

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	: July 2026 until 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) Support the National Project Coordinator (NPC) in the administrative preparation and management of the engagement of national experts and subcontractors;
- b) Support the NPC in the preparation, consolidation, review, and finalization of Terms of Reference (ToR) for national experts and subcontractors in consultation with relevant Regional Experts;
- c) Support the NPC in candidate identification, initial engagement discussions, and coordination of contracting processes for national experts and subcontractors;
- d) Review, incorporate national context, and finalize contracts and related administrative documentation prepared by BCRC-SEA as the Executing Agency.
- e) Coordinate, maintain, and update all administrative, contractual, procurement, financial, and consultant management documentation and records in both electronic and hard-copy formats, including inventories of project assets and documents.
- f) Administer payments, contracts, procurements, and related financial transactions for the national executing partner in accordance with project and organizational procedures;

- g) Prepare and maintain procurement plans, annual budget forecasts, and support periodic revisions of work plans and budgets as required;
- h) Prepare monthly, quarterly, and annual financial and progress reports and support the consolidation of project reporting requirements;
- i) Support the organization of workshops, training sessions, meetings, stakeholder consultations, and other project-related events, including logistical arrangements and documentation;
- j) Provide general office and administrative support services, including bookings, reservations, procurement of office supplies, and coordination of day-to-day operational requirements;
- k) Maintain adequate stocks of stationery and other consumable supplies necessary for project implementation;
- l) Facilitate effective coordination between the national PMU administrative function (NAFRA) and the BCRC-SEA administrative role as Executing Agency, ensuring clear operational understanding of respective responsibilities, particularly regarding the engagement and management of national experts and subcontractors;
- m) Perform other administrative, financial, reporting, and coordination tasks as assigned by the NPC and BCRC-SEA in support of project implementation.

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 one of the following: Accounting, Economics, Statistics, Finance or Business Management, Environmental Studies, Public Administration or other relevant field.
- At least three (3) years of professional experience in project administration, financial management support, reporting, data management, logistics coordination, or related functions, preferably in development, environmental, or public-sector projects.
- Experience in project administration, reporting, data management, and support to environmental or sustainability-related projects will be given due consideration.
- Familiarity with chemicals management, textile-sector sustainability, environmental governance, or related sustainability issues is an asset.
- Demonstrated experience in organizing workshops, training sessions, stakeholder consultations and coordination.
- Good communication, networking, and interpersonal skills, with the ability to liaise effectively with government agencies, development partners, private-sector stakeholders, consultants, and service providers.
- Proven skills in supporting project implementation, activity tracking, documentation, and preparation of administrative, technical, and financial reports.

- Good analytical and organizational skills, including experience in data collection, data management, and reporting.
- Full Bengali language proficiency (ability to read, write, and communicate verbally at a professional level).
- Excellent oral and written communication skills in English, including report writing and correspondence with national and international stakeholders.

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