

Ministry of Agriculture, Livestock and Irrigation

Department of Rural Development

National Community Driven Development

Terms of Reference

(TOR updated 29.11.2017 – Bank NOL 08.12.2017)

C5.05 SHAN

TERMS OF REFERENCE

FOR TOWNSHIP LEVEL TECHNICAL ASSISTANCE

I. INTRODUCTION

The Republic of the Union of Myanmar has received a grant in the amount of US\$80 million and an additional financing of US\$ 400 million from the World Bank toward the cost of its National Community Driven Development Project which is being implemented by the Department of Rural Development (DRD). The objective of the project 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. This approach will empower villagers to manage and participate in their own development. The 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 comprised of five components, implemented over a period of approximately nine years, drawing on both the original World Bank grant and additional financing resources from both development partners and the Government's own resources. Each component includes specific activities that seek a gender balance as well as to empower women.

Component 1: Community Block Grants to finance four annual cycles of on average US\$33,000 to about 2,600 village tracts in approximately 63 townships for priority community level infrastructure. Block grants will be allocated through a participatory planning process covering all villages within a village tract. All village tracts in selected townships will be covered for equity purposes. Planning and prioritization of sub-projects will be undertaken by villagers and representative village tract forums.

Component 2: Facilitation and Capacity Development to finance technical assistance and institutional support at the union and township levels, including the hiring of community and

technical facilitators. In this context, it will support capacity development in areas such as participatory processes, project management, gender equality and inclusion, environmental management and social accountability for local committee members as well as government staff at the township, region/state and union levels.

Component 3: Knowledge and Learning to support community representatives and government staff through learning from community based approaches implemented within and outside of Myanmar. There will also be annual multi-stakeholder reviews to share experiences from the previous cycle and discuss ways to improve the project's design and implementation for the next cycle. This component will also finance formal Project monitoring and evaluation studies.

Component 4: Implementation Support to support project management at the union and township levels, including administration and logistical support for project implementation.

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

As the project scales up, it is anticipated that it will operate in about 63 townships, with at least one in each of the country's 14 regions and states as well as the union territory. Criteria for the selection of townships are: primarily poverty, with additional criteria being absence of external funding and commitment by regional government to the objectives of the project.

The project outcomes include improved access to community-prioritized services and infrastructure, and enhanced participation of rural populations, including the poor and vulnerable, in the development process. Outputs are along the four main components of the project: (i) community block grants; (ii) capacity development and facilitation; (iii) knowledge and learning; and (iv) implementation support. Some of the main outputs include:

- Number and type of community infrastructure built (for instance, kilometers of road rehabilitated, number of schools, clean water provision);
- Government officials and community members trained and using their new skills in planning, implementation, project management, and monitoring
- Cross-learning and knowledge exchanges facilitated between townships
- Grievance redress mechanism established and percent of grievances resolved.

There are three main indicators at the project development objective level, one to measure improved services and the other two indicators focusing on the people-centered approach. Indicators will be disaggregated by gender, ethnicity, and poverty where feasible.

- Number of persons having access to and use project-built infrastructure and services
- Percent of households in project villages participating in planning, decision-making, and implementation of sub-projects
- Percent of community members satisfied with the project.

II. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to provide institutional support and technical assistance to the township office(s) of the Department of Rural Development in **Mongkhet of the Shan State**. For planning purposes, the proposal should use the **Mongkhet** township, pending final confirmation of the selected township in accordance with the procedures outlined in the latest version of the Operations Manual. Technical assistance will be provided at the township, village and village tract level in this township for the implementation of the National Community Driven Development (NCDD) Project.

An expansion of the assignment to additional townships in subsequent years is possible, depending on Project needs, available funding and the consultant's performance.

III. SCOPE OF WORK

To achieve this objective, the scope of work of the selected Consultant will focus on providing broad-based capacity-building to DRD Township officials and communities; and on increasing awareness, self-initiative and ownership of the communities. Specific tasks will include:

1. Assisting township DRD offices in planning, implementing and monitoring project activities in the townships in line with the implementation guidelines in the project Operations Manual and directions received from the union office.
2. Providing institutional support, capacity development and technical assistance to the township DRD offices in the implementation of the project, including providing data for the project's Management Information System (MIS) and tracking and reporting on performance indicators and project progress.
3. Recruiting and training community facilitators to assist villages and village tracts in the preparation and annual revision of development plans, the approval and implementation of sub-projects, and the organization of annual social audits;
4. Recruiting and training technical facilitators to assist village level committees in sub-project technical design, cost estimation, environmental and social safeguards implementation, and construction management/supervision;
5. Supporting the empowerment and leadership of village communities in social assessment participatory planning, implementation and supervision of their village plan;
6. Assisting village tract project support committees to manage project funds in a transparent and accountable manner;
7. Supporting DRD engineers and village level committees for the preparation and technical design of sub-projects, including procurement and the identification and adequate mitigation of potential negative environmental and social impacts;
8. Supporting the township DRD office in adapting project information materials to local context and ensuring wide outreach to and communication and consultation with local stakeholders;
9. Supporting the grievance handling system in line with the provisions of the operations manual.
10. Undertaking other activities related to the project as assigned by DRD.

