

Ministry of Agriculture, Livestock and Irrigation
Department of Rural Development
National Community Driven Development Project
IDA Grant: H814-MM
Terms of Reference (C 79/2016)

**National Infrastructure and Safeguards Assistants for State and Regional
Level
(12 months assignment)**

Background

The Union Government of Myanmar has received a Grant of US\$ 80 million and an Additional Financing of US\$ 400 million from the World Bank to implement a Community Driven Development Project. Department of Rural Development under the Ministry of Agriculture, Livestock and Irrigation has been mandated to implement a multi-year, multi-state community development project entitled National Community Driven Development Project (NCDDP) that would be supported through the grant and additional financing from the World Bank. The development objective of the NCDDP is to support the Government's strategy to promote the Community Based Rural Development. For detail, please visit www.cdddrdmyanmar.org

The NCDD Project has been implementing in 47 townships through the country in 2016 and will be expanded in coming years. With a rapid scaling up of the project, building up capacities to township TFs and DRD infrastructure team is critical. NCDDP intends to recruit a total of 45 National Infrastructure & Safeguards Assistant for 15 regional offices (in average of 3 persons per office) with enrich experience of implementation and supervision in rural infrastructure projects. The consultants will be based at the state/ regional project offices for a close supervision of project townships under the respective state/ regional offices. The Assistant will work together with DRD Senior Engineers under supervision of union infrastructure team following the project guidelines and conduct all disciplines and supervision to the technical facilitators in the project townships. The consultants having experience in taking care of environmental safeguards in the similar community development projects are preferable.

Implementation Arrangements

The Infrastructure and Safeguards Assistants shall provide his/her services to the NCDDP and will be based in the State or Regional Offices with frequently travels to the project townships for supervision and monitoring the infrastructure works and to the Head Office of the project in Naypyitaw for training and supervision meeting purposes. The Infrastructure and Safeguards Assistants shall work together with the DRD Senior Engineers and report to the Project Director through Union Infrastructure team. The services are expected to start in May 2017. The team composition of infrastructure team for the State/ Regional Offices and covering project townships under each are designed as followed:

State/ Regional Office	No. of DRD Senior Engineers	Infrastructure Assistant	No. of Appointed	Vacant	Covering Townships by 2016-17	No. of Extending Townships in next year
Regional A-1: Sittwe (Rakhin State)	2 Engineers	3 Engineer Assistant	1	2	Ann (Rakhine), Platewa (Western Chin)	
Regional A-2: Mintat (Chin State)	2	3	2	1	Kanplet , Matupi	
Regional A-3: Myintkyina, (kachin state)	2	3	1	2	Mogaung	
Regional A-4: Loikaw (Kayah State)	2	3	1	2	Loikaw, Shadaw, Demoso, Hpruso, Ba wlake, Hparsaung , Mese	
Regional A-5: Hpan (Kayin State)	2	3	1	2	Kyainseikk yi	
Regional A-6: Malawmyine (Mon State)	2	3	2	1	Chaungzon e, Billin, Paung	
Regional A-7 Myeik (Tanintharyi Region)	2	3	1	2	Kyunsu, Tanintharyi	
Regional A-8 Taunggyi (Shan State)	2	3	1	2	Namhsan, Hsihseng	
Regional A-9: Yangon (Yangon Region)	2	3	2	1	Htantapin, Kawhmu, Kungyango n, Kyauktan	
Regional A-11 Bago (Bago Region)	2	3	0	3	Monyo, Kyaukkyi, Padaung	
Regional A-13:	2	3	1	2	Pinlebu,	

Monywar (Sagaing Region)					Banmauk, Myaung	
Regional A-15: Naypyitaw (Naypyitaw Region)	2	3	2	1	Tatkone, lewe, Pyinmana	

Note: No. of Infrastructure assistant and DRD Senior Engineers can subject to be varied based on the need of sub project, geographical condition etc.

Main Objective of the Position

The Infrastructure and Safeguards Assistants are to support (-) **day-to-day technical assistance to the townships in developing appropriate design and drawing of sub project infrastructure of the project and monitoring the sub project implementation** (-) **to provide the necessary trainings to the Technical Facilitation Staff (TFs) at township level and (-) to provide trainings and sharing relevant infrastructural knowledge to the communities.** By applying a part of hiring the Infrastructure and Safeguards Assistants, it is expected to have successfully completion of all necessary sub project infrastructure implementation in a timely manner. The Infrastructure and Safeguards Assistants are adhered to the duties and responsibilities, including but not limited to the followings:

Detailed Duties and Responsibilities

To achieve the main objectives of the assignments, more specific tasks of the selected infrastructure specialists will include:

