

Terms of Reference
National Administrative and Financial Reporting Assistants (NAFRA)

Post Title : National Administrative and Financial Reporting Assistants (NAFRA)

Project Title : Reducing uses and releases of chemicals of concern, including POPs, in the textiles sector (GEF ID 10523)

Report To : National Project Coordinator (NPC)

Estimated Duration : 1 June 2026 until 30 June 2027

Location : Bangladesh

Introduction

The objective of this project is significant and documented reductions in use, releases, and exposure to chemicals of concern (CoCs) including POPs in the textiles sector in selected countries (Bangladesh, Indonesia, Pakistan, and Viet Nam).

The project consists of the four following components:

Component 1: Information sharing and chemical management pilots on priority CoCs including POPs in textiles facilities

Component 2: Eco-innovative strategies towards a non-toxic and circular textiles' economy

Component 3: Knowledge management for scaling up

Component 4: Monitoring and Evaluation

Scope of work

The scope of work of National Administrative and Financial Reporting Assistants (NAFRA) is as follows:

- a) Administrative preparation of national expert or subcontracts engagement;
- b) Support NPC in preparation or consolidation of Terms of Reference (ToR) for national experts or subcontracts in consultation with relevant Regional Expert;
- c) Support NPC in coordination of candidate identification and initial engagement discussions;
- d) Review, insert national context, and finalize contract prepared by BCRC-SEA APA-EA;
- e) Initiate preliminary engagement with potential candidates;
- f) Producing quarterly and annual financial reports;
- g) Administering payments, contracts and procurements for the national executing partner;
- h) Review, insert national context, and finalize ToR of national experts and subcontractors prepared in consultation with relevant regional expert;
- i) Coordinate the necessary administrative documentation required for contracting; and

- j) This coordination aims to ensure a clear operational understanding of the respective roles between the national PMU administrative function (NAFRA) and the BCRC-SEA administrative role as Executing Agency, particularly in the engagement and management of national experts

Deliverables:

- a) Monthly Progress Report
- b) Quarterly Progress Report
- c) Quarterly Financial Report
- d) Annual and periodic revision of Work Plan and Budget
- e) Review of reports

Qualification

- University degree in geography and environment or in relevant discipline.
- Minimum 5 years of experience in project planning and development.
- Proven experience in project implementation.
- Familiarity with chemicals, textiles, or sustainability issues is an asset.
- Fluency in Bengali and English with excellent writing and interpersonal skills

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