11. Supporting the township DRD in creating awareness of social participation, social accountability and gender amongst the township populations and other stakeholders;
12. Assist the township DRD in the creation of solutions with regard to conflict resolution(s), if any.
13. Assist and facilitate the township DRD in all types of audits, assessment and supervision missions by either the Bank, DRD or any third party commissioned to execute such mission e.g. financial and technical audits.
14. Assist and support the township DRD in case of disaster relief operations, if any.

In undertaking these activities, the Consultant will collaborate closely with the DRD Union Management, the Union NCDDP Secretariat, the Project Regional Offices and the consultants providing technical assistance and institutional support.

Details about the project's operations can be found in the NCDDP Operations Manual (available at cdd.drdmyanmar.org). Further information can also be obtained from the contact person indicated in the Request for Proposals (RFP).

IV. TECHNICAL TEAM STRUCTURE

The Consultant Team will be comprised of the following professional staff (see Annex 2 for the personnel qualifications and tasks). Consultants are highly encouraged to use national staff for all positions except for International CDD Specialist. The following staff inputs are anticipated over the four year TTA cycle contract period. It is expected that the four year TTA cycle will start in January 2018 to be completed in September of 2021. The time inputs in the table hereunder are indicated in number of person months. The time inputs are time inputs per cycle year. A cycle year may not be the same as a calendar year. A cycle year is the period needed to realize the deliverables as listed per year in Annex 4 – Deliverables and Performance Indicators.

Expected Time Inputs in Person Months

Contract	Fixed (7) Basic Contract			Estimated (7) Contract Extension			Maximum contractable Staff Months
	Y 1	Y 2	total	Y 3	Y 4	total	
TTA team leader (Lead CDD and Training Specialist) (1 per township)	12	12	24	12	10	22	46
Finance Officer (1 per township)	12	12	24	12	10	22	46
Procurement Officer (1 per township)	12	12	24	12	10	22	46
Monitoring and Evaluation and MIS Officer (1 per township)	12	12	24	12	10	22	46
Communication, Social Accountability	12	12	24	12	10	22	46

and Gender Specialist (1 per township)							
Community Facilitators Mongkhet : 16 CF	175	192	367	192	160	352	719
Technical Facilitators Mongkhet :9 TF	99	108	207	108	90	198	405
International CDD Specialist (1 per cluster)(4)	1.5	1.5	3	0.5	0.5	1	4
National Program Adviser (1 per cluster)(5)	3	3	6	2	1	3	9
Total (6)	328.5	364.5	703.0	362.5	301.5	664.0	1367

Notes:

- (1)The number of CF has been calculated ad 1 CF per 8 villages
- (2)The number of TF has been calculated ad 1 TF per 14 villages
- (3) For the CF and TF it is expected that the Consultant’s financial proposal is established on the basis of 11 person months paid during the first year, as during the first month the CF and TF will be recruited and not yet in their duty stations
- (4) The estimated time inputs for the International CDD Specialist are 6 months for a standard township cluster of consisting of 2 townships, 8 months in case the township cluster consists of 3 townships, and 4 months if there is only one township in the cluster.
- (5) The estimated time inputs for the National Program Adviser are 12 months for a standard township cluster of consisting of 2 townships, 15 months in case the township cluster consists of 3 townships, and 9 months if there is only one township in the cluster.
- (6) During the last quarter of the second cycle year, the Client will assess the Consultant’s performance till date, and will organize a discussion with the Consultant to:
 - discuss the Consultant’s performance assessment, the suggested corrective measures expected from the Consultant (if any) as well as the implementation calendar of any such measures (if any)
 - discuss the TTA services in the cycle years 3 and 4 and any suggested changes this may generate in terms of Key Expert positions, deployment of ICDDE and NPA, and the cost structure.
- (7) The contracting is organized as follows: A contract will be issued for the first two years established as the agreed cost of the first two years of technical assistance as calculated based on the level of effort indicated in the table above under the column ‘Fixed’. Further to the Consultant’s positive performance assessment and the discussion about the TTA services required in the years 3 and 4 as described in point (7), the contract will be extended for the next two years. The time inputs listed under the column ‘Estimated’ give an indication of the maximum contractable time inputs per function for the years 3 and 4.
For the purpose of the budget and the financial proposal, the Consultants will only calculate the Years 1 and 2. However, it should be noted that all the fees, the unit costs listed under the reimbursable costs and the overhead charges agreed for the Years 1 and 2 will not be renegotiatedfor the contract extension covering the Years 3 and 4.

