

**NCDDP Secretariat
Department of Rural Development
Ministry of Agriculture, Livestock and Irrigation**

**terms of reference
VEHICLE FLEET MANAGER**

1. BACKGROUND

Since its launch in 2013, the **National Community Driven Development Project (NCDDP)** has created a new government platform for expanding access to basic infrastructure and services in Myanmar's rural areas. Implemented by the Department of Rural Development (DRD), the project provides grants to village tracts to finance community-level infrastructure, coupled with facilitation and capacity building to help communities make choices in an inclusive, informed and transparent manner. During the first two community cycles, the program financed over 2,000 sub-projects identified and implemented by communities, improving schools, health centers, foot paths, jetties and other critical community infrastructure serving about one million people. Over the next years the program will gradually expand to cover at least 63 townships across the country, home to an estimated seven million people.

The **NCDDP's objective** is to enable poor rural communities to benefit from improved access to and use of basic infrastructure and services through a people-centered approach and to enhance the government's capacity to respond promptly and effectively to an eligible crisis or emergency. The project's objective will be achieved through: (i) financing community-identified rural infrastructure investments; (ii) strengthening the capacity of communities in partnership with local authorities to effectively identify, plan and implement their development priorities; and (iii) facilitating the participation of the poor and vulnerable, both women and men throughout the project cycle at the community level.

The project is implemented by the DRD under the Ministry of Agriculture, Livestock and Irrigation of the Government of the Republic of the Union of Myanmar. Financing for the NCDDP is provided by the Government of Myanmar, the World Bank and the Government of Italy with around \$500 million in financing committed to the program, which is scheduled to run until November 2021.

The project consists of five components. Each component includes specific activities that seek a gender balance as well as the empowerment of women.

Component 1: Community Block Grants, to provide at least four annual cycles of block grants to all village tracts in at least 63 townships across the country for priority community level infrastructure. Block grants are allocated to finance subprojects identified through a participatory planning process covering all villages within a village tract.

Component 2: Facilitation and Capacity Development, to finance technical assistance and institutional support at the union and township levels, including the hiring of community facilitators. This component also supports capacity development at all levels to support effective project implementation.

Component 3: Knowledge and Learning, to support community representatives and government staff by learning from community-based development methodologies implemented in Myanmar and beyond. Additional activities will include social audits, multi-stakeholder reviews, and monitoring and evaluation activities and thematic studies.

Component 4: Implementation Support, to support project management at the union and township levels as well as third-party financial and technical audits.

Component 5: Emergency Contingency Response, to allow for the rapid reallocation of financing from other components in order to provide preparedness and rapid response support to disaster, emergency and/or catastrophic events, as needed.

2. NCDDP's VEHICLE and MOTORCYCLE FLEET

In line with the gradual expansion of the project over the townships spread all over the Myanmar National Territory, and the needs for mobility related thereto, the NCDDP procured vehicles and motorcycles resulting in the following fleet:

year	Vehicles and motorcycles	type	number
2014	Nissan 4 x 4	Patrol	2
	Toyota 4 x 4	Pick-up double cab	10
	Toyota SUV	Prado	1
	Toyota mini-bus	Hi-Ace Commuter	3
2015	Toyota 4 x 4	Pick-up double cab	19
	Toyota 4 x 4	Land-cruiser SUV	1
2016	Toyota 4 x 4	Pick-up double cab	41
	Toyota 4 x 4	Land-cruiser SUV	3
Total vehicles			80
2013	Honda	Wave	9
	New Asia	Motorcycle low ground clearance	21
	Kenbo	Motorcycle low ground clearance	27
2014	TVS	Motorcycle low ground clearance	25
	New Zhineng	Motorcycle low ground clearance	246
2015	Honda	Wave	25
2015	Honda 125 cc	Motorcycle high ground clearance	188
	TVS 110 cc	Motorcycle low ground clearance	900
2016	Honda 125 cc	Motorcycle high ground clearance	250
	TVS 110 cc	Motorcycle low ground clearance	1,000
2017	Motorcycle 110 cc	Motorcycle low ground clearance	1,575
Total motorcycles			4,266

Source: procurement plans 6 and 7

For the roll-out of the project which requires the Union and Township Management, as well as the Technical Facilitators (TF) and Community Facilitators (CF) to visit townships and subproject sites constantly, this fleet has to remain operational at all times. Also, this fleet represents the largest part of the NCDDP patrimony and is as such a major investment made by the Government of Myanmar. For both reasons this fleet has to receive optimal maintenance and care and in order to ensure optimal maintenance and care the NCDDP wishes to recruit out of the proceeds of the financing a **VEHICLE FLEET MANAGER**.

3. OBJECTIVE and SCOPE OF WORK

The Vehicle Fleet Manager is expected to bring to the NCDDP secretariat in Nay Pyi Taw, from where he/she will operate, a series of **best practices in vehicle fleet management** that will enable the DRD to optimize the use of its fleet at a reasonable and controlled cost. Vehicle fleet management best practices referred to are:

Focus on long-term outlook: A fleet management plan has to be developed which should address all long-range strategic and business aspects of owning, operating and disposing of vehicles. It also needs to address the financial aspects of establishing vehicle use rates and replacement funding.

