

REQUEST FOR EXPRESSIONS OF INTEREST

Country: MYANMAR
Project: Ayeyarwady Integrated River Basin Management (AIRBM) Project
Credit No.: IDA 55590
Project ID: P146482
Assignment Title: NWRC Secretariat Support Officer (1.position)
AG Secretariat Support Officer (1.position)
Reference No.: C1.IOC

The Republic of the Union of Myanmar, has received interest free loan financing assistance from the World Bank toward the cost of the Ayeyarwady Integrated River Basin Management (AIRBM) Project. Directorate of Water Resources and Improvement of River Systems (DWIR), MoTC is the implementing agency of the AIRBM through the Project Management Unit (PMU) established under the supervision of DG of DWIR, and intends to apply part of the credit for consulting services.

The PMU now invites expressions of interests from qualified candidates for the below position. Interested candidates must provide their updated curriculum vitae (CV), indicating personal and technical skills, qualifications and experience in similar assignments. In their expressions of interest, the candidates are requested to indicate the position they apply for and the relevant reference number stated above:

Experience Requirements

- 2-3 years' experience of office management and administrative;
- Bachelor Degree in arts or science combination or any degree accepted in Myanmar;
- Knowledge of COMPUTER skill and ENGLISH is a must;
- Ability to handle individual and public relation with good manner;
- Past experience with INGO and Governmental office is an asset;
- Ability to work long hours without complaint;
- Ability to perform on call duties if and when necessary due to the special situation of the project;
- Having great capacity to work successfully in a multi-disciplinary and cross-cultural environment with a diverse team;
- Willingness and capacity to perform fieldwork, and in-country travel to remote places

The services are expected to be carried out over a period of 12 months with the possibility of extension. The location of the service will be at the PMU Office in Yangon.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants]* by World Bank Borrowers dated July 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours *0900 to 1600 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 22nd Dec 2017, 17:00 hrs.

AIRBM Project, Project Management Unit
Attn: Aye Thidar Mon (Project Officer 1 of Component 1)
No.400, Lower Pazuntaung Road, Pazuntaung Township, Yangon, Myanmar
Email: amon222@gmail.com

With a copy to following e-mail addresses:
Component1hic@gmail.com; eikyipyarsoe@gmail.com

TERMS OF REFERENCE

MINISTRY OF TRANSPORT AND COMMUNICATIONS: DIRECTORATE OF
WATER RESOURCES AND IMPROVEMENT OF RIVER SYSTEMS
AYEYARWADY INTEGRATED RIVER BASIN MANAGEMENT PROJECT

TERMS OF REFERENCE FOR

AG SECRETARIAT SUPPORT OFFICER

CONTRACT NO.C1.IOC

Duration of assignment: The Consultant will receive an annual full-time contract. The contract may be renewed on annual basis depending on Consultant performance and Project requirements. The Consultant will be based in Yangon.

General Scope of Services: The consultant will assist the AIRBM Component (1) Director in the specific areas of Advisory Group work between C1, AIRBM-PMU, NWRC and other government offices, development partners, the World Bank office. The consultant shall organize Advisory Group meetings with the AG members. Provide support for the Component (1) Director's assignments related to the Component (1) and Advisory Group Members.

1. Background

The Myanmar has received a US\$100 million credit from the World Bank (WB) for the Ayeyarwady Integrated River Basin Management (AIRBM) Project. The objective of the project is to help Myanmar develop the institutions and tools needed to enable informed decision making in the management of Myanmar's national water resources and to implement integrated river basin management on the Ayeyarwady, while immediately enhancing the river's productivity with "low/no regrets" investments, upgrade the hydro-meteorological observation system and services (to support agricultural productivity and water-related disaster risk management) and making navigation enhancements (to promote sustainable transportation) on the Ayeyarwady. The project would also support a prompt and effective response to potential

crises and emergencies. The project will be implemented over the period 2015-2020. A detailed description of the project can be found in the World Bank's Project Appraisal Document.¹