The services under this contract are focused on building the capacity of township DRD offices to assume core functions over time. As such, the following staffing plan is envisioned:

- Year 1 and 2: A township technical assistance team comprising five key experts, in addition to CFs and TFs and a support team as outlined below.
- Year 3 and 4: The numbers, composition, and contracting arrangements for the township technical assistance team may be adjusted in function of the township's remaining needs in terms of technical assistance. In addition to potential adjustments shown in the table above, CFs and TFs might be contracted by DRD directly. Such adjustments would be based on review and negotiations between DRD and TTA Consultant prior to the end of Year 2.

Township Technical Assistance (TTA) team Year 1 and Year 2 (full time, one in each township)

1. TTA team leader (Lead CDD and Training Specialist)
2. Finance Officer
3. Procurement Officer
4. Monitoring and Evaluation and MIS Officer
5. Communication, Social Accountability and Gender Specialist

Facilitators in Year 1 and Year 2

1. Community Facilitators (balanced by gender):
1 CF per 8 villages or 16 in Mong Khet
2. Technical Facilitators (balanced by gender):
1 TF per 14 villages or 9 in Mong Khet

One support team for all townships of this assignment in Year 1 and Year 2

1. National Program Advisor
(short-term, 8 months per standard township cluster of 2 townships over the first two project cycle years)
2. International CDD Specialist
(short-term, 4 months per standard township cluster of 2 townships over the first two project cycle years)

Specific recommendations for hiring CF and TF

- **Hiring CFs and TFs:** The CFs and TFs will be recruited/hired by the consultant. The client encourages the consultant to hire the CFs and TFs from villages, village tracts or the township close to the sub-project sites. This not only saves their travel time and reduces their living expenses away from home, but also increases community employment opportunities and on-job-training to the community by the consultant. However, the consultant is free to bring in qualified CFs and TFs from anywhere outside the project township on the condition that these qualified CFs and TFs master the local language(s) in use in the villages, village tracts and townships concerned. The total number of qualified CFs and TFs from anywhere outside the project township will however not exceed ten percent (10%) of the respective total number of CFs and TFs to be recruited. Priority for these recruitments will be granted to experienced and NCDDP

trained CF and TF (minimum 2 years) for instance from townships where the TTA has in the meantime phased out.

- **Recruitment of CFs and TFs** is the responsibility of the consultant and will be conducted in a transparent way. Jobs will be advertised in the townships concerned with a clear reference to the job description (see points 6 and 7 in Annex 2), requested qualifications and salary. After the recruitment process, the Consultant will forward the recruitment report including the final list of the selected CFs and TFs and their CV's to the Union DRD for final approval. The final list may also include a number of spare CV's in case selected CFs and TFs would have to be replaced. For as far as possible, the Consultant is recommended to include in his selection process, a fair gender balance and an opening of opportunities for candidates originating from minority groups. In case the profile of the candidates for the CF and the TF positions divert from the personal qualifications as per Annex 2, the Consultant will mention this in his recruitment report. The recruitment report will also be signed by all the persons participating in the selection process and will also contain a signed no-conflict of interest declaration from these participants. Recruitment and mobilization shall be completed within one month of contract signing. If the consultant cannot provide qualified CFs and TFs for the tasks, the client has the right to terminate or to adjust the contract.

As a conclusion of the recruitment process and after approval by the Union DRD of the recruitment report, the CV's and the final list, the Consultant will present to the selected CF and TF an employment contract which is compliant to the labor laws and regulations of the Union of the Republic of Myanmar. The employment contract will foresee in a 3-months probation period at the end of which the performance of the CF's and TF's will be assessed.

- **Working place and time for CFs and TFs.** CFs and TFs will spend most of their time working with communities and committees established by communities to support identification, implementation and maintenance of sub-projects. Work planning, reporting, meetings and training for CFs and TFs will be carried out in the project's township office. Based on experience to date, it is expected that CFs and TFs will spend at least 75 percent of their time in project villages.

- **Remuneration fees for CFs and TFs:** The consultant shall indicate the remuneration fees and the salaries to be received by each CF and TF in the financial proposal. The consultant is free to add a reasonable and justifiable amount of overhead fees on the top of salaries to be paid to CFs and TFs, covering for example the cost related to payroll administration and the insurance package as foreseen in the contract.

The consultant shall pay the amount of salaries of CFs and TFs based on the salary rates indicated in the financial proposal and the signed contract on time.. It is recommended that the net salaries rate for CFs and TFs be not less than 330,000MMK and 450,000 MMK respectively per month.

The salary calculation for the CF and TF can start 1 month after the mobilization of the facilitators, but not earlier than the date of approval, by the Union DRD, of the recruitment report including the CV's and the final list of the CF and TF.

