

**Ministry of Cooperatives and Rural Development**  
**Department of Rural Development**  
**National Community Driven Development Project**  
**IDA Grant: H814-MM**  
**Terms of Reference (Standard)**  
**Individual Consultant for Finance Officer (Township Level)**

## **Background and Rationale**

The Republic of the Union of Myanmar has received financing from the Government of Myanmar, the World Bank, and the Government of Italy towards the cost of its NCDD Project (NCDDP) and being implemented since its start of 2013; website: (<http://cdd.drdmyanmar.org>), which is being implemented by the Department of Rural Development (DRD) of the Ministry of Cooperatives and Rural Development. The project operates in 63 townships across Myanmar. In each township, the NCDDP was originally implemented with the support of a township level technical assistance team (TTA) (procured by DRD and provided by a mix of domestic and international firms and NGOs). When TTA services were ended, DRD replaced the vacant key expert positions with individual experts.

Due to a combined effect of Covid-19 and political issues in Myanmar since February 2021 and in addition to expiry of the original Financing Agreement by 30 November 2021, the contracts with individual consultants being designated under DRD contract for township levels were suspended effectively by 30 November 2021. However, the Financing Agreement has amended extending to 31 December 2022 in order to complete the Project to allow the target communities to access much needed basic services under current difficult circumstances.

As the project shall be resumed or continued for the ongoing subproject implementations in the townships in term of Financing Agreement extension, the project management envisioned to renew the contracts with some individual consultants for the townships where the relevant expertise is required. This TOR is prepared as standard document for the position of Finance Officer position and the required qualifications shall not be described as the selected consultants were former/ current persons who were evaluated under the criteria set for this position. The terms of services shall be varied depending on the requirement of the project in each township or as agreed in the individual contract. The project intends to proceed to mobilize a Finance Officer for **Ingapu** township of **Ayarwaddy Region** to be contracted under direct deployment with DRD.

## **GENERAL QUALIFICATION of the KEY EXPERTS**

Typical qualifications required from all township level- 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.

#### **Detailed Duties of the Finance Key Expert**

The Consultant for Finance is adhered to the duties and responsibilities, including but not limited to the followings;

- 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 administration, filing, record keeping and archiving of all documents related to project's administration and all finance documents
- 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

#### **Terms and Contract Types**

The consultant shall be contracted under individual direct contract with DRD, for an initial duration of 10 months starting from the date of mobilization to the duty station and after then, will be considered/offered for further extensions if required by the project.

Interested Candidates must provide their updated curriculum vitae, indicating personal and technical skills, qualifications and experience in similar assignments.

Expressions of Interest must be submitted in a written form to the address below by **TUESDAY 1 March 2022**.

**Attn: U Kyaw Swa Aung** (Director),  
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