2. Overview of the AIRBM-PMU Director's Office

A PMU has been established under DWIR and is led by the Project Director. The Project Director will be responsible for project management and technical coordination, as well as procurement and financial management, monitoring and evaluation, and compliance with environmental and social safeguards for all project components. The Project Director will serve as the official point of contact between the World Bank task team and the Project, including the transmittal of all non-Bank management level correspondence. To ensure open flow of information, e-mail exchanges to and from the Bank will be copied to the following people: i) DG DWIR; ii) DG DMH; iii) Project Director; iv) Component 1 Director; v) Component 2 Director; and vi) Component 3 Director.

The PMU shares duties and functions among the staff appointed from DWIR and the contractual staff. Within the PMU, the procedures described below under each functions will be followed to ensure the smooth operation of PMU.

The PMU will provide steel filing cabinets and required number of box files to all the functional units such as finance, procurement, administration and etc. to organize an effective and secured records management system that can only be accessed by authorized person.

Overview of Component 1: Water Resource Management Institutions, Decision Support Systems and Capacity Building

1.1 Institutional Development: This sub-component will support:(a) design and construction of a new NWRC Secretariat and HIC headquarters facility in Mandalay, immediate refurbishment of associated office space in Yangon and Nay Pyi Taw, and provision of office furnishings and equipment; (b) development of the NWRC institutions, mandates, business plans, staffing strategies and operational procedures, as well as institutional, legal and regulatory reviews and reforms relating to water resources management; and (c)capacity building, including possible twinning arrangements.

1.2 Ayeyarwady River Basin Master Plan and Decision Support System: This sub-component will provide immediate guidance on investment options while also developing the tools and processes needed to ensure the government has ongoing capacity to plan and manage its national water resources. A phased approach will be taken to plan integrated development of the

¹ See <http://documents.worldbank.org/curated/en/2014/11/20394428/myanmar-ayeyarwady-integrated-river-basin-management-project>

Ayeyarwady River, based on sufficient understanding of opportunities and risks and guided by agreed Basin Development Objectives. Activities will include: (a) development of the Ayeyarwady Integrated River Basin Master Plan, the development of a DSS that will become the primary knowledge asset of the HIC, and stakeholder consultations to identify Basin Development Objectives; (b) implementation of groundwater and sediment surveys; and (c) implementation of a Basin-wide Strategic Environmental and Social Assessment (SESA).

1.3 Preparation of Future Investments (PFI): This sub-component will support preparation activities for priority investments that may be financed under future phases of this Series of Projects. It will finance feasibility studies, procurement and safeguards related activities, workshops and study tours and other activities as agreed between the WBG and GoM. It will not finance detailed design work. This financing will create an incentive to identify, and prepare projects to international quality standards, within an integrated basin framework and in accordance with basin wide development objectives. To be eligible for PFI funding, a project must be consistent with the Ayeyarwady Basin Master Plan (Sub-component 1.2a) and with the Bank's engagement objectives in Myanmar.

1.4 Implementation Support: This sub-component will provide funds for: (a) consultant and advisory services for the Project Management Unit (PMU) including for financial management, procurement, safeguards and monitoring and evaluation; (b) incremental operating costs; and (c) project-related communications and outreach as well as the creation of a Stakeholder Forum that will be an important mechanism for consultation during the implementation of this Project and sustained thereafter as a platform for stakeholder engagement with the DWIR.

3. Project Management Structure

Directorate of Water Resources and Improvement of River Systems (DWIR) is the implementing agency of the AIRBM. Therefore, Director General of DWIR has managerial and financial oversight of the Project.

The AIRBM Project Steering Committee (PSC): The DWIR will provide strategic guidance to the AIRBM and receive regular updates on progress. For purposes of immediate project oversight, an AIRBM Project Steering Committee (PSC) will be formed to review and advice on annual progress reports, work programs and key processes and outputs. The PSC will be chaired by the Deputy Minister, MoTC and consists of Director General of DWIR, Director General of DMH and Chairperson of the Advisory Group.

