

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 COORDINATING OFFICER (CONTRACT No. C1.24)

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

- Master degree in Science Combination with emphasis on water and environment related field, such as water resources management , environmental management, hydrogeology, fishery, etc (or) Master degree in Public Administration, Business Management, Development Studies (or) Bachelor's degree with post-graduate Diploma in such fields can also apply;
- Experience in development sector or Governmental Organizations as well as the knowledge of NWRC and AG is an asset;
- Background knowledge (or) familiarity working with International Advisors / Government/ Clients is an advantage;
- Ability to work creatively and long hours without complaint;
- Ability to perform on call duties if and when necessary due to the special situation of the project;
- Capability to work successfully in a multi-disciplinary and cross-cultural environment with a large, diverse team;
- Willingness and capacity to perform fieldwork, and in-country travel to remote places within the Republic of the Union of Myanmar;
- 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;
- Good computer skill especially in document and reports creation, Microsoft Word, Excel, Power Point Presentation, social media and Pdf file writing;

Ethical Competencies

- Demonstrates integrity by modeling the righteousness and ethical standards;
- Promotes the vision, mission, and strategic goals of NWRC;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies

- Identifies problems and proposes solutions;
- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things;
- Ability to manage stakeholder relationships, perform status reporting, and managing / resolving Secretariat's technical issues;
- Ability to prioritize assignments and requirements, and multitask as needed;
- Ability to work independently with limited instruction;
- Ability to advocate and make presentations;
- Ability to follow assignments with reporting;
- Possesses basic knowledge of Myanmar National Water Policy, other water related policies and procedures relating to the position and applies them consistently in work tasks;
- Demonstrates strong facilitation skills;
- Has the capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems;
- Identifies needs and interventions for capacity building of counterparts, clients and potential partners;
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
- Responds positively to critical feedback and differing points of view. Also solicits feedback from staff about the impact of his/her own behaviour.

Core Competencies

- Works as a small team leader;
- Works as a team player to coordinate functions between the AG Secretariat and NWRC Secretariat and AIRBM Project staff members;
- Facilitates and encourages open communication;
- Demonstrates interest in work at hand and making efforts to understand the workplace complexities;

- Self-development, initiative-taking;
- Shares knowledge to Young Water Professionals and builds a culture of knowledge sharing and learning;
- Approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change, adapt, and ability to manage complexities.

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 19th April 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:
Component1hc@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

NWRC SECRETARIAT COORDINATING OFFICER

CONTRACT No. C 1.24

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 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

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

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

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) 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 NWRC Secretariat Coordinating Officer will be contracted to work along with NWRC Secretariat Office, Component (1) team, Advisory Group Member, 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 NWRC Secretariat Coordinating Officer would include the following: _

- Strengthening relationship between NWRC secretariat office and AG secretariat office under the direct guidance of the chair and secretary of AG;
- Manage and administer the technical aspects of the project implementation process;
- Liaise with the NWRC Members with regards to NWRC activities and ministerial priorities as well as state and regional government priorities, local priorities and departmental aspects;
- Assist the Secretary of NWRC day to day management of the NWRC Secretariat and relevant finances;
- Consolidate reports and develop presentation for public relation, NWRC regular meetings, state and Regional Consultations;
- Assist to prepare progress reports and co-ordinate with responsible officials in certifying progress for payments to contractors, suppliers and consultants;
- Prepare and distribute technical reports to the different stakeholder groups;
- Provide logistics arrangement: Air ticket, Visa, hotel booking, car transportation, meetings, workshops, entertaining meal, etc. related to NWRC and Advisory Group;
- Arrange and guide the NWRC secretariat support officer on preparation for meetings, luncheons and events related to NWRC and Advisory Group;
- Arrange the related activities and task to NWRC Secretariat Office to produce annual budget for buying necessary office equipment, stationery and other necessary items;
- Receives instructions from and reports to the Secretary of NWRC through the C1 Director;

- Any other relevant duties and assignment requested by the Secretary of NWRC and Component 1 Director;

5. Consultant Experience Requirements

- Master degree in Science Combination with emphasis on water and environment related field, such as water resources management , environmental management, hydrogeology, fishery, etc (or) Master degree in Public Administration, Business Management, Development Studies (or) Bachelor's degree with post-graduate Diploma in such fields can also apply;
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