- **Operational cost for CFs and TFs:** DRD will provide motorcycles, fuel, tablet computers and other equipment for CFs and TFs as needed.
- **Housing cost for CFs and TFs:** DRD will accept an acceptable and justifiable amount to cover the housing of the CF and the TF. However, the stay of a CF and a TF at the duty station does not mean the facilitator is entitled to claim an allowance. The reason for this

being that most of the CF and TF are expected to be recruited in the project or subproject townships. For calculation of the housing budget, a lumpsum amount corresponding to the cost of housing half of the foreseen number of CF and TF will be acceptable.

- **Assessment of the CF's and TF's performance:** As required as part of the content of the Quarterly Reports the Consultant will deliver to DRD, the Consultant will assess the performance of all CF's and TF's. This section in the Quarterly Report is expected to comprise an individual evaluation per CF and per TF indicating also the needs in terms of corrective measures like additional training needs (if any), or a suggestion to replace one or more CF and TF.

V. PERSONNEL QUALIFICATIONS AND TASKS

Detailed personnel qualifications and tasks are provided in Annex 2. Technical personnel will be supported by adequate accounting and administrative staff at the township level.

VI. SCHEDULE

The Consultant will be assigned for a 4-year project cycle with an estimated time input of about 46 months depending on the starting date of the contract. The estimated start date is January 2018 for a full project cycle ending September 2021.

The first two years will be contracted under fixed terms and as per the time inputs listed under the Column 'Fixed' in the table under the Header Point IV – Technical Team Structure. The contracting for the third and the fourth year will be subject to a positive performance evaluation and a needs assessment in terms of TTA expertise needed and will be contracted on basis of an extension of the contract for the first two years.

Over time, DRD may also consider an extension of the current assignment with additional townships under this contract subject to satisfactory performance and availability of financing. In the event of a geographic expansion, the duration of the current assignment could be adapted accordingly.

VII. PERFORMANCE EVALUATION

The Consultant's performance will be evaluated on the basis of the outputs and outcomes stipulated in Annex 4 and the performance evaluation criteria listed in Annex 5 and in the draft contract included in this Request for Proposal (RFP). Particular emphasis will be placed on the Consultant's ability and efforts to build the capacity of DRD staff to manage the project independently by the time the contract ends and to build the capacity of village and village tract committees. The Consultant's efforts to maintain TTA staff strength at the levels agreed upon in the final contract will also be used in evaluating performance. The Consultant will be responsible for evaluating the performance of its staff, including the CFs and TFs it contracts. As detailed in Annex 3, a summary of evaluations and evolutions in terms of staffing will be part of the

Quarterly township implementation progress reports. Consultant will be formally informed of the results of the evaluation and corrective action to be taken

VIII. REPORTING

The Consultant will submit all deliverables and reports to the DRD at the Union level to the attention of the Authorized Representative designated in the contract through the Contact Person also designated in the contract. With the exception of the Quarterly Reports prepared at the township level, which may be prepared in Burmese as per instructions of DRD, all written reports by the Consultant will be in English. A list of required reports for the first year of the contract is provided in Annex 3.

IX. LOCATION and administrative support from DRD

The contract will be implemented in one township in Shan State. The townships to be used for the purposes of planning is Mong khet.

State	Shan
Township	Mong Khet
Population	21081
VT	12
Villages	129
CF	16
TF	9

Office

The Consultant Team will be located in the township DRD offices. In case the township DRD office cannot accommodate the Consultant Team, DRD will provide with a separate TTA project office. CFs & TFs will be based in the same office.

DRD will do its best to not only accommodate the permanent consultant team experts – key experts - in the township DRD offices, but also to foresee sufficient space for meetings with visitors and the missions of the National Program Advisor and the International Community Driven Development Expert.

Office facilities

Office facilities such as furniture, equipment, computers, tablets, cell phones (for working in remote villages only), internet connection, telephone, MIS system, vehicles, and motorbikes for consultant experts and CF and TF will be provided by the Department of Rural Development.