Set up of an accurate database: The database should be able to track, analyze and provide the reports necessary to ensure accurate and timely decision-making, in order to optimize the overall fleet performance. The database should:

- Maintain the inventory of all the vehicles, spare parts and consumables
- Record and manage proper maintenance
- Identify and analyze high-cost vehicles
- Develop reports for internal and external regulatory compliance
- Monitor vehicle use
- Establish vehicle-replacement cycles

Cost of owning and operating a fleet: Financial statements should be developed that capture all costs, including labor, supplies, fuel, insurance, taxes and depreciation attributable to the fleet activity. This information should be readily accessible to managers and stakeholders

Establish appropriate vehicle-replacement cycles: Vehicle-replacement cycles are developed through life-cycle analysis that predicts the optimum replacement time. This analysis considers depreciation, maintenance, fuel consumption, vehicle-preparation costs and resale value.

Understand regulations and industry standards: Professional fleet management requires staying informed about applicable laws and regulations, internal and external to DRD. These can include:

- Fuel consumption
- Correct utilization of vehicles
- Driver monitoring

On a day to day basis, the Vehicle Fleet Manager will focus on the following points, resulting in a fleet management that provides technical expertise and support; monitoring and evaluating the use of the fleet and provides recommendations for constant improvement and innovative actions:

- Correct utilization of vehicles and carpooling opportunities
- Fuel consumption and fuel costs of the entire fleet
- Vehicle and motorcycle maintenance and maintenance costs
- Administration and Management
- Training and monitoring of drivers
- Standard Operating Procedures

Correct utilization of vehicles and motorcycles: Correct utilization of the vehicles and motorcycles has several dimensions. First, it is about vehicle allocation - the choice of the right vehicle for a certain trip taking into consideration the expected condition of the roads, the season, the number of passengers and the distance. Correct utilization of vehicles also relates to the exploitation of opportunities in terms of carpooling. Finally, the utilization of vehicles is recorded in a vehicle log book, which should be updated on a voyage per voyage basis.

Fuel Consumption and fuel cost of the entire fleet: Fuel consumption has to be monitored at least on a monthly basis. The possibilities for fuel standard contracts and coupons should be explored. Vehicles that over consume fuel should be identified and the causes investigated.

Vehicle and motorcycle maintenance and maintenance costs: Vehicle and motorcycle maintenance should be carried out in line with the guidelines of the manufacturers. It should be planned and organized in a way that the time required for the maintenance is minimal. The use of spare parts should be monitored and result in an acceptable overall maintenance spending. Vehicles that use spare parts more than foreseen should be identified and the causes investigated.

Administration and Management: Administration refers to the recording of all the events per vehicle. It is the sum of all individual vehicle and motorcycle diaries. Each vehicle or motorcycle should receive a record identifying the vehicle on the hand of the engine/chassis number, and indicating to which unit or township it was assigned, a summary of its logbook and mileage, technical interventions and maintenance and all other useful information. Management in this respect is not only limited to the vehicle, but also includes the drivers. Over time, DRD should have a roster of experienced and skilled drivers, as well as a series of documents such as Terms of Reference and job

descriptions for drivers and head drivers, protocols for driver recruitment and standard driver's skills test, standard organizational chart.

Training and monitoring of drivers: Drivers should be trained in the correct use of their vehicles, road safety, fuel-consumption friendly driving, and day-to-day verifications, small maintenance and cleaning.

Standard Operating Procedures: A documentation should be developed for Union and field solutions for vehicles management process, to facilitate monitoring to highlight gaps and problems, and to document best practices. The standard operating procedures may be inserted in the NCDDP overall operations manual.

4. EDUCATION, ESSENTIAL EXPERIENCE and OTHER SKILLS

Education: Minimum a bachelor degree in mechanical engineering or logistics with option automotive and fleet management

Essential Experience:

- The successful candidate will be motivated and able to work in a results-driven environment and responsibly without direct supervision on occasion. He/She will exhibit organisational skills, attention to detail, personal commitment, efficiency, flexibility, and problem-solving skills.
- Minimum 5 years experience in a similar position and have experience in administration and logistics, preferably related to mechanics/fleet management and/or workshop management.
- Experience of working on state and township levels in Myanmar is an advantage.
- Advance knowledge of Word, Access, Excel and PowerPoint

Other Skills

- Stamina, determination, commitment, efficiency and adaptability
- Hands-on mentality, prepared to wear overalls in order to verify vehicles and vehicle maintenance
- Excellent communication and negotiation skills
- Coaching skills and the ability to conduct trainings and workshops
- Understanding of complex socio-political environments and sensitivity towards minority groups
- Available for frequent missions to the different townships spread over the national territory in sometimes remote areas
- Fluent in Burmese and well skilled in English languages

5. ASSIGNMENT PERIOD

The assignment is for two (2) years expected to start on September 1st, 2017.

6. PLACE OF SERVICE DELIVERY, REPORTING and FACILITIES

The principal place of service delivery is the Logistics Unit within the Department of Rural Development, Office N° 14, Nay Pyi Taw, Republic of the Union of Myanmar.

The Vehicle Fleet Manager will report to the Procurement and Logistics Director. The consultant will also work closely with the Finance and Procurement Department.