

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
Reference No.: NWRC-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 applied for and the relevant **Reference No** stated above.

Consultant Qualification 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 NWRC 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 *09:00 to 17:00 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 30th Aug 2018, 17:00 hrs.

Attn: Ms. Ei Kyipyar Soe, National Procurement Officer.

No.400, Directorate of Water Resources and Improvement of River System (DWIR), Bldg No 7, Project Management Unit (PMU), Lower Pazuntaung Road, Pazuntaung Township, Yangon, Myanmar.

Phone: +95 09 775926779

Email: eikyipyarsoe@gmail.com;

With a copy to e-mail address: yeyint.airbm@gmail.com; procurement-unit@airbm.org

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 SUPPORT OFFICER

CONTRACT No. NWRC-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 NWRC Secretariat office in the specific areas of NWRC work between NWRC Secretariat Office, 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.

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

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

2. 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.

3. Consultant Assignment Objectives and Scope

A full-time professional NWRC Secretariat Support Officer will be contracted to work along with NWRC Secretariat Office, Advisory Group Member, report to the NWRC Secretariat Office and closely cooperate with the Project Director and Component Directors.

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

- Be responsible for planning and implementing all tasks of administrative management of the NWRC Secretariat Office;
- 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 NWRC and Advisory Group;
- Assist on preparation for meetings, luncheons and events related to NWRC and 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 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 NWRC Secretary;

4. 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;
- Willingness and capacity to perform fieldwork, and in-country travel to remote places.