number of tasks through directly hired individual junior consultants. The overall objectives of this assignment are to assist the project management (DCU) of SACP including RAINS in Financial Management at district level for successful implementation of the project activities in achieving the objectives as stipulated in the project.

## **3. Scope of Services / Duties and Responsibilities**

The Junior Financial Management Specialist (Junior Consultant) (Full time) will work at district level (Bagerhat, Satkhira, Pirojpur, Jhalokathi, Bhola, Patuakhali, Borguna, Chittagong, Noakhali, Feni, Laximpur, Dinajpur, Kurigram, Gaibandha, Jamalpur, Bogura, Chapainawabganj, Rajshahi, Pabna & Rajbari) project office of SACP including RAINS to support implementation of the project activities under the supervision of the DCU and PD office. The scopes of the services of the consultant including-

- Responsible to PD who delegates responsibility to DCU.
- Budget preparation and funds disbursement to various spending units.
- Preparation of / receive SOE for/from the spending units and ensure timely submission of SOEs to PMU.
- Maintenance of books and bank accounts.
- Supply, assets, and stocks management.
- Cash flow management.
- Ensure timely submission of all financial progress reports to PMU.
- Maintain close link with Financial Management Specialist of PMU.
- Collect periodic physical and financial progress reports from the district implementing agencies, maintain district consolidate records, prepare reports and deliver to PD.
- Maintain close link with Marketing Facilitators, Junior Monitoring & Reporting Specialist (JMRS), Sub Assistant Agriculture Officers (SAAOs), Sub Assistant Engineer (SAE), AE, Executive Engineers, UAO, AEO and others stakeholders) and coordinate the project activities with the district level project implementing agencies;
- Regular update and input data in Accounting Software of SACP including RAINS.
- Any other tasks as assigned by the authority (PD and DCU).

#### **4. Qualification and Experience**

##### **(i) Academic qualification:**

-MBA/ M. Com Degree in Accounting/Finance/Management or related subjects from any reputed university.

##### **(ii) Experiences:**

-5 years work experience in financial management in government, autonomous or private sector;

-Experience in auditing and or in operating grant system is desirable;

-Computer literacy skills (MS Office and Excel) are essential;

-Should have experience in handling database (Accounting Software) and project accounts.

#### **5. Duration of Assignment**

The Junior Financial Management Specialist (JFMS) will perform the Services from joining and continuing through 30 June 2026 or *upto the completion of the project period* or as per requirement of the project as may be subsequently agreed by the parties in writing. It will be renewed in every year on satisfactory annual performance of the consultant.

#### **6. Institutional Arrangement**

The Junior Financial Management Specialist (Consultant) (Full time) will be worked at the DCU, SACP including RAINS in district level and will report directly to the DCU. The incumbent will work closely with Financial Management Specialist of Project Management Unit and departmental officials. The Junior Financial Management Specialist is expected to undertake the activities (scope of services) mentioned in the ToR in order to achieve the stated objectives. Under this consultancy services, travels are being envisaged. However, travels necessary for the exigencies of services to achieve the desired objectives, need to be undertaken. In such cases, daily subsistence allowance (DSA) as per contract signed and the actual costs for travel will be reimbursed as per contract provision.

#### **7. Tentative Payment Arrangement**

The contract will be based on monthly payment and applicable VAT/TAX will be deducted as per Government rule of Bangladesh.