

Terms of Reference and Scope of Services

Assignment Title: Regional Office Consultant (National)

Reference No: C 53

ONE CONSULTANT for the RAKHINE STATE OFFICE

Date of Issue: 03 Nov 2020

Background

The Republic of the Union of Myanmar has received financing from the World Bank towards the cost of its NCDD Project which is being implemented by the Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock, and Irrigation. NCDDP Cycle 5 is currently being implemented in 63 townships (see the below table), and will expand to a peak of 76 townships in Year 6 (2020). 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). The TTA teams provided technical assistance and capacity building support to the township DRD teams for the initial operations in each township and the State/ Regional project offices are well organized with an adequate project staff to have close supervision/ administration to and liaising role between the Union and township levels.

For detail, please visit <http://cdd.drdmyanmar.org/>

Rationale

A total of 11 (eleven) State/ Regional Office consultants were recruited and contracted under 12 months' assignment in October 2019. However, the consultant for Rakhine State office could not be mobilized due to less of interest by the applicants. The NCDDP is being implemented for its 4 project years in the two townships namely GWA and PONNAGYUN started in cycle 5 in 2017 and in 2020 or the 6th cycle, one more township is confirmed for further extension of the project implementation in Manaung township. DRD envisages that the input of S/R consultant level is indeed required for Rakhine State to provide overall supports and the specific technical assistances as described in this TOR below to the State Level project offices and the township offices. Considering the current conflict situation in Rakhine, the consultant should have experienced working in conflict areas and also preferably in Civil Engineering plus to the below specific qualifications..

NCDDP Townships

S/R Offices	In Cycle (1)	In Cycle (2)	In Cycle (3)	In Cycle (4)	In Cycle (5)	In Cycle (6)	TOTAL
Phasing Out Year	2017	2018	2019	2020	2021	2022	76 Tsps
Kachin				1	2	1	4
Kayah			2	5			7
Kayin			1		2	1	4
Chin	1		1	1	1	1	5

Mon			2	1		1	4
Rakhine		1			2	1	4
Shan	1			1	3	1	6
Sagaing		1	2		2	1	6
Tanintharyi	1		1			1	3
Bago			2	1	2	1	6
Magway		1	1	3		1	6
Mandalay			2	3		1	6
Yangon		1	1	2		1	5
Ayeyarwaddy		1	2	1	2	1	7
Naypyitaw		1	1	1			3

General position descriptions

In coordination with, and under the supervision of the Project Director and the Union Project Secretariat, the Consultant provides overall support to the State/ Regional Office ensuring project management activities in line with the project operational manual and work plans approved by the Project Director. This includes consultation, close supervision and coaching support to the township project teams under the administration of the respective State/Regional Office, and submits consolidated monthly updates, quarterly and annual reports of the townships to the Union Project Secretariat. The S/R Office Consultant shall be based at the S/R project office in Sittwe, Rakhine State with frequently visit to the project townships.

The S/R office consultant is adhered to the duties and responsibilities, including but not limited to the followings:

1. Strategic Development and Management of CDD program

- Strategic management of the project overall activities as a senior consultant and on behalf of the Union Level Management.
- Represents CDD in meetings/events with stakeholders (Regional and State level Governments, donors, civil society etc.) and with external networks.
- Proactive program development as required by the changing context of operational manual.

2. Program management

- Through the line management of a team of program staff and direct relations with partner organizations, ensuring the effective development and delivery of programs and partnerships.
- Ensures that effective accompaniment and mentoring support is provided for the TAs in the townships designated, planning, monitoring and management of project activities.

- Establish effective relationships with partner organizations.
- Close coordination and collaboration with Union project secretariat for necessary and following up actions among the Union, S/R and township Levels.
- Follow up and report to the union project manager whether the implementations are in line with the agreed work plans.

3. Monitoring and Evaluation

- Supervise, monitor, coordinate the project activities and delegate responsibilities as necessary to the project staffs from the State/Regional and township offices
- Uphold mission for the sub projects under supervision of the S/R Office and facilitate consultation meetings, and problem solving.
- Keep close contact with and advise the project manager in conflicts and/or emergencies
- Analyze project activities and achievements.

4. Staff Management

- Assist and facilitate (if necessary) that the project team members from both S/R and Townships Offices are complementing each other and the teams are functioning well.
- Improve team building and advise S/R responsible with his/her findings in order to have right solution in team unbalancing and team building conflicts.

5. Advocacy

- Fosters and participates in advocacy activities on thematic priorities of the CDD program.

6. Reporting

- Assist the project offices to have and prepare timely and quality submission of the consolidated monthly updates, quarterly and annual reports of the S/R and townships to the Union Project Secretariat.
- Provide the project information and ad hoc reports to the Union and S/R Office when requested.

Note: Copies of the consultants' deliverables/ products/ reports for the requirements of this assignment shall be shared to the Union Project Procurement Unit (contact person and of address for this communication will be provided during contract signature).

7. Others

The Regional Office Consultant shall provide similar supports to DRD for the new/upcoming projects i.e., VRFP, CFW and ADB and World Bank's funding projects.

Required Profile

- Bachelors' degree in social sciences, development studies, civil engineering or related areas. Master's Degree will be an advantage.
- Minimum 10 years working experience in program/ project management, rural development, community infrastructure, or similar relevant fields where at least 2 years' working experience in community based development projects or similar to NCDDP.
- Proven experience in establishing/strengthening partnerships with government, non-government and community.
- Working experience in the conflict area is highly considerable.
- Experience in coaching and supervising staff
- Outstanding inter-personal and communication skills

- Strong organization and problem solving skills, detail oriented
- Written English and Myanmar proficiency is required.
- Must be available to start the contract by first December.

Contract Duration

The consultant will be contracted for full time 12 months assignment to be based at the Rakhine State Project Office in Sittwe with estimated starting the day of December 2020. DRD will consider the possibility of extension based on the performance appraisal, mutual willingness and project needs to continue with the Assignment.