



**BANGLADESH BANK**  
**SUSTAINABLE FINANCE DEPARTMENT**  
**HEAD OFFICE**  
**DHAKA.**



Website : [www.bb.org.bd](http://www.bb.org.bd)

**Request for Expression of Interest (REOI) for hiring Audit Firm (Local).**

1. Name of Procuring Entity : GCF RPSP Project Implementation Unit, Sustainable Finance Department, Bangladesh Bank.
2. Expression of Interest (EOI) : Selection of Audit Firm.
3. EOI Ref. No. & Date : SFD(GBMS)1003/6/2/2021-2623 Date: 17 October 2021.
4. Procurement Sub-Method : Least Cost Selection (LCS).
5. Budget and Source of funds : Foreign Grant.
6. Project Title : Up Scaling Regulatory Landscape of Green Banking for Shariah Based Banks and Financial Institutions in Bangladesh.
7. Assignment Title : Hiring Audit Firm (Local) for the Financial Audit of GCF RPSP (Green Climate Fund Readiness and Preparatory Support Programme) Project.
8. EOI Closing Date and time : 07 November 2021 at 05.00 pm.
9. Brief Description of the Assignment : Bangladesh Bank received a grant from GCF (Green Climate Fund) to implement the project. The total project budget is \$700,000.00. Anticipated duration of the project is 30 (thirty) months starting from 30 March, 2020 to 29 September, 2022. GCF has engaged the United Nations Office for Projects Services (UNOPS) for grant management support to the readiness programme. In fulfillment of the statutory requirement of Project Cooperation Agreement, a qualified independent audit firm is required to be engaged to assess the accounting and financial control systems and to monitor expenditures and other financial transactions related to the project.
10. Tasks and Responsibilities : The primary responsibility of the auditor is to express a professional opinion as to whether (i) the Project Financial Statements (PFS) show a true and fair view of the Project's financial position as of 30 March 2020 to 29 September 2022 and funds receipts and expenditures incurred during the period then ending, (ii) Expenditures incurred on basis of Statements of Expenditures are eligible to UNOPS are reflected on the PFS, and for this purpose, the auditor shall carry out whatever necessary examinations of the statements and underlying records and control systems. The Audit opinion should also confirm that the Procurement Guidelines have been properly applied and in accordance with the Project's Cooperation Agreement no. BGD-RS-004.

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11. Expected Deliverables : The main deliverables for auditor will be as follows:
- 1<sup>st</sup> Audit Report: For the period from 30 March 2020 to 30 June 2021 (15 months)
  - 2<sup>nd</sup> Audit Report: At the end of 1<sup>st</sup> tranche or upon use of at least 70% of the 1<sup>st</sup> tranche
  - 3<sup>rd</sup> Audit Report : For the period from 30 March 2020 to 30 March 2022 (24 months)
  - 4<sup>th</sup> Audit Report: At the end of the project period.
  - Annual Audit Report: At the end of each year during the project period.

11. Qualifications and experience :
- The Audit Firm should be registered under relevant GoB rules and acts.
  - The audit will be supervised and conducted by a qualified team involving personnel with relevant degrees.
  - The firm submitting EOI will have to provide experience certificate with company profile. Working experience with reputed international donors will be appreciated.

For detail qualifications, please refer to “Terms of Reference (ToR)” available on the website of Bangladesh Bank (<https://www.bb.org.bd/aboutus/tenders/tenders.php>).

12. Other Details :
- The prospective consulting firm shall submit all supporting documents (in person, or by mail, or by email) to the address below. Interested candidates may obtain “Terms of Reference” from the website of Bangladesh Bank (<https://www.bb.org.bd/aboutus/tenders/tenders.php>) or the address below, during working days, from 10.00 AM to 05.00 PM. Work place for consultants will be determined by PIU, BB from time to time as it requires.
- Application/proposal will not be accepted after EOI closing time.

13. Evaluation Criteria : The responses will be reviewed and firms/consultants deemed best qualified based on above mentioned criteria in Bangladesh Bank’s judgment will be short-listed and contacted.

