

**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 Team Leader, Lead CDD and Training Specialist
(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 Team Leader

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

- Support township DRD office in all aspects of project implementation according to the project operations manual
- Manage a team of Consultant staff and community and technical facilitators, monitor their performance and ensure timely delivery of quality outputs
- Manage the implementation of the grievance handling system at the township level, support the VT grievance feedback committee and provide progress information to the Union level and input for the quarterly grievance report
- Provide on-the-job training and capacity building to DRD staff on all aspects of project management at the township level
- Organize and Monitor training to village tract project support committees, village committees, community and technical facilitators, and village volunteers on project operations and the community project cycle
- Prepare a training plan for village tract project support committees and village committees based on the project operations manual
- Monitor and measure training results
- Ensure that the data in the MIS and all required reports to DRD are submitted on time and are complete and accurate
- Ensure strong cooperation with DRD
- Ensure linkages with other line departments at the township level.
- Support the township and Union DRD in the production of ad-hoc reports
- Support the township DRD staff in the facilitation of internal and external 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 social sciences and at least five years of project management experience, with a particular focus on community participation and community-based infrastructure, or at least seven years of relevant experience in project management

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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