Housing

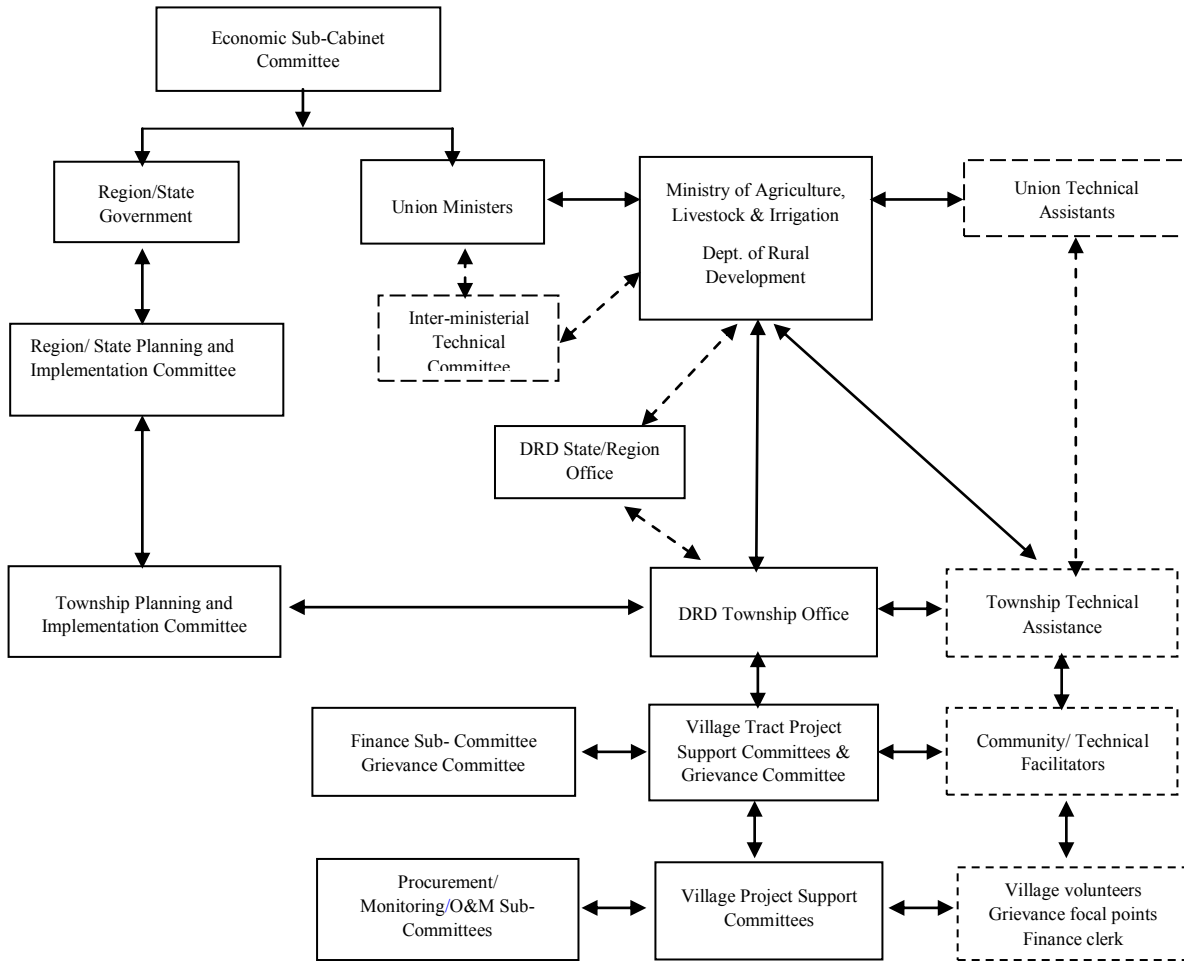
If needed, staff housing for CFs/TFs and/or key experts not resident in the township may be included in the financial proposal. Consultants should therefore include in their financial

proposals the cost of housing which will be subject to evaluation and negotiation during contract negotiations.

X. CONTRACT ADMINISTRATOR and counterpart staff provided by DRD

At the Union level, the DRD counterpart for this contract will be the Authorized Representative and the Contact Person designated in the contract. At the township level, DRD will have counterpart staff in place to work with the Consultant's township team on a day to day basis as well as a Regional Office that will provide with ad hoc inputs and assistance.

ANNEX 1 NCDD INSTITUTIONAL STRUCTURE



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. Typical qualifications required from all Consultant Staff:

- Ability to work effectively and sensitively in teams and with government counterparts
- Strong inter-personal skills and ability to prevent and 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.

TASKS

The indicated tasks listed and detailed hereunder per function are considered core technical responsibilities of each team member. These tasks should not be modified or added to without the prior written agreement of DRD.

No.	PERSONNEL	SPECIFIC QUALIFICATIONS	MAIN TASKS
1	TTA team leader (Lead CDD and Training Specialist)	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 • Manage the implementation of the grievance handling system at the township level, support the VT grievance feedback committee and provide progress information to the Union level and input for the quarterly grievance report. • Provide on-the-job training and capacity building

			<p>to DRD staff on all aspects of project management at the township level</p> <ul style="list-style-type: none"> • Organize and Monitor 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 • Support the township and Union DRD in the production of ad-hoc reports • Support the township DRD staff in the facilitation of internal and external audits and Bank implementation support missions
2	Finance Officer	<ul style="list-style-type: none"> • Academic degree in economics, 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 	<ul style="list-style-type: none"> • 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 • Support township DRD staff in the day to day

