

# Community Partnerships to Strengthen Sustainable Development Program (Compass)



## Statement of Work

<b>Component/Unit Name:</b>	: Finance and Admin				
<b>Period begins</b>	: January 01, 2025	<b>and ends</b>	: October 30, 2025	<b>Duration</b>	: Max. 220 working days
<b>Areas of Work:</b>	: Support Finance and Admin activities				

### **Background**

The United States Agency for International Development (USAID) and the U.S. Forest Service (USFS) have been collaborating in Bangladesh since 2009, achieving significant milestones in forest, environmental, and natural resource management (NRM). The partnership exemplifies effective inter-agency cooperation, significantly contributing to sustainable forest management and the development of robust NRM systems in Bangladesh.

Building on this long-standing partnership, USAID and USFS entered into a Participating Agency Partnership Agreement (PAPA) in 2019. Under this agreement, USFS began implementing the 5-year **Community Partnerships to Strengthen Sustainable Development (Compass)** activity. This initiative aimed to enhance sustainable natural resource management, strengthen stakeholder capacity, and build community resilience and environmental stewardship in Bangladesh. USAID further extended the PAPA for an additional 36 months. This extension aims to continue the Compass activities, emphasizing scaling up and sustainability of ongoing initiatives.

Compass addresses NRM challenges in Bangladesh through the following components:

- Component 1:** Expanding and Sustaining Youth-led Environmental Stewardship
- Component 2:** Advancing Government-led Initiatives to Address Emerging Forestry Issues
- Component 3:** Increase technical cooperation on forest and ecosystem management
- Component 4:** Strengthening Academic Knowledge and International Partnerships to Address NRM, Climate Change, and Biodiversity Loss.

### **A. Overview and Description of Services to be provided**

The Finance and Administrative Intern will support the Finance and administrative functions of the Compass Program. This role is designed to provide practical experience and skill development in finance, administration, and store management. The intern will gain exposure to real-world accounting, financial and administrative tasks within Compass program, contributing to its success while enhancing essential professional skills.

#### **Description of Services**

- The intern is expected to perform the following activities, not limited to:
- Track expenses and maintain accurate financial records.
- Assist in preparing financial reports, invoices, vouchers, and track seminar and subcontract expenditures.
- Organize and manage store inventories, including periodic inventory checks and reconciliation reports.
- Document, archive, and scan financial and administrative records monthly.
- Record all financial transactions accurately in relevant forms.
- Follow up on outstanding payments to ensure timely processing.

- Assist in reconciling copies with original vouchers.
- Prepare meeting minutes and attend weekly meetings.
- Provide general support for the finance and project-related administrative and HR tasks.
- Perform additional responsibilities as assigned by the Supervisor.

## **B. Required Education, Experience, Knowledge and Skills**

### **Academic qualifications**

Completed a Bachelor's or Master's Degree in Finance, Accounting, Business Administration, or a related field.

### **Experience level**

- No formal professional experience is required.
- Previous internship experience in finance is an advantage.

### **Expected skillset**

- Strong proficiency in MS Word, MS Excel, and MS PowerPoint.
- Basic understanding of accounting principles and financial systems.
- Strong organizational skills and attention to detail.
- Ability to communicate effectively in Bangla and English.
- Interest in learning and adapting to new processes and tools.
- Problem-solving and critical thinking abilities.
- Willingness to travel to field locations, if necessary.

## **C. Workstation**

Compass Program Office in Banani, Dhaka.

## **D. Benefits and allowances**

The benefits and allowances for this position would be as per the Compass policy and guidelines.

## **E. Instructions for Application Submission**

Interested applicants are requested to submit the application form at this link: [Application Form](#)

Applicants must have an active Gmail account to complete the application. In the application form, the interested applicants must provide accurate information in all required fields and attach the following documents:

- 1. A Curriculum Vitae (CV)** with the full contact details, description of educational background, relevant experiences (if any), skillset, accomplishments (if any), extracurricular activities, hobbies, and two references (one must be academic). Please use the following naming convention for your file: `FirstName_LastName_CV`. The CV should not exceed one page and must be attached either in MS Word or in PDF file format.
- 2. An intriguing cover letter** illustrating what motivated the applicant to apply and why s/he is the best candidate for this position. Please use the following naming convention for your file: `FirstName_LastName_CoverLetter`. The cover letter should not exceed one page and must be attached either in MS Word or in PDF file format.

The deadline for application is **December 15, 2024 at 11:59 pm**. Only completed applications will be considered.

*Only shortlisted candidates will be called for further assessment. The applicants who are not shortlisted will not be notified. Qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor.*