



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (TOR)

of

Financial Management Specialist

Under the 'Growth for Climate Resilient and Environmental Entrepreneurship and Nutrition (GREEN)' Project of PKSF

1. Basic Information

Title of Position	: Financial Management Specialist
Number of Position	: 01(one)
Reports to	: Project Coordinator
Education	: Master's degree along with 4-year Undergraduate degree in Finance/Accounting/Business Administration, or relevant subjects.
Age	: Maximum 55 years
Experience	: 20 years
Duty Station	: Dhaka, with at least 30% time to project areas (outside Dhaka)
Salary	: Monthly BDT 2,60,000/- (Consolidated) and other admissible benefits.

2. Background:

Palli Karma-Sahayak Foundation (PKSF), an apex development organization established by the Government of Bangladesh for poverty alleviation through sustainable employment generation has been implementing various development programs and projects since its inception in 1990. Apart from its core programs, PKSF has been implementing development projects with the financial and technical assistance of different international development organizations like the World Bank, ADB, UKAID (DFID), EU, IFAD etc.

PKSF has so far successfully completed implementation of three projects financed by International Fund for Agricultural Development (IFAD). These are Microfinance and Technical Support Project (MFTSP), Microfinance for Marginal and Small Farmers Project (MFMSFP) and Finance for Enterprise Development and Employment Creation (FEDEC) project, and Promoting Agricultural Commercialization and Enterprise (PACE). Recently, PKSF has successfully completed the project title "Rural Microenterprise Transformation Project (RMTP)". The objective of the project was to promote Agri-based microenterprises in the country.

Following the successful completion of previous five projects and satisfactory progress of the ongoing project, IFAD decided to support a new project for transforming cluster based micro-enterprises of rural areas into sustainable growth led rural enterprises by fuelling scaling up of these micro-enterprises. In this backdrop, IFAD proposed this project titled '**Growth for Climate Resilient and Environmental Entrepreneurship and Nutrition (GREEN)**'. The main focus of the project is the promotion of livelihoods in the country particularly in poverty stricken and climate vulnerable areas.

3. Project goal and objective:

The project goal is to contribute to climate resilient and inclusive rural transformation through sustainable and equitable economic growth, and the development of the project is: To sustainably increase income, climate resilience, food security and nutritional status of beneficiary households by enabling healthy diets and improved nutrition behaviours, uptake of technologies and best practices, and enhanced access to capital.

4. Project areas

The project will be implemented all over the country. However, it will prioritize poverty-stricken and climate-vulnerable districts. Within the priority GREEN regions, some parts are more vulnerable than others such as subdistricts adjacent to the coastal region, those in flood plains, a majority of flash flood prone Haor subdistricts, and drought-prone Barind subdistricts.

PKSF Bhaban-1, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

PABX: +88-02-222218331-33, 222218335-39

+88-02-222218341, 222218343

pksf@pksf.org.bd

facebook.com/pksf.org.bd

youtube.com/@PKSF1990



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

5. Target population, beneficiaries and benefits:

The project's direct beneficiaries are estimated at 258,333 microfinance and business development recipients, comprising the extremely poor, transitional poor and enterprising poor. GREEN aims to directly benefit 258,333 households, translating to approximately 1.11 million individuals. The target population includes agricultural labourer's, artisans, marginal and smallholder farmers, pond fisheries farming and backyard livestock-keeping households, non-agricultural producers, and poor young men and women.

6. Main areas of activities of the position

Responsible for overall management, direction of financial, grant/loan related affairs including financial plan & budget, reports. Ensure control, monitoring, execution of all finance- related activities and full compliance with funding agency's Guidelines and PKSF rules and procedures.

7. Duty station

The employee will be stationed at Dhaka and spend adequate time in the field as per need to supervise project activities including the most remote areas as per instruction and or need for the project.

8. Duration

It should be noted that the position is expected to begin at the earliest possible time and will last until the end of the project period (Sept. 2032). This appointment will initially be for one year, with the possibility of annual renewal up to project periods or the period determined by PKSF's management.

9. Duties and responsibilities

The **Financial Management Specialist** will work under the direct supervision of the Project Coordinator (PC) and their specific tasks are, but not limited to, the followings:

- Prepare Annual Work Plan and Budget (AWPB), financial plans and revision thereto. as well as annual and quarterly disbursement forecasts;
- Review, monitor and examine expenditures (Budget vs. Expenditure Statement and Budget Variance Report);
- Facilitate classification and analysis of financial information, update Project Coordinator and other Project Team Members;
- Prepare Quarterly Interim Financial Report (IFR) and other reports;
- Review POs' Financial Report (expenditure statement), consolidate, analyze the financial situations;
- Review and analyses Sub-project proposals submitted by Partner Organizations;
- Conduct training in the field of budgeting, accounting, compliance and financial management;
- Analyze ME loan programme;
- Track project expenditures, ensuring full compliance with project rules and regulations;
- Operationalize computerized accounting software for the project for accurate and timely management of financial resources;
- Work with M&E Specialist to prepare financial analysis of MEs and other businesses
- Prepare case analysis of individual subprojects, ME's;
- Contribute to project physical progress report;

10. Academic & other qualifications

- Master's degree along with 4-year Undergraduate degree in Finance/Accounting/Business Administration, or relevant subjects from any reputed university with at least two 1st Divisions/Classes or equivalent CGPA in the academic career.
- Any third class/division or equivalent in any examination will incur ineligibility.



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

11. Experience

- At least 20 years' work experience in financial management of which 08 years' experience in IFAD funded project and or another multilateral development bank's projects/programs;
- Extensive knowledge of Government/Foreign aided project budgeting process, fund release, financial management and reporting requirements;
- Experience in development of accounting/financial reporting software;
- Hands-on experience in using OPEN and/or similar online systems for funding agency concurrences.
- Familiar with Government and or lending agencies procurement policies and procedures will be given preference.
- Having courses or training on financial management policies and practices organized by Multilateral Lending Agency will be given preference.

12. Age limit

- Maximum 55 years on the last date of application.

13. Salary & Allowances

- Monthly consolidated salary BDT 2,60,000/- (Two Lac Sixty Thousand Only).
- Other admissible benefits (Festival Bonus, Bangla Noboborsho Allowance, Mobile Allowance, Group Insurance etc.) as per PKSf policy;
- Salary and other admissible benefits (if any) are inclusive of all applicable taxes as imposed by the Government of Bangladesh. All relevant taxes will be deducted at the source as per Government rules.

PKSF is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all of its positions in a manner that does not unlawfully discriminate against any person because of his/her specific identities, such as race, religion, gender, disability or any other status or characteristics protected by the laws of the country.

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of the chairperson.

3. The third part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of the secretary.

4. The fourth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of the treasurer.