			<p>administration, filing, record keeping and archiving of all documents related to project's administration and all finance documents</p> <ul style="list-style-type: none"> • Support the township DRD staff in managing the operational costs of the project on a day to day basis • Support township DRD staff in establishing inventories and inventory controls • Support the township DRD staff during financial audits and Bank implementation support missions.
3	Procurement Officer	<ul style="list-style-type: none"> • Academic degree in engineering, management, business administration or related field and at least three years of working experience in procurement, preferably under development projects, <u>or</u> at least three years of relevant experience in procurement 	<ul style="list-style-type: none"> • Assist DRD in carrying out day-to-day procurement activities at the township and community level according to the project's procurement procedures • Provide on-the-job procurement training to DRD staff, community facilitators and technical facilitators • Together with DRD procurement officers, organize and monitor procurement training for village tract project support committees, village sub-committees and village volunteers • Support and monitor the procurement sub-committees of the village development support committees in undertaking their duties • Prepare relevant inputs into the quarterly township progress reports • Support township DRD staff in the day to day administration, filing, record keeping and archiving of all documents related to procurement • Support the township DRD staff during procurement reviews and Bank implementation support missions. • Conduct procurement post reviews and prepare the findings and recommendations for the quarterly progress report
4	M&E and MIS Officer	<ul style="list-style-type: none"> • Academic degree in mathematics, Computer Science, public policy, social 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 	<ul style="list-style-type: none"> • Support DRD in reviewing monthly sub-project monitoring reports. • Assist 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

		experience	<p>implementation issues</p> <ul style="list-style-type: none"> • Together with DRD M&E officers, provide M&E training for community facilitators, village tract project support committees, village committees and village volunteers • Support and monitor 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.
5	Communication, Social Accountability and Gender Specialist	<ul style="list-style-type: none"> • Academic degree in communications, journalism, and social science or related areas with at least three years of community development and/or gender work experience, preferably under rural 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 	<ul style="list-style-type: none"> • 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 • 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 • Arrange for information board/ point in each village and for dissemination of information including grievance handling materials • Monitor effectiveness of information dissemination to community
6	Community Facilitators ¹	<ul style="list-style-type: none"> • Previous experience as facilitators or in conducting similar engagement under community development projects is desirable. • University Degree will be an advantage but at least matriculation exam should be passed. • Detailed familiarity with the township is desirable. Fluency in the local language(s) in the assigned project area is required. • The performance of the CF 	<ul style="list-style-type: none"> • 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-

		<p>will be evaluated on a regular basis. CF evaluation will also include understanding of procedures, understanding of community, rapport developed with community leaders, timeliness of work program, timeliness and quality of written reports,</p>	<p>projects</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • At least AGTI (civil engineering) but a TF team comprising 2-3 candidates with electrical engineering skills will be considered an advantage • Previous experience in the field of rural and/or infrastructure engineering desirable. • Fluency in the local language(s) in the assigned project area is desirable. • Detailed familiarity with the township is desirable • The performance of the TF will be evaluated on a regular basis. TF evaluation will also include understanding of procedures, understanding of community, rapport developed with community leaders, timeliness of work program, timeliness and quality of written reports, 	<ul style="list-style-type: none"> • 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 • Ensure adherence of village tract project support committees and village committees to the technical provisions of the project operations manual • Survey and assess sites and confirm viability of the proposed sub-projects taking into consideration the limited budget, duration of time and technical feasibility; • Based on the approved sub-projects, prepare technical designs incorporating environmental codes of practice (ECOP) and detailed bills of quantities, cost estimates and outline specification • Visit sub-projects regularly to review and check the quality of design and construction, contract management, including use of environmental codes of practice, and bring to the attention of the management on resolution of any issue identified • Assist all other experts including the CF's within the DRD and the TTA team with to-the-point ad-hoc technical input for instance by providing technical advice to the procurement experts during supplier selection processes. • Assist in the commissioning of all the infrastructure projects by making the necessary assessments and by contributing in the establishment of a report of findings
8	National Program Advisor(short term position)	<ul style="list-style-type: none"> • Academic degree in social sciences, development studies or related areas with at least five years of project management, capacity building and coaching 	<ul style="list-style-type: none"> • Promote actively and on a continuous basis a sound and professional working relationship between DRD, TTA and all other stakeholders in the assigned township cluster • Enhance the capacity of and actively coach all the experts including the CF and TF working in the