#### **Procuring Entity Details**

14. Name of the Official Inviting EOI : Khondkar Morshed Millat.
15. Designation of the Official Inviting EOI : General Manager (Project Director).
16. Address of the Official Inviting EOI : GCF RPSP Project Implementation Unit, Sustainable Finance Department, 19th floor, 2<sup>nd</sup> Annex Building, Bangladesh Bank, Head Office, Dhaka-1000.
17. Contact Details of the Official Inviting EOI : Phone: 9530320

18. Special Instructions : The Request for proposal (RFP) will be issued to the short listed Firms. The client will not be responsible for any costs or expenses incurred by the Firm(s) in connection with the preparation or submission of the EOI.

This Request for Expression of Interest (REOI) is in compliance with relevant government rules and regulations e.g. Public Procurement Rules 2008. By responding to this REOI, consultant firms are conforming to those rules and regulations.

The Procuring Entity reserves all right to accept or rejects any or all REOIs without assigning any reason whatsoever. No claim will be entertained in this regard.

This REOI and ToR are available at the web-site mentioned above.



(Khondkar Morshed Millat)  
General Manager (Project Director)  
Phone: 9530320  
E-mail: [gm.sfd@bb.org.bd](mailto:gm.sfd@bb.org.bd)

**BANGLADESH BANK**  
**Sustainable Finance Department**  
Head Office, Motijheel, Dhaka.

**Terms of Reference (ToR)**

For

**Hiring Audit Firm (Local) for the Financial Audit of GCF RPSP  
(Green Climate Fund Readiness and Preparatory Support) Project.**

**1. Project Background**

Bangladesh Bank received a grant from GCF (Green Climate Fund) to implement a project titled “Up scaling regulatory landscape of Green Banking for Shariah Based Banks and Financial Institutions in Bangladesh”. The total project budget is \$700,000.00. Anticipated duration of the project is 30 (thirty) months starting from 30 March, 2020 to 29 September, 2022. The legally binding terms and conditions of the Project Cooperation Agreement no. BGD-RS-004 may be amplified by supplemental letters and /or an amendment. GCF has engaged the United Nations Office for Projects Services (UNOPS) for grant management support to the readiness programme, including the establishment of a grant agreement, performance monitoring and disbursement. As per the agreement signed between Bangladesh Bank and UNOPS, the proceed of the finance must reach towards end beneficiaries of this project. The Project Proposal is also an important source of information and references to understand the project goal and impact envisaged.

**2. Context**

According to the agreement signed between Bangladesh Bank and UNOPS for the Project No. BGD-RS-004, Bangladesh Bank shall at all times maintain a financial management system, including records & accounts and prepare financial statements for the project in a format acceptable to the UNOPS and adequately reflect the operations, resources and expenditures related to the Project. Also, the Bangladesh Bank shall maintain records and supporting documents for all expenditures with respect to which withdrawals from the financing were made. The records should reflect all categories of withdrawals SOEs, direct payments.

The Project Financial Statements (PFS) are comprised of (i) Project balance sheet at the fiscal year closing date and Statement of funds receipts and expenditures incurred by the Project for the year of ending (iii) Reconciliation statement for the balance of the Project's account as of year end. For procurements of goods, works and services to the Project, the Bangladesh Bank is required to comply with the Public Procurement Rules 2008. The Cooperation Agreement requires that the records, accounts and financial statements mentioned above for each fiscal year to be audited, in accordance with International Standard on Auditing (ISA), consistently applied, by independent auditors acceptable to the UNOPS. In fulfillment of this statutory (or Project Cooperation Agreement) requirement, a qualified independent audit firm is required to be engaged according to terms of reference and scope of work acceptable to the UNOPS.

### 3. Objectives

The primary objective of the audit engagement is to enable the auditor to express a professional opinion as to whether (i) the Project Financial Statements (PFS) show a true and fair view of the Project's financial position as of 30 March 2020 to 29 September 2022 and funds receipts and expenditures incurred during the period then ending, (ii) Expenditures incurred on basis of Statements of Expenditures are eligible to UNOPS are reflected on the PFS, and for this purpose, the auditor shall carry out whatever necessary examinations of the statements and underlying records and control systems. The Audit opinion should also confirm that the Procurement Guidelines have been properly applied and in accordance with the Project's Cooperation Agreement no. BGD-RS-004.

