

**Term of Reference and Scope of Services**  
**Ministry of Agriculture, Livestock and Irrigation**  
**Department of Rural Development (DRD)**  
**National Community Driven Development Project**  
**IDA Grant Number H814-M**  
**Assignment: Gender Consultant -C95**  
**(Full-time 12 Months)**

**A. 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 five community cycles, the program has financed over 29,000 sub-projects identified and implemented by communities, and improving access to roads, jetties, schools, clean water sources and other critical community infrastructure. These subprojects have benefitted approximately 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, the Italian government, and UK's DFID, with an estimated \$563 million in financing committed to the program, which is scheduled to run until November 2021.<sup>1</sup> The project is currently operating in 54 townships across all the states and

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<sup>1</sup> Additional information on NCDDP can be found on the project website: [cdd.drdmyanmar.org/eng/](http://cdd.drdmyanmar.org/eng/)

regions in Myanmar. It is expected that the project will be expanded to thirteen townships in 2019-2020.

## **B. OBJECTIVES**

A consultant will be hired to support DRD and the gender working group of the NCDDP to ensure that the project enhances gender equality and empowers women throughout the project structure, processes, capacity building, and knowledge sharing.

## **C. SCOPE OF WORK**

### **1. Technical Support**

- Provide technical support to review, revise gender training materials (as needed) and to deliver the training at union level and state/regional/township level
- Support Union NCDDP gender working group of DRD
- Work with DRD and World Bank to conduct workshops, forums, quarterly meetings and campaigns
- Work with Union NCDDP technical teams (training, grievance, communications, M&E, infrastructure) to promote gender mainstreaming and women empowerment approaches in the project cycle systematically and consistently.

### **2. Management**

- Develop annual workplan of NCDDP Gender team and get approval of Management
- Implement and Monitor the annual workplan and provide necessary support
- Assist Gender Campaigns at township level

### **3. Monitoring and Reporting**

- Monitoring and Reporting of Gender Implementation Progress in Quarterly basis and Prepare reports on gender section of quarterly and annual progress reports in a timely manner.
- Review and analyze the consolidated monthly, quarterly and annual reports prepared by NCDDP gender working group for all project townships.
- Coordinate with DRD and World Bank to prepare reports on key issues and recommendations around gender mainstreaming and women empowerment bi-annually.
- Support to set up a reporting system on pilot initiatives in NCDDP (Public Dialogue, Gender Network, and etc.).

### **4. Knowledge Management and Promoting Gender Equality**

- Support DRD to prepare briefing notes and PowerPoint presentations and present CDD success stories and experiences as needed.

- Coordinate with DRD and World Bank to organize a breakout session of the workshops, forums, dialogues to share good practices and lessons learned around gender equality and women empowerment with other key stakeholders.
- Corporate other DRD projects Gender activities.

**D. QUALIFICATIONS**

**The consultant should have the following qualifications:**

- Experience in developing appropriate gender training, conducting gender analysis, undertaking gender awareness training, and mainstreaming gender aspects in development projects for at least 3 years
- Previous work experience in Myanmar, knowledge of the local socio-economic context and involvement in community development projects in Myanmar
- Availability of staff with relevant work experience who are all fluent in Myanmar language so as to be able to undertake high-quality training and work with all relevant project stakeholders; command of local languages in the project areas is desirable

**E. ADMINISTRATION AND REPORTING**

The consultant will report to DRD. The assignment period will be for two years. An annual renewal of the contract will be subject to the satisfactory performance of the consultant as assessed by DRD in consultation with the World Bank Social Development Specialist.

**F. TIMELINE AND REPORTING**

The consultant will submit the following deliverables to DRD:

Main Activities	Timeframe
Develop detailed NCDDP gender working group workplan	One month after the contract is signed
Review and revise (as needed) of gender training manual and tools	One month after the contract is signed
Undertake gender training both at union and townships level for project staff	According to the training schedule/work plan.
Improve existing monitoring and tracking gender data and provide inputs to project quarterly and annual progress reports and other reports as needed	In coordination with DRD; periodically
Prepare a half-yearly progress report on the status of gender equality and women empowerment in the project (in both English and Myanmar languages)	Bi-annually
Prepare an annual report with good practices and lessons learned from cases and experiences from the project (in both English and Myanmar languages)	Annually

Main Activities	Timeframe
Organize a session at the annual stakeholder meetings to share good practices lessons learned around gender equality and women empowerment with other key stakeholders.	Annually, at the union multi-stakeholder review meeting
Organize and conduct monitoring and mentoring and coaching field visits	In coordination with DRD; periodically

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 **THURSDAY 19 SEPTEMBER 2019**.

Attn: U Kyaw Swa Aung (Director),  
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