		<p>experience, with particular focus on local governance, participatory processes, rural development or other relevant experience.</p>	<p>project implementation team and the counterparts through tailor-made advice and specific workshops.</p> <ul style="list-style-type: none"> • Motivate the township DRD and TTA to engage in genuine participatory processes with all the stakeholders in the project, including the local government and State/Regional DRD. • Quality control throughout the community project cycle from orientation meeting to planning, implementation and, particularly, monitoring and reporting • Supporting training preparation, delivery and reporting. Provide to-the-point and high quality input in the preparation, organization and delivery of all types of training required by the project. • Ensuring the achievement of the relevant time lines, particularly the timely submission of block grant requests and all reports due. • Provide the township DRD and TTA with a report at the end of each mission, summarizing the recommendations made, the timelines agreed and the follow-up to be done.
9	International CDD Specialist (short-term position)	<ul style="list-style-type: none"> • An advanced university degree; and a minimum 10 years international experience in CDD project implementation • Experience working with government counterparts 	<ul style="list-style-type: none"> • Promote actively and on a continuous basis a sound and professional working relationship between DRD , TTA and all other stakeholders in the assigned township cluster • Enhance the capacity of all the experts including the CF and TF working in the project implementation team and the counterparts through tailor-made advice and specific workshops. • Share his/her knowledge about state-of-the-art best practices and international standards in project implementation enabling all experts including the CF and TF working in the project to improve the quality of their respective outputs • Guide township TA on providing broad-based capacity-building to DRD, the designated Township(s) and communities • Assist and advise township TA and/or the Project Implementation team in case of management problems and recommend solutions • Streamline and give guidance in the preparation of township TA implementation plan and the development of village development plans. • After briefing by the Union DRD in Nay Pyi Taw, perform a result oriented monitoring of the

			<p>progress of the project’s implementation for each township visited, highlight the strengts and weaknesses and propose corrective measures where necessary. Debrief and provide theUnion DRD, the township DRD and TTA with a(max 5 page) monitoring report at the end of each mission, summarizing the recommendations made, the timelines agreed and the follow-up to be done.</p>
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ANNEX 3
INDICATIVE PROPOSED WORK PLAN

DELIVERABLES	DUE DATE
CF and TF Recruitment Report including the final list of candidates and their CV's	Within 4 weeks after mobilization
Detailed Inception Report including the Updated work plan , the township-specific information dissemination and outreach strategy and the time input plan of ICDDE and NPA. A capacity building plan, if needed, can be included in the Inception Report or introduced whenever the need has been assessed.	Within 6 weeks after mobilization
Training of community and technical facilitators and DRD counterpart staff on the community project cycle, gender, social accountability and grievance handling, financial management, procurement, and M&E (in cycle 1, a Training of Facilitators program will be provided by the Union Secretariat in cooperation with the township NCDD team)	Within 2 weeks after the Union DRD start-up training, and from then onwards throughout the entire contract duration
Training of village tract , village committees and village volunteers on the community project cycle, gender, social accountability and grievance handling, financial management, procurement, M&E, sub-project technical design, cost estimation, social safeguards implementation, and construction management and supervision	Within 6 weeks after the Union DRD start-up training, and from then refresher training every 6 months
The Village Development Plans (VDPs) completed as stipulated in the Operations Manual of satisfactory quality completed in all townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township. Preparation of the Village Development Plan Booklet and submitted to the Union DRD.	Within 16 weeks of mobilization
Readiness for Social audits of satisfactory quality in all village tracts in all townships covered by contract in accordance with the provisions of the Operations Manual	Within 30 weeks of mobilization
Monthly financial reports	Within 10 days after the end of each month
Quarterly township implementation progress reports including the performance evaluation of individual consultants and facilitators	Within 15 days after the end of each quarter and in any case at least 10 days ahead of every quarterly meeting
ICDDE and NPA mission and monitoring reports	Within 5 days after the end of each mission. Prior to departure from the township office, the ICDDE and NPA will present their findings and recommendations to the TTA and DRD township teams.
Final Project Completion report and handover report of satisfactory quality submitted to DRD Union in accordance with the provisions of Operational Manual	Within 30 days after the end of the final quarter

ANNEX 4 - OUTPUTS AND DELIVERABLES

YEAR 1 and YEAR 2

YEAR 1 – 50%	Activities and Deliverables to be delivered for payments (1) (2) (3) The percentages in the left column are the percentages of the total amount of the Year 1 and Year 2 contract
10%	<p>This first Payments will be based upon the following:</p> <ul style="list-style-type: none"> • Mobilization of all key experts specified in the contract and the CF/TF as per the final selected list approved by the Union DRD • Detailed Inception Report including the Updated work plan, the township-specific information dissemination and outreach strategy and the time input plan of ICDDE and NPA
20%	<ul style="list-style-type: none"> • At least 85% of the Village Development Plans (VDPs) completed as stipulated in the Operations Manual of satisfactory quality completed in all the townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • All forms up to and including the VDP completed and entered into the MIS in accordance with the provisions of the Operations Manual and the Village Development Plan Booklet submitted to the Union DRD
20%	<ul style="list-style-type: none"> • At least 85% of the Social audits of satisfactory quality completed in all villages and village tracts in all townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • The remaining Village Development Plans (VDPs) completed as stipulated in the Operations Manual of satisfactory quality completed in all the townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • All forms and reporting completed for the cycle in accordance with the provisions of the Operations Manual
YEAR 2 50%	
20%	<ul style="list-style-type: none"> • At least 85% of the Village Development Plans (VDPs) completed as stipulated in the Operations Manual of satisfactory quality completed in all the townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • All forms up to and including the VDP completed and entered into the MIS in accordance with the provisions of the Operations Manual and the Village Development Plan Booklet submitted to the Union DRD
20%	<ul style="list-style-type: none"> • At least 85% of the Social audits of satisfactory quality completed in all villages and village tracts in all townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • The remaining Village Development Plans (VDPs) completed as stipulated in the Operations Manual of satisfactory quality completed in all the townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • All forms and reporting completed for the cycle in accordance with the provisions of the Operations Manual
10%	Quarterly Report of the final Quarter of Year 2 and all other reports and deliverables submitted and accepted by DRD

