

The Terms of Reference (TOR) for Local Assistant (Administration)

COUNTRY:	Republic of the Union of Myanmar
IMPLEMENTING AGENCY:	Ministry of Transport and Communications (MoTC)
NAME OF THE PROJECT:	Telecom Sector Reform Project
SECTOR:	Information and Communications Technology (ICT)
SERVICES:	Local Assistant (Administration)
CONTRACT TYPE:	Individual Consultancy Contract Time based
DURATION OF ASSIGNMENT:	12 months
DUTY STATION:	Nay Pyi Taw, Myanmar
CONTRACT REFERENCE NO:	C 2.2
WORLD BANK GRANT NO:	P145534

Background:

The Ministry of Transport and Communications (MoTC), The Republic of the Union of Myanmar has received Project Grant/Fund from the World Bank for execution of Telecom Sector Reform Project and intends to apply part of the proceeds to hire a qualified Individual Consultant to provide Consultancy Support the project on implementation of Universal Service Programs.

This Consultancy Support will be provided to MoTC at Nay Pyi Taw, under the Project Grant of Telecom Sector Reform Project.

The aim of the Telecom Sector Reform Project is:

- (i) to enable all people in Myanmar, especially those who live in rural & remote parts;
- (ii) to have the opportunity of accessing telecom services
- (iii) to have a clear vision and action plan to achieve universal service that is based on factual data and broad consultations with key stakeholders
- (iv) to have an institutional structure to collect funds & manage the implementation of the Universal Service strategy
- (v) to have agreed procedures for how the USF operates, selects recipients of finance and distributes the funds
- (vi) to accelerate development of rural telecom (voice and internet) infrastructure and services in locations that are unlikely to attract sufficient private investment
- (vii) to demonstrate how typical universal service projects are implemented and their benefits and
- (viii) to review the success and impact of the pilot projects and update and refine the Universal Service strategy going forward.

To contribute towards achievement of some of the above-mentioned objectives of Telecom Sector Reform Project, MoTC has decided to avail the consultancy services of an Individual Consultant to work as Local Assistant (Administration).

Objectives:

The objective of this ToR is to hire Local Assistant (Administration) to support MoTC to undertake the following tasks as part of the engagement 12 months period:

- To assist for USF Project in Project Management Aspects
- To prepare mail list in coordination with the USF Project;
- To coordinate with Universal Service Obligation Section of Posts and Telecommunications Department
- Coordinating with Director of Universal Service Obligation Section for the conduct of the project site field visits;

- To managing events and program hosting and facilitation;
- To preparing post event documentation and expense report;
- To set up and organize the venue for the event;
- To prepare work plan, budget plan and procurement plan.
- To do documentation & filing of the Project Documents.
- To prepare Report to submit to the USF Board.

Qualification Requirements:

a) Qualification:

- Any Graduate (Most preferable with former work experience)
- Computer literate and capable of using Microsoft Project or similar Project Scheduling software and using effectively all Microsoft Office suites and to prepare figures, tables and graphic design work as required in report preparation
- Full working knowledge (in writing and orally) of English

b) Experience:

- Must have worked with special projects or any other project for at least two (2) years
- Proven capacity to coordinate with implementing partners;

c) Competencies:

- Good written and verbal communication skills.
- Strong analytical and management skills;
- Well organized and results oriented, ability to work under minimal supervision;
- Proactive, able to take initiative and ensure adequate and rapid follow-up actions;
- Strong inter-personal skills and ability to coordinate activities with a diverse set of stakeholders;
- Ability to communicate effectively;
- Ability to work in difficult conditions and spending extensive time in the field;
- Ability to work under time pressure and effectively meet deadlines
- Strong Writing, Presentation and Reporting
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- Understanding of the structure and organization of Government of the Republic of the Union of Myanmar
- Ability to communicate clearly and accurately i.e., good communication skills
- Good organizational skills

Deliverables:

Local Assistant (Administration) should submit weekly, monthly and quarterly reports to **Project Director and Director (Universal Service Obligation Section)** of Posts and Telecommunications Department.

Payment schedules:

Local Assistant (Administration) will be paid on monthly basis, after submission of his monthly Invoice, the Attendance/Activity Sheet of the month and brief Report, all in English and in any one local language, duly approved by **Director (Universal Service Obligation Section)** of Posts and Telecommunications Department. Payments will be made within one month after receiving the approved documents.

Support that will be given to Local Assistant (Administration) at Nay Pyi Taw:

MoTC shall provide the following support:

- A suitable working space inside the MoTC Complex.
- Internet connectivity in Office.

The Ministry of Transport and Communications (MoTC) now invites eligible Local Assistant (Administration) to indicate their interest in providing the services. Interested Consultants must provide information indicating that they are qualified to perform the services (CV, Description of similar assignments, experience in similar conditions and availability of appropriate skills etc.).

Local Assistant (Administration) will be selected in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) (January, 2011 edition).

Interested Consultants may also obtain further information (if required) at the address given below, during office hours from 09:00 to 04:00 hours:

Attn: U Than Htun Aung (Project Director)
Telecommunications Sector Reform Project,
Office No. (2), Posts and Telecommunications Department,
Ministry of Transport and Communications (MoTC),
Nay Pyi Taw, Myanmar

Phone: Tel: +95 67 3407435

Fax Ph: 067 3407539

Email: thanhtunaung@ptd.gov.mm

Web site: www.ptd.gov.mm

Expressions of interest, including detailed Resumes must be delivered (by E-Mails) by 8th February, 2019, to the E-Mail IDs as given below:

usodepartment.ptd@gmail.com and
cc: kyawoo@ptd.gov.mm
ayethidar0@gmail.com and
eiphyutunn.pcd@gmail.com