

ANNEX 2

PERSONNEL QUALIFICATIONS AND TASKS

GENERAL QUALIFICATIONS

The following qualifications are required for all Consultant staff. Priority will be given to specialists with experience in community driven development in Myanmar. For the township level staff, the ability to communicate effectively in Myanmar language is required given the importance of working closely with union and local authorities. Knowledge of prevailing ethnic/local language/s is desirable for township level personnel and technical facilitators, and is essential for community facilitators.

- Ability to work effectively and sensitively in teams and with government counterparts
- Strong inter-personal skills and ability to resolve conflict;
- Prior experience of working in rural Myanmar
- Experience working on community-driven development models;
- Proven track record in capacity building;
- Ability to communicate effectively with project stakeholders;
- Proven planning and organizational skills;
- Functional ability to speak English;
- Willingness and ability to travel frequently to project villages; and
- Proven ability to work under pressure and deliver in a timely manner.

No.	PERSONNEL	SPECIFIC QUALIFICATIONS	MAIN TASKS
1	TTA team leader (Lead CDD and Training Specialist)	• Academic degree in social sciences and at least five years of project management experience, with a particular focus on community participation and community-based infrastructure, <u>or</u> at least seven years of relevant experience in project management	• Support township DRD office in all aspects of project implementation according to the project operations manual • Manage a team of Consultant staff and community and technical facilitators, monitor their performance and ensure timely delivery of quality outputs • Monitor implementation of the grievance handling system at the township level • Provide on-the-job training and capacity building to DRD staff on all aspects of project management at the township level • Provide training to village tract project support committees, village committees, community and technical facilitators, and village volunteers on project

			operations and the community project cycle • Prepare a training plan for village tract project support committees and village committees based on the project operations manual • Monitor and measure training results • Ensure that the data in the MIS and all required reports to DRD are submitted on time and are complete and accurate. • Ensure strong cooperation with DRD • Ensure linkages with other line departments at the township level
2	Finance Officer	• Academic degree in accounting, business administration or related field and at least three years of accounting and financial management experience using computerized accounting systems <u>or</u> at least five years of relevant accounting and financial management experience	• Support township DRD staff in project accounting, day-to-day financial management,, maintenance of financial records, budget category assignment, and preparation of project financial statements • Support township DRD staff in the review of monthly financial reports submitted by village tract project support committees • Support township DRD staff in the preparation of monthly financial reports for submission to the Union project secretariat • Provide on-the-job financial management training to DRD staff; • Together with DRD finance officers, provide training in accounting for community facilitators, village tract project support committees village committees and village volunteers • Support the finance sub-committees of the village tract project support committees in undertaking their duties • Support township DRD staff in reviewing annual submissions of supporting documentation from village tract project support committees and filing in accordance with project guidelines
3	Procurement Officer	• Academic degree in engineering, management, business administration or related field and at least three years of working experience in	• Assist DRD in carrying out day-to-day procurement activities at the township level according to the project's procurement procedures • Provide on-the-job procurement training to DRD staff and community facilitators

		procurement, preferably under development projects, <u>or</u> at least five years of relevant experience in procurement	• Together with DRD procurement officers, provide procurement training for community facilitators, village tract project support committees, village committees and village volunteers • Support the procurement sub-committees of the village development support committees in undertaking their duties • Prepare relevant inputs into the quarterly township progress reports • Conduct procurement post reviews and prepare the findings and recommendations for the quarterly progress report
4	M&E and MIS Officer	• Academic degree in economics, public policy, political science, information technology or a related field; at least three years of experience in monitoring and evaluation and MIS, preferably under development projects, <u>or</u> five years of relevant M&E and MIS experience	• Support DRD in reviewing monthly sub-project monitoring reports and supervise data entry into the project Management Information System (MIS), including checking the accuracy, completeness and timeliness of data and report submissions • Provide on-the-job monitoring training to DRD staff and community facilitators • Carry out frequent monitoring visits to sub-projects under implementation • Identify and alert DRD to any emerging project implementation issues • Together with DRD M&E officers, provide M&E training for community facilitators, village tract project support committees, village committees and village volunteers • Support the monitoring sub-committees of the village development support committees in undertaking their duties • Support DRD in preparing the quarterly township progress reports and presentations that are accurate, analytical, reliable and timely • Monitor and report upon handling of grievances handling of grievances
5	Communication, Social Accountability and Gender Specialist	• Academic degree in communications, journalism, or related areas with at least three years of community development and/or gender work experience, preferably under rural	• Assist DRD in adapting project training materials to local context • Develop a township-specific info dissemination and outreach strategy to raise awareness about the Project • Support DRD in executing the outreach strategy, including production of locally-adapted IEC materials

		development projects, <u>or</u> at least five years of relevant community development work experience • Demonstrated knowledge of and practical experience in the full range of community development methods as well as communications and awareness raising activities and tools that can be adapted to local context	• Assist with translation of English documents into Myanmar language and vice versa, as required • Ensure mainstreaming of gender, social inclusion and social accountability concerns in all project activities • Support the VT grievance feedback committee • Arrange for information board/ point in each village and for dissemination of information including grievance handling materials • Monitor effectiveness of information dissemination to community • Provide progress information to Union level as input for grievance handling quarterly reports
6	Community Facilitators ¹	• Previous experience as facilitators or in conducting similar engagement under community development projects is desirable. • University Degree will be an advantage. • Detailed familiarity with the township is desirable. Fluency in the local language(s) in the assigned project area is required.	• Help build up community capacities, self-initiative, and ownership • Assist the village tract project support committees and village committees in all aspects of the community project cycle • Ensure adherence of village tract project support committees and village committees to the provisions of the project operations manual • Ensure timely financial and progress reporting by village tract project support committees and village committees • Provide continuous on-the job training to village volunteers and oversee their work • Identify and report to DRD any issues related to village tract development plans and village sub-projects • Monitor the activities to increase gender balance and empower women • Organize village tract level grievance handling meetings • Train community grievance handling focal
7	Technical Facilitators	• At least AGTI (civil engineering) or equivalent t. • At least two years of experience working as engineers	• Assist the village tract project support committees and village committees in all technical aspects of the community project cycle, in particular regarding the preparation and implementation of sub-projects

¹DRD reserves the right to directly hire Community and Technical Facilitators beyond the period of international NGO engagement.

		• Fluency in the local language(s) in the assigned project area is desirable. • Detailed familiarity with the township is desirable	• Ensure adherence of village tract project support committees and village committees to the technical provisions of the project operations manual
8	Senior Program Advisor	• Academic degree in social sciences, development studies or related with at least five years of project management, capacity building and coaching experience, with particular focus on local governance, participatory processes, rural development or other relevant experience.	• Backstopping for township TA teams with focus on quality management • Advise for township DRD on local governance and participatory processes • Quality control throughout the community project cycle from orientation meeting to planning, implementation and, particularly, monitoring and reporting • Supporting training preparation, delivery and reporting • Ensuring the achievement of the relevant time lines, particularly the timely submission of block grant requests
9	International CDD Specialist (short-term position, maximum 12 months over 48 month duration of contract)	• An advanced university degree; and a minimum 10 years international experience in CDD project implementation	• Apply state-of-the-art best practices and international standards in project implementation • Guide township TA on providing broad-based capacity-building to DRD Township and communities • Advise township TA to anticipate management problems and recommend solutions • Facilitate preparation of township TA implementation plan