Note: For the evaluation of the performance of the TTA Consultant, the cut-off in terms of reports and deliverables will be the Quarterly Report due within 15 days after the 2nd Quarter of

the 2nd Project Cycle Year. The evaluation of the Consultant’s performance will be based on the outputs above, and the Consultant’s efforts to maintain TTA staff strength at the levels agreed upon in the final contract. The performance evaluation, the needs assessment in terms of expert time inputs and the contract extension preparation for the Years 3 and 4 will take place between the due date of the 2nd Quarter Report and the end of the month preceding the Start of the 3rd Project Cycle Year. The consultant will be informed of the results of the evaluation.

YEAR 3 and YEAR 4 (to be negotiated based on needs and performance assessment)

YEAR 3 50%	The percentages in the left column are the percentages of the total amount of the Year 3 and Year 4 contract
20%	<ul style="list-style-type: none"> • At least 85% of the Village Development Plans (VDPs) completed as stipulated in the Operations Manual of satisfactory quality completed in all the townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • All forms up to and including the VDP completed and entered into the MIS in accordance with the provisions of the Operations Manual and the Village Development Plan Booklet submitted to the Union DRD
20%	<ul style="list-style-type: none"> • At least 85% of the Social audits of satisfactory quality completed in all villages and village tracts in all townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • The remaining Village Development Plans (VDPs) completed as stipulated in the Operations Manual of satisfactory quality completed in all the townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • All forms and reporting completed for the cycle in accordance with the provisions of the Operations Manual
10%	Quarterly Report of the final Quarter of Year 3 and all other reports and deliverables submitted and accepted by DRD
YEAR 4 50%	
20%	<ul style="list-style-type: none"> • At least 85% of the Village Development Plans (VDPs) completed as stipulated in the Operations Manual of satisfactory quality completed in all the townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • All forms up to and including the VDP completed and entered into the MIS in accordance with the provisions of the Operations Manual and the Village Development Plan Booklet submitted to the Union DRD
20%	<ul style="list-style-type: none"> • At least 85% of the Social audits of satisfactory quality completed in all villages and village tracts in all townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • The remaining Village Development Plans (VDPs) completed as stipulated in the Operations Manual of satisfactory quality completed in all the townships covered by the contract in accordance with the provisions of the Operations Manual and submitted to DRD township • All forms and reporting completed for the cycle in accordance with the provisions of the Operations Manual
10%	<ul style="list-style-type: none"> • Final Project Completion report and handover report of satisfactory quality submitted to DRD Union in accordance with the provisions of Operational Manual
100%	TOTAL

- (1) All payments are conditional on verification and acceptance of all deliverables by DRD. The cut-off date for all required deliverables/reports will be the quarter preceding the date of the payment request.
- (2) Further to point (1) the correct reading of “all required deliverables/reports” is all the activities and the deliverables to be delivered for payment including all other deliverables such as Quarterly Reports, ICDDE and NPA mission reports etc. ...
- (3) All payment requests must be referenced and indicate a clear link to the deliverables.

ANNEX 5- PERFORMANCE EVALUATION

As indicated in Point VII the performance of the TTA Consultant will be evaluated as a basis for extension of the contract with 2 more years, as further detailed under the organization of the contracting in Point IV (7). Main evaluation criteria are:

1. The overall compliance of the TTA services delivered with the contract, the TOR, the Operations Manual and other Laws, Rules and Regulations of the Republic of the Union of Myanmar as well as the Bank's Guidelines where applicable
2. The quality and timeliness of the outputs and deliverables as listed in Annex 3 and Annex 4 of which the Quarterly Township Implementation Progress Reports including the CF and TF evaluations
3. The overall results of the TTA services delivered in terms of implementation and results with special emphasis on the capacity building efforts of DRD staff, village and village tract committees in order to ensure the project can be managed without external assistance by the time the 4-year TTA project cycle ends.
4. The capacity of the TTA Consultant to maintain the TTA key experts and staff strength at the level agreed in the contract, and the delay needed to replace TTA key experts in case of need
5. The administrative correctness of the TTA consultant as can be assessed through the asset records and inventories; the structure, order and completeness of the filing system(s) put in place; and the correctness of the invoices presented.
6. The capacity of the Consultant to organize and implement corrective measures if and when needed

As indicated in point VII the Consultant will be formally informed of the results of the evaluation and corrective action to be taken, if so needed.