The objective of project auditor should include as follows:

- Assessment on the adequacy of accounting and financial control systems to monitor expenditures and other financial transactions related to the project and to ensure safe custody of the project assets;
- Verification on expenditures incurred, which is eligible to the Project.

### 4. Scopes

The audit subject of this Terms of Reference is considered as a special purpose contractual agreement audit for which, in addition to compliance with international standards as explained below, the auditor needs to take into consideration the UNOPS's reporting requirements and compliance with Procurement Guidelines.

The audit will be carried out in accordance with Generally Accepted Auditing Standards (GAAS) such as the International Standards on Auditing (IAS) issued by the International Federation of Accountants (IFAC), having regard to relevant project cooperation agreements and UNOPS's requirements and should pay special attention to the following:

- All funds provided to the Project have been used accounted for and classified in accordance with the relevant cooperation agreement;
- All the transactions related to tile project are reflected in the PFS issued according to General accepted Accounting Policies;
- Goods, works and services financed have been procured in accordance with the relevant cooperation agreement and in tune with Public Procurement Rule;
- All necessary copy of supporting document, records, and accounts have been kept in respect of project. Clear linkages should exist between the books of account and reports presented to UNOPS;
- The PFS have been prepared in accordance with Generally Accepted Account Principles (GAAP) Such as International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS), and give a true and fair view of the financial position of the Project and of the resources and expenditures for the fiscal year then ending;
- Verification of the Statement of Expenditure (SOE) and Reconciliation Bank Statement (RBS);
- Assessment on the adequacy of accounting financial control systems to monitor expenditures and other financial transactions related to the project, and to ensure safe custody of the project assets;
- Identification on any ineligible expenditures and propose improvement for the project financial management.

The auditor will give special attention to any specific risk area as mentioned in the project document.

## 5. Audit Deliverables

The main deliverables for auditor will be as follows:

- 1<sup>st</sup> Audit Report: For the period from 30 March 2020 to 30 June 2021 (15 months)
- 2<sup>nd</sup> Audit Report: At the end of 1<sup>st</sup> tranche or upon use of at least 70% of the 1<sup>st</sup> tranche
- 3<sup>rd</sup> Audit Report : For the period from 30 March 2020 to 30 March 2022 (24 months)
- 4<sup>th</sup> Audit Report: At the end of the project period.
- Annual Audit Report: At the end of each year during the project period.

The main responsibilities of the audit firm will be:

- i. **Audit Report** - which shall include an explicit professional opinion whether
  - (a) The project financial statements give a true and fair view of the state of the Project's affairs.
  - (b) Expenditures are eligible to UNOPS grants and are reflected on the PFS. The Auditors should take into account relevant statutory and other mandatory disclosures and accounting requirements stipulated in the Project Cooperation Agreement.
  - (c) Furthermore, the specific deliverables for auditor will be tranche wise & Annual audit reports and delivered within agreed timeline.
- ii. **Management Letter:** which should report any significant accounting and control issues arising from the audit as identified during the internal control mechanisms review together with the related risk. The letter with management responses and recommendation to address the situation and insufficiencies should be made available to tile Project's Management in time. As annex of the Management Letter the auditor will mention whether or not recommendations issued on tile previous Management Letter have been considered by the PMU of Bangladesh Bank.

The Auditor's Report for each period shall be furnished to the competent authority not later than one month after the end of such period.

## 6. Qualification and Experience

- The Audit Firm should be registered under relevant GoB rules and acts.
- The audit will have to be supervised and conducted by a qualified team involving personnel with relevant degrees.
- The firm submitting EOI will have to provide experience certificate with company profile. Working experience with reputed international donors will be appreciated.

Bangladesh Bank authority solely preserves the right to amend and make changes to terms and condition at any time during the tenure. Bangladesh Bank also solely preserves the right to accept or reject any or all the expression of interest at any stage of selection process without assigning any reason whatsoever and without incurring any liability to the affected candidate(s).