

REQUEST FOR EXPRESSIONS OF INTEREST

Country : MYANMAR
Project : Ayeyarwady Integrated River Basin Management (AIRBM) Project
Credit No : IDA 55590
Project ID : P146482

Assignment Title:

- a. **English/Myanmar Translator for PMU (CONTRACT No. C 1.20)**
- b. **English/Myanmar Translator for Component 1 (CONTRACT No. C 1.21)**

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

- University degree Master (or) Bachelor's degree with post-graduate Diploma specializing in the English language and Strong experience as a English/Myanmar Translator;
- Minimum of 5 years relevant work experience in an INGO or similar organization;
- In lieu of the Master Degree, 10 years of experience with proven record of work will be accepted;
- Proven experience providing translation and interpretation services;
- Ability and willingness to keep information confidential;
- Ability to respond to urgent demands and deliver within short period of time;
- Confident and proficient in the use of MS Office, in particular Word, Excel, PowerPoint and Adobe Acrobat PDF;
- Fluency in English and Myanmar, accurate understanding, and four skills in both languages are absolutely necessary. Knowledge of local ethnic languages will be an asset;

- Ability to work creatively and long hours, sometime under time pressure, without complaint;
- Ability to perform on call duties if and when necessary due to the special situation of the project;
- Excellent interpersonal skills and having great capacity to work successfully in a multi-disciplinary and cross-cultural environment with a diverse team;

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 31st January 2018, 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

ENGLISH/MYANMAR TRANSLATOR

CONTRACT No. C1.20, C1.21

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: C1.20 incumbent will assist the AIRBM Project Director and C1.21 incumbent will assist the Component (1) Director in communications and translations of the correspondence, reports, documents and any other necessary materials identify by the AIRBM-PMU Director and Component (1) Director. Moreover, the incumbent will assist in simultaneous interpretation during the communication related brainstorming meetings and other important workshops, seminars and conferences, also provide assistance in publishing AIRBM annual reports, financial reports, other project related documents production and dissemination, key messages creation together with C1 team and PMU management Team. Provide support for the Project Director and Component (1) Director's assignments related to the PMU and Component (1).

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 Ayeyarwady River, based on sufficient understanding of opportunities and risks and guided by agreed Basin Development Objectives. Activities will include: (a)

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

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 English/Myanmar Translator C1.20 will be contracted to work along with PMU team and a full-time professional English/Myanmar Translator C1.21 will be contracted to work along with Component (1) team, report to the Project Director, Component (1) Director respectively and closely cooperate with the other Component Directors.

The envisaged roles and responsibilities of the English/Myanmar Translator would include the following: _

- Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained;
- Researching legal, technical and scientific phraseology to find the correct translation;
- Provide written translation either Myanmar to English (or) English to Myanmar, for documents, reports and official letters.
- Provide simultaneous interpretation during the communication related brainstorming meetings and other important workshops, seminars and conferences;
- Providing clients with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed camera-ready document;
- Attend important meetings, seminars or other similar events and provide simultaneous interpretation;
- Proofreading, editing, and revising final translated versions/ materials;
- Take minutes of meeting when requested;
- Any other relevant duties and assignment requested by the Project Director and Component (1) Director

5. Consultant Experience Requirements

- University degree Master (or) Bachelor's degree with post-graduate Diploma specializing in the English language and Strong experience as a English/Myanmar Translator;

- Minimum of 5 years relevant work experience in an INGO or similar organization;
- In lieu of the Master Degree, 10 years of experience with proven record of work will be accepted;
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- Ability and willingness to keep information confidential;
- Ability to respond to urgent demands and deliver within short period of time;
- Confident and proficient in the use of MS Office, in particular Word, Excel, PowerPoint and Adobe Acrobat PDF;
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