

**Ministry of Agriculture, Livestock and Irrigation, Department of Rural Development
National Community Driven Development Project**

IDA Grant: H814-MM

Terms of Reference

**Individual Consultant for Finance
(1 Post - 12 months' full time contract)**

Background and Rationale

The Republic of the Union of Myanmar has received financing from the World Bank towards the cost of its NCDD Project (NCDDP); website: (<http://cdd.drdmyanmar.org>), which is being implemented by the Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock, and Irrigation (MOALI).

Ponnagyun Township in the Rakhine State is one of the NCDDP townships being implemented in project cycle 5 and now at the preparation process of the project implementation for the third cycle of 4 project life. Previously in the first two cycles, DRD has recruited a consulting firm (TTA) to assist the township DRD in technical aspects of the project implementation. Unfortunately, during the first two cycle years of the TTA assignment, the situation in Ponnagyun deteriorated to the point where the TTA consulting firm was not able to deliver a considerable part of the services contracted. As the situation in Ponnagyun is responsive to the definition of Force Majeure in the contract the DRD Executive Committee decided to not continue the TTA services in Ponnagyun starting from the cycle Year 3. On the other side, the project in this township will be continuously implemented in the low risk area of the township which is by the date identified by the township DRD for around 90 villages out of total township's 194 villages. The number of implementable villages and sub projects could be varied on the condition of the conflict time to time or cycle by cycle.

The project management envisages and decides to recruit a team of individual consultant with a comprising of five (5) Key Experts where the team leader will take a position of consultants -in -charge for the technical assistance perspectives. Each of the five (5) individual consultants will be directly contracted under DRD HQ for a duration of one year (12) months with a provision of contract extension when/if required by the project until its phasing out time and payroll administration and reporting communications shall be managed by the respective township 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

Others

- **The consultant in his/her technical expertise, should be available to assist DRD HQ and Township Offices in other projects which are being implemented by the DRD.**

Required Qualifications

- 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 or at least five years of relevant accounting and financial management experience.

Terms and contract type

The consultant shall be contracted under individual direct contract, time based payment with DRD HQ for a duration of 12 months starting from the mid-September 2020 and the contract shall be with a provision of extension based on the consultant's performance and the project needs.

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