

REQUEST FOR EXPRESSIONS OF INTEREST

Country	: MYANMAR
Project	: Ayeyarwady Integrated River Basin Management (AIRBM) Project
Credit No.	: IDA 55590
Project ID	: P146482
Assignment Title	: Finance Assistant for Component 2
Reference No	: C2.12

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 for *Finance Assistant for Component 2*.

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:

C2.12 – Finance Assistant for Component 2:

- Degree / Diploma in accounting, business or finance with minimum three years relevant experience
- Experience in financial and/or administrative operations
- Experience in local and/or international Non-Governmental Organizations will be an added advantage
- Good computer skills including the ability to use MS Word and MS Excel and familiarity with any accounting software
- Good mathematical skills
- Ability to work as part of a team and to meet deadlines
- Experience in preparing primary accounting records and preliminary accounting reports would be an advantage
- English language ability

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 at the PMU Office

PMU Office (Building 7)

No.400, DWIR Compound, PMU Office (Building (7)), Lower Pazuntaung Road, Postal Code 11171, Pazuntaung Township, Yangon Myanmar

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 27th Dec 2018, 17:00hrs.

AIRBM Project, Project Management Unit

Attn: Witt Yi Soe (National Procurement Officer for Component-2)

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

Email: wittyisoe@gmail.com

With a copy to following e-mail addresses:

procurement-unit@airbm.org, zinnkokoang@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
COMPONENT 2 FINANCE ASSISTANT**

CONTRACT No. C2.12

1. Background

The Union Government of Myanmar has received a Credit of US\$ 100 million from the World Bank to implement Ayeyarwady Integrated River Basin Management Project (AIRBM). The Directorate of Water Resources and Improvement of River System (DWIR) of the Ministry of Transport and Communications (MOTC) of the Union Government of Myanmar has been mandated to implement Ayeyarwady Integrated River Basin Management Project, a multi-year development project that would be supported through the Credit from the World Bank. The AIRBM Project demands establishment and monitoring of predictable and efficient accounting systems and procedures in place, as per guidelines of the Union Government of Myanmar and the World Bank and ensure transparency and efficiency in the process.

Within the framework of the AIRBM project, the Department of Meteorology and Hydrology (DMH) is the beneficiary of the AIRBM Component 2 described as follows:

Component 2 – Hydrometeorological Observation and Information Systems Modernization

2.1 Institutional and Regulatory Strengthening, Capacity Building and Implementation Support: This sub-component will support: (a) institutional strengthening including the development of a robust legal and regulatory framework; (b) capacity building and training for staff; and (c) technical assistance in systems design, integration and operations as well as Component 2 management and monitoring.

2.2 Modernization of Observation Infrastructure, Data Management Systems and Forecasting: This sub-component will support: (a) technical upgrading of the hydro-meteorological observation network; (b) modernization of operations centers, data management and communications/IT systems, engineering and calibration facilities; (c) improvements in numerical weather prediction systems and associated hydrological modeling systems; and (d) reconstruction and refurbishment of offices and facilities.

2.3 Enhancement of Hydromet Service Delivery Systems: This sub-component will support the strengthening and delivery of hydromet information services in order to ensure project benefits are realized across the range of stakeholders. This will likely include: (a) creation of a Service Delivery Platform for weather and hydrological services; (b) support for disaster risk management (DRM) operations including expansion of "end-to-end" early warning systems in small river basins with floods and flash floods; (c) development of an Agricultural and Climate Advisory Service (ACAS); and (d) the creation of a National Framework for Climate Services.

Due to the nature of the AIRBM Component 2, there will be multiple packages to be procured, and therefore special assistance is required in terms of accounting monitoring and management. For this purpose, the Project Management Unit (PMU) of the AIRBM Project will recruit a Component 2 Finance Assistant with adequate experience in the areas of finance and accounting functions to ensure compliance with the procedures and requirement of the World Bank, and of the Union Government of Myanmar.

2. Implementation Arrangements

The Component 2 Finance Assistant will work under the direct supervision of the Component 2 Director of AIRBM Project and with the guidance of the Finance Director of the DWIR. The Component 2 Finance Assistant shall provide his/her services to the Component 2 of AIRBM Project and shall report to the Component 2 Director of AIRBM.

The Component 2 Finance Assistant will be based in the PMU Office of AIRBM in Yangon with occasional travels to Nay Pyi Taw, if and when required. The Component 2 Finance Assistant shall observe the Government regulations and official working hours (Monday to Friday, 8:30am to 12:30am and 1.30pm to 5:30pm).

3. Detailed Duties focused on Component 2 of the AIRBM Project

- Assist in the efficient and effective processing and accounting for cash transfers to the project areas where projects are implemented using Force Account Method
- Assist the PMU in preparing day-to-day bank and petty cash payment vouchers, with appropriate supporting documents

- Assist in reviewing the petty cash replenishment request and ensure the correctness
- Assist in recording / entering the payments and receipts (replenishment and others) into Bank and Cash Book
- Assist to update the financial transactions in the computer based Project Accounting System
- Assist to reconcile the balance in the petty cash book with the cash-in-hand
- Maintain sequential numbering of receipts and payments
- Assist in maintaining proper financial files and carry out daily filing of vouchers and records
- Assist in preparing summary sheet and statement of expenditure for the replenishment applications
- Assist in maintaining the security of the financial accounting system and accounting records
- Assist in carrying-out petty cash physical count at the close of business in the presence of the Head of Finance Unit on the last working day of each month and prepare the cash count sheet and provide reasons for differences between the book balance and physical balance, if there is any
- Assist in properly recording and controlling project assets and assist during the physical verification of the assets
- Assist the PMU during the audit of the project by the Office of the Union Auditor General; and
- Assist the finance unit in any other tasks reasonably related to the above
- Receives instructions from and reports directly to the Component 2 Director on the progress of AIRBM's implementation.

4. Required Knowledge, Skills and Abilities

- Degree / Diploma in accounting, business or finance with minimum three years relevant experience
- Experience in financial and/or administrative operations
- Experience in local and/or international Non-Governmental Organizations will be an added advantage
- Good computer skills including the ability to use MS Word and MS Excel and familiarity with any accounting software
- Good mathematical skills
- Ability to work as part of a team and to meet deadlines
- Experience in preparing primary accounting records and preliminary accounting reports would be an advantage
- English language ability

5. Administrative Arrangements

The assignment duration will be for 12 months, with the possibility of extension based on the performance appraisal and mutual willingness to continue with the Assignment. The duty station is the AIRBM-PMU Office located in the DWIR office compound in Yangon and will include travel to other states and regions of Myanmar including Nay Pyi Taw.