

**MINISTRY OF TRANSPORT: DIRECTORATE OF WATER RESOURCES AND
IMPROVEMENT OF RIVER SYSTEMS**

AYEYARWADY INTEGRATED RIVER BASIN MANAGEMENT PROJECT

TERMS OF REFERENCE FOR

INTERIM INTERNATIONAL FINANCIAL MANAGEMENT ADVISOR

Duration of assignment: The Consultant will receive a three-month contract with an estimated input of not more than 30 working days. The contract may be extended for another three months or as needed depending on Consultant performance and Project requirements.

General Scope of Services: Provide overall financial management leadership and support to the Project Management Unit under the supervision of the Project Director. The Consultant shall serve as a member of the Project's Technical Advisory Team.

1. Background

The government of Myanmar has received a US\$100 million credit from the World Bank (WB) for the Ayeyarwady Integrated River Basin Management Project (AIRBMP). The objective of the project is 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 in the hydro-meteorological observation system and services (to support agricultural productivity and water-related disaster risk management) and in 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 no-cost extension is under discussion with the World Bank. A detailed description of the project can found in the World Bank's Project Appraisal Document.¹

2. Project Management Structure

Department of Water Resources and River Improvements (DWIR) and NWRC

Secretariat: DWIR is the implementing agency of the AIRBM and the Director General (DG) of DWIR has managerial and financial oversight of the Project. The DG of DWIR also serves as the Secretary of the NWRC Secretariat which is a key entity in the Project. The Director General/Secretary's dual role should help to ensure coordination among different entities.

The AIRBM Project Steering Committee (PSC): The NWRC provides strategic guidance to the AIRBM and receives regular updates on progress. For purposes of immediate project oversight, an AIRBM Project Steering Committee (PSC) will be formed from the NWRC to review and advise on annual progress reports, work programs and key processes and outputs.

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

The PSC will be chaired by the Deputy Minister, MoT, which consists of Director General of DWIR, Director General of DMH and Chairperson of Advisory Group.

Project Management Unit (PMU): A PMU has been established under DWIR/NWRC Secretariat, and is led by a Project Director. Annex A shows the structure of the PMU. 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. Financial management and procurement functions is undertaken by existing staff of DWIR, with additional support from consultants to be hired under the project as needed. The PMU and CMU offices are located together in Yangon, with satellite offices at DWIR and DMH in Nay Pyi Taw.

PMU Financial Management Unit: The PMU includes a section specifically responsible for financial management. The Consultant will help support, train and supervise the financial management section. The financial management section is assisted by a small group of professionals who also form part of the PMU.

3. Consultant Assignment Objectives and Scope

The objective of the consultancy is to assist the Project in implementing the financial management system for the project, including training of staff and revision of the Financial Management Manual, as needed.

The Consultant is expected to serve as Member of the Project Advisory Team: As shown in Annex A, there are seven members of the PMU Advisory Team. The consultant is expected to primarily support financial management related aspects of the Project, but will also help ensure the overall quality and integration of the Project as and when necessary under the direction of the Project Director.

Specifically, the consultant will be responsible for the following tasks:

- Assist the Project to implement the Financial Management system as set out in the Project's financial management manual ;
- Ensure internal controls put in place to achieve accountability at all levels are working;
- Revise/prepare financial management manuals, including revising all forms when required;
- Assist the Finance team in effectively using the recently installed SAGE 300 Accounting Software and generating financial reports for reporting and auditing purposes
- Assist with the preparation of annual work plan, budget, cash flow forecast/disbursement plan, reallocation plan, if any to make sure funds are available at Union and fields when required and reported accurately;
- Guide and provide quality control over preparation of withdrawal application, SOE and DA reconciliation. Assist or guide Project staff in communication with the World Bank on disbursement and financial management matters;
- Guide local staff and provide quality control over the preparation of the Interim Unaudited Financial Report, Annual financial report and financial statements required by the World Bank and auditors;
- Assist with recruitment of finance/accounting staff. Supervise and undertake on-the-job training and allocation of works for local finance/accounting staff. The consultant should also assess the capacity of government finance staff working on the project. Prepare an

annual capacity building plan and provide trainings including formal and on-the-job training;

- Monitor the financial performance of the overall project and to ensure financial assurance is ascertained; and
- Carry out other financial management related tasks as requested by the Project Director.

4. Consultant Experience Requirements

- At least a Master's degree in accounting, finance or relevant field and holding IFAC recognized accounting professional qualification;
- At least 10 years of professional experience in accounting, development project accounting in World Bank financed projects, with major development partners or international non-governmental organisations;
- Previous experience in conducting similar engagement within Asia or other regions;
- Experience in setting up, using and training computerized accounting software;
- Good Computer literacy and skill especially PC systems and Microsoft Office, and strong Excel skill;
- Excellent communication and interpersonal skill with gender sensitivity, respect for local culture and result oriented attitude;
- Reliable, independent and dynamic worker with high social competency and good team spirit; and
- Willing and able to travel within the Republic of the Union of Myanmar when required.

5. Main Deliverables and Reporting

The key Consultant Reports shall include:

Inception Report: Within one calendar month of signing. The Inception Report shall confirm the scope and objectives of the assignment, propose any necessary adjustments, and layout a detailed monthly reporting format.

Monthly Reports: The key contract control mechanism for the PMU shall be the Monthly Report. The Report shall specify the actual amount of day's worked, actual reimbursable expenses, and a detailed explanation of any significant deviations from the work plan presented in the previous Monthly Report. The Report shall present a detailed work plan for the upcoming period, including consultant inputs and expenses. Approval of the Monthly Report will be linked to payment of the Consultant's invoices.

Final Report: The Final Report will occur at the end of the assignment, summarize the Consultant's inputs, expenses, and results. Acceptance of the Final Report shall constitute closure of the Consultant's contract.

Technical Notes and Memorandum As Requested: Prepare specific finance-related technical reports as and when requested by the Project Director.

The Assignment will be located in the DWIR office in Yangon and will include travel to project sites. Some home-based work may also be required.

Annex A: General PMU Structure (Subject to Change and Modification)