Day-to-day technical assistance to the townships in developing appropriate design and drawing of sub project infrastructure of the project and monitoring the sub project implementation;

- Together with Regional DRD Senior Engineers, support township DRD engineers and technical facilitators to work with village committees and village tract project support committees in the project detailed design, cost estimation and BOQ, O&M plans, implementation and monitoring of sub-projects.
- Visit project villages regularly to supervise and check the quality of sub project construction and contract management, including adherence to the project's Environmental and Social Screening and Assessment Framework (ESSAF) including social safeguards, environmental codes of practice, and environmental management plans (EMP)/ (PCR) management plan
- Provide safeguards implementation progress report and part of the current progress reporting system i.e. quarterly and annual report.
- Provide geo-coded inputs on infrastructure construction in project villages for the MIS database
- Report but to Union Infrastructure team all Sub-project implementation progress and Compliance with ECoPs, preparing EMP/PCR management plan and Social Safeguards (Land or Other Assets donation) and Disaster Risk.

- Take Responsibility weekly and monthly progress report or Sub-project to be sent Union Infrastructure team.

The necessary trainings to the Technical Facilitation Staff (TFs) at township level;

- Conduct technical trainings of Township DRD and Township Technical Facilitators in;
 - Relevant NCDDP operational procedures,
 - DRD Quality Standards and Standard Designs and specifications,
 - NCDDP Environmental Code of Practice (ECOP),
 - Environmental and Social Safeguards,
 - Environmental Management Plans /PCR Management Plans,
 - Operation and Maintenance,
 - Rural Infrastructure Quality Management (Sub-project Quality Checklists)
 - Disaster Risk Management
- Prepare inputs on to social and environmental safeguards for monitoring reports; and
- Provide on-the-job engineering and safeguards training to DRD staff.
- Train CFs and TFs to guide Village Project Support Committees to prepare safeguards screening and complete related forms

Provide trainings and sharing relevant infrastructural knowledge to the communities.

- Together with DRD engineers provide regular training to village tract project support committees and village committees on technical design, cost estimation, construction management, and procedures for the implementation of community infrastructure works
- Monitor implementation of any voluntary donation or resettlement plan required for village sub-projects

Additional Tasks

- Assist when required with Union level technical supervision of sub-projects to develop a sound understanding of NCDDP sub-project technical requirements.
- Advise NCDDP on technical quality issues and make recommended changes in training materials and procedures as required.
- Become very familiar with all key project documents, in particular the Operations Manual, ECOP, Standard designs, Specifications and bills of quantities, and the Engineering/Technical design and supervision forms and procedures.
- Work closely with the training unit of NCDDP to develop and improve training materials and methods.
- Accomplish other tasks as requested, according to project's needs you have to go wherever.

Reporting

The Infrastructure and Safeguards Assistants shall contribute to regular and ad hoc reports on implementation progress and quality and environmental Safeguards for Monitoring report and make recommendation for improvement. The Infrastructure and Safeguards Assistants report to Union infrastructure team monthly and timely as per requested.

Qualifications and experiences

- **Bachelor degree in Civil engineering (BE-Civil) and higher**, at least 4 years of experience in infrastructure design implementation and supervision. With relevant diploma/ certificate in infrastructure and having experience in doing environmental codes of practices and safeguards in the similar community development projects is preferable

(OR)

- At least 2 year experience in participatory community development, technical training and training of trainers combined with NCDDP project experiences. Also who used to work as townships TA at infrastructure section and has being working experience of infrastructure combined with NCDDP they can submit.
- Good command of spoken and written English is advantage.
- Good computer skills including MS. Office. Knowledge of CAD software is highly desirable.
- Willingness to transfer skills.
- Show sensitivity towards gender and ethnic issues found in the rural areas and Willingness to travel to and in townships for extended periods of time.

Preferable

- Strong ethnical commitment to impartiality, integrity and transparency
- Possess strong team building capacity, good communication and social skills and ability to coordinate with local people.
- Ability to work independently, within the framework of the project's requirements.

To Apply

Application must be submitted in a written form to the address below (in person, or by mail, or e-mail) by March 27, 2017. The applicant should clearly mention the applying State/Regional Office (eg. Regional A1, A2, A3, A4 etc.....)in his/her priorities. We will not consider in review that are not clearly mention in state/regional office.

Further information may be obtained the address below during office hours from 0900 to 1600, Monday through Friday, except public holidays.

Attn: **U Kyaw Swa Aung** (Director),
NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation.
Office No.14,Nay Pyi Taw, Myanmar.
Telephone: 067 – 409071
Email address: unioncddprocurement@gmail.com

Contact to: Daw Su Wai Kyaw (Sub Assistant Engineer)

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