

## **REQUEST FOR EXPRESSIONS OF INTEREST**

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| <b>Country</b>          | : MYANMAR  |
| <b>Project</b>          | : Ayeyarwady Integrated River Basin Management (AIRBM) Project |
| <b>Credit No.</b>       | : IDA 55590  |
| <b>Project ID</b>       | : P146482  |
| <b>Assignment Title</b> | : National IT Network Specialist (1.position)                  |
| <b>Reference No</b>     | : C1.4.20  |

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 the secretary 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 positions. 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 below:

### **C1.4.20 – National IT Network Specialist for PMU Director Office:**

- Graduate education, preferably in B.Sc/ B.C-Tech/ BE (IT)/ MCSC/ MC-Tech/ Diploma in IT;
- Minimum (5) years experiences in the development and management of networking and PCs systems;
- Able to manage Helpdesk services for Office users;
- Good Knowledge of IT infrastructure, processes and environment;
- Ability to manage time effectively, prioritize issues and work under pressure during busy periods with minimum supervision to meet deadlines;
- Good conceptual, analytical and problem-solving ability;
- Familiarity working with international organization and private sector is an advantage;
- Good English language communication skills preferred, both in writing and verbal

In lieu of academic qualification, relevant long-term experience will be considered.

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 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 1700 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 23<sup>rd</sup> August 2017, 16:00 hrs.

AIRBM Project, Project Management Unit

Attn: Ei Kyipyar Soe ( National Procurement Officer )

No.400, Lower Pazuntaung Road, Pazuntaung Township, Yangon, Myanmar

Email: [ekyipyarsoe@gmail.com](mailto:ekyipyarsoe@gmail.com)

With a copy to following e-mail addresses:

[Aungminaung1977@gmail.com](mailto:Aungminaung1977@gmail.com); [amon222@gmail.com](mailto:amon222@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  
National IT Network Specialist

**CONTRACT No. C1.4.20**

**Duration of assignment:** The National IT Specialist will receive an annual full-time contract. The contract may be renewed on an annual basis depending on the Specialist's performance and Project requirements. The IT Specialist will be based in Yangon.

**General Scope of Services:** The IT Specialist will establish and maintain a computer server based communication and document storage system of the AIRBM PMU and assist the AIRBM-PMU Director in IT between AIRBM-PMU and other government offices, development partners, the World Bank office, AIRBM Component Offices; develop and maintain the AIRBMP Website (creating contents and coordinating the contents from the Component 1,2 and 3 offices); support internal, national and international meetings, workshops, and conferences; support the production, filing and publishing of AIRBMP related documentation, the creation of key messages together with the PMU management Team, and liaise with media to communicate key messages to the public.

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### 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.<sup>1</sup>

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

A PMU has been established under the Directorate of Water Resources and Improvement of River Systems (DWIR). The Director General of DWIR has managerial and financial oversight of the Project.

The PMU is led by the Project Director and comprises of 6 units and the Director's Office. 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. The IT Specialist will establish and maintain a computer based documentation system for the AIRBM PMU.

## **3. Assignment Objectives and Scope**

A full-time professional National IT Specialist will be contracted to work in the Project Director's Office along with other staff and the International Project Coordination Advisor. The IT Specialist will report to the Project Director and the closely cooperate with the Component Directors and PMU management team in executing the IT, communication and document management plans and strategies of AIRBMP.

The envisaged roles and responsibilities of the IT Specialist will include but not limited to:

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

- Development and management of the computer system of the AIRBMP comprising of a server, networks, computer hardware, software, printers, scanners and others;
- Connecting all staff and visiting AIRBMP consultants to the computer system;
- Developing and maintaining the computer based communication and documentation system of the AIRBM, which includes all significant messages, notes and reports produced by the 6 AIRBMP units and the Project Director's Office. Develop a password-protected mechanism that allows approved users to download information from the different parts of the system;
- Develop and maintain the AIRBMP Website (creating contents and coordinating the contents from the Component 1,2 and 3 offices);
- Support internal, national and international meetings, workshops, and conferences;
- Planning and undertaking scheduled maintenance upgrades;
- Talking to clients and computer users to determine the nature of problems;
- Responsible for Internet breakdowns;
- Investigating, diagnosing and solving computer software and hardware faults;
- Repairing equipment and replacing parts;
- Obtaining replacement or specialist components, fixtures or fittings;
- Conducting electrical safety checks on computer equipment;
- Maintaining records of software licenses;
- Managing stocks of equipment, consumables and other supplies;
- Providing support, including procedural documentation and relevant reports;
- Testing and evaluating new technology;
- Any other relevant duties and assignment requested by the AIRBM Project Director and Component 1 Director.

### **5. Skills and Experience Requirements**

- Graduate education, preferably in B.Sc/ B.C-Tech/ BE (IT)/ MCSC/ MC-Tech/ Diploma in IT;
- Minimum (5) years experiences in the development and management of networking and PCs systems;
- Able to manage Helpdesk services for Office users;
- Good Knowledge of IT infrastructure, processes and environment;
- Ability to manage time effectively, prioritize issues and work under pressure during busy periods with minimum supervision to meet deadlines;
- Good conceptual, analytical and problem-solving ability;
- Familiarity working with international organization and private sector is an advantage;
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