Project Management Unit (PMU): A PMU has been established under the DWIR, and is led by a Project Director. The Project has three components and each component is led by the respective Component Director. The Project Director is responsible for project management and technical coordination, as well as procurement and financial management, monitoring and evaluation, and

compliance with environmental and social safeguards for all project components. The PMU includes a Safeguard Section specifically responsible for environmental and social safeguard.

4. Consultant Assignment Objectives and Scope

A full-time professional AG Secretariat Support Officer will be contracted to work along with Component (1) team, Advisory Group Members, AG Secretariat Technical Officer, report to the Component (1) Director and closely cooperate with the Project Director, Component Directors and PMU management team. The Consultant will assist the Component 1 Director in running day to day implementation activities to deliver the Project's outcomes in the timely manner.

The envisaged duties and responsibilities of the Advisory Group Secretariat Support Officer would include the following: _

- Be responsible for planning and implementing all tasks of administrative management of the Advisory Group;
- Compile, send and receive outgoing/ incoming emails, documents, meeting minutes, etc. ;
- Circulate & manage incoming & outgoing official correspondences;
- Provide logistics arrangement: Air ticket, Visa, hotel booking, car transportation, meetings, workshops, entertaining meal, etc. related to Advisory Group;
- Assist on preparation for meetings, luncheons and events related to Advisory Group;
- Assist the related activities and tasks to Advisory Group Chair and Secretary to produce annual budget for buying necessary office equipment, stationery and other necessary items.
- Assist the AG secretariat technical officer and AG Secretary;
- Develop, implement and check fire safety;
- Assist the project team to ensure that all electricity, internet, safety measure and cleanliness of the office environment.;
- Support many activities related to public relation affairs ;
- Provide administrative support to Advisory Group meetings, secretariat work and other related matters;
- Perform any other tasks requested by C1 Director, AG secretary;

5. Consultant Experience Requirements

- 2-3 years' experience of office management and administrative;
- Bachelor Degree in arts or science combination or any degree accepted in Myanmar;
- Knowledge of COMPUTER skill and ENGLISH is a must;
- Ability to handle individual and public relation with good manner;
- Past experience with INGO and Governmental office is an asset;

- Ability to work long hours without complaint;
- Ability to perform on call duties if and when necessary due to the special situation of the project;
- Having great capacity to work successfully in a multi-disciplinary and cross-cultural environment with a diverse team;
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NWRC SECRETARIAT SUPPORT OFFICER

CONTRACT No. C1.IOC

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General Scope of Services: The consultant will assist the AIRBM Component (1) Director in the specific areas of NWRC work between NWRC Secretariat Office, C1, AIRBM-PMU, Advisory Group and other government offices, development partners, the World Bank office. The consultant shall organize NWRC meetings with the NWRC members and AG members. Provide support for the Component (1) Director's assignments related to the Component (1) and NWRC Secretariat Office.

1. Background

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compliance with environmental and social safeguards for all project components. The PMU includes a Safeguard Section specifically responsible for environmental and social safeguard.

4. Consultant Assignment Objectives and Scope

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- Assist on preparation for meetings, luncheons and events related to Advisory Group;
- Assist the related activities and tasks to NWRC and Secretary to produce annual budget for buying necessary office equipment, stationery and other necessary items;
- Assist the NWRC secretariat coordinating officer and NWRC Secretary;
- Develop, implement and check fire safety;
- Assist the project team to ensure that all electricity, internet, safety measure and cleanliness of the office environment;
- Support many activities related to public relation affairs ;
- Provide administrative support to NWRC meetings, secretariat work and other related matters;
- Perform any other tasks requested by C1 Director and NWRC Secretary;

5. Consultant Experience Requirements

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- Bachelor Degree in arts or science combination or any degree accepted in Myanmar;
- Knowledge of COMPUTER skill and ENGLISH is a must;
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