

Department of Rural Development
National Community Driven Development Project (NCDDP)
Terms of Reference (TOR)

National Program Advisor (C77)

For the first and second 9 project townships
(This TOR can be modified subject to the project need)

The Department of Rural Development (DRD), is implementing the national community driven development project (NCDDP), with financing from the Government of Myanmar, the World Bank, and the Government of Italy. The development objective of the NCDDP is to support the Government's strategy to promote the Community Based Rural Development. For detail, please visit www.cddrdmyanmar.org. The project currently operates in 47 townships across Myanmar and will be expanded for some more townships in coming years.

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). These TTA teams are comprised of five (5) key experts as permanent field staff, a number of community and technical facilitators (CFs/TFs) proportional to the size of the township, one intermittent National Program Advisor and International CDD Expert per township cluster. The TTA teams provided technical assistance and capacity building support to the township DRD teams for the initial operations in each township. However these TTA services in the first -3 townships and the second-6 townships have now ended and DRD has recruited individual technical consultants with intending to replace the vacant key expert positions, including by drawing on strong CF/TFs with a track record of outstanding performance, who would be promoted to the position of junior technical assistant. DRD also intends to deploy **National Program Advisors** for the project staff in those 9 townships in order to have close supervision from this NPA input.

The National Program Advisor (NPA) would be contracted for a full time one-year assignment for the performance of all duties/ tasks specified as below for each position at all times faithfully, industriously, and to the best of their skill, ability, experience and talents. In carrying out these duties and responsibilities, the staff shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced by the DRD from time to time.

Main Tasks

The NPAs are responsible for quality control and coordination in all aspects of project implementation and for those (9) townships as highlighted below:

- Quality Control / Monitoring Assist township DRD with quality control throughout the project in planning, implementing and monitoring project activities and reporting in line with the implementation guidelines in the project Operations Manual and directions received from the union office.

- **Capacity Building**
 - Enhance the capacity of and motivate all the experts, DRD and CF / TF working in the project implementation team through tailor-made advice and specific workshops.
 - With the collaboration of Union training team, support 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.
 - Provide project orientation and necessary training to the new staff.
 - Collaborate with the Union Training Activities during the training season or when needed.
- Advice and troubleshooting: assist and advise township TA and DRD/or the Project Implementation team in case of management and implementation problems and recommend appropriate solutions.
- Communication and coordination: Link and coordinate among the union, regional and township offices and in all aspects of project management.
- **Knowledge & Lessons Learned**
 - The monitoring of project implementation, issues faced and solutions provided represent a valuable source of feedback for NCDDP for improving the project and updating the Operations Manual. The lessons learned should be systematically documented in the Union quarterly and annual progress reports. The NPA is thus an important resource for learning and facilitation of discussion & workshops at all levels.

Additional Tasks

- Assist Union Procurement Team in selection and recruitment of replacement KEs/CF when positions are vacant.
- Any other duties may be assigned by DRD.

Reporting

- The NPA shall report a summary of mission findings; recommendations made and follow up to be done, to the project director at the end of each mission, or at least quarterly.
- The consultant shall prepare the project exit report for the townships where the project ends. (The project in the first 3 townships will be terminated by end of September 2017 and the second 6 townships will be ended by September 2018)
- A copy of the report and recommendations made should be circulated to the respective regional office.

Duty Station

The NPA will be based at Union DRD Office in Nay Pyi Taw, with frequent travel to the project townships, when necessary and authorized by DRD. It is expected that the NPA will spend 75% of total input for the townships.

Qualifications and Experience

- Bachelors' degree in social sciences, development studies, civil engineering or related areas. Masters Degree will be an advantage.
- Experience: at least ten (10) years in the field of rural and participatory community development, with additional functions of project management, capacity building and coaching experience; experience of community-based infrastructure project, will be an advantage.
- Desirable skills: Interpersonal communication, management and leadership, problem solving
- Good command of written and spoken English.

Contract Duration

The consultant will be contracted for full time 12 months assignment with estimated starting date of August 2017. DRD will review the case for extension of the assignment three months prior to completion, subject to the project's needs and availability of funds.