Republic of the Union of Myanmar
Administrative Assistants for TSR Project Implementation Support (PTD)
Terms of Reference
C 4.8

A.   Background

The Government of the Republic of the Union of Myanmar (Government) has since 2013 embarked on a broad and wide-ranging suite of sectorial reforms. In support of these reforms, the World Bank financed a project under a credit from the International Development Association (World Bank Project) which provided for a wide range of support to the Government.

The ICT sector in Myanmar has undergone rapid and fundamental changes in the past five years. Notable among the achievements are (a) the introduction of competitive ICT and telecommunications services through the licensing of new operators, (b) the elaboration of a new law in 2013, along with regulations, that enabled the first wave of reforms, (c) the establishment of an independent regulatory function for the telecommunications sector, and (d) a revision of the 2013 law (the draft revised telecommunications bill and a bill establishing the independent regulator are completed but have not been adopted by the Government). The Economic Policy of the Republic of the Union of Myanmar was launched on 29th July 2016, which outlines 12-point policy ranging from the privatization of some state-owned enterprises to the development of infrastructures including electrification facilities and ports to implementing an ID card system, the Digital Government Strategy and the e-Government System. Also, the Myanmar ICT Development Master Plans (2005-2030) and Myanmar e-Governance Master Plan (2016) include areas of Cyber Security, e-Commerce and e-Government.

The development objectives of the project are to: (a) improve the enabling environment for the telecommunications sector and extend coverage in selected remote pilot locations; and (b) establish priority eGovernment technological foundations and institutional capacity for Government to embark on its public sector reform program.

To pursue the above development objective, the project intends to conduct a joint World Bank and Ministry of Transport and Communication an Implementation Support Mission. The Implementation Support Mission is integral part of the Bank's implementation support and monitoring as stated in their article of agreements. During the missions, the Bank validates and review the attainment of the project's development objectives. The Bank also identifies implementation issues surrounding the project implementation and make recommendations to address those concerns.

B.   Objectives

The objectives of this ToR is to hire two (2) local assistants to support MoTC to undertake the following tasks as part of the engagement over one year:

- assistance for TSR Project in Project Management Aspects
- Preparing mail list in coordination with the TSR Project;
- Coordinating with support agencies for the schedule interview;
- Coordinating with Project Director & Deputy Project Director for the conduct of the project site field visits;
- Managing registration listing of guest and participants;
- Managing program hosting and facilitation;
- Preparing of the event budget;
- Preparing post event documentation and expense report;
- Set up and organize the venue for the event;
- Preparing work plan, budget plan and procurement plan.
- Preparing Report to submit to the work bank.
- Documentation & Filing of the Project Documents.

C.   Administrative Arrangement

The local assistants will work in close with the Director of Telecommunication Sector Reform Project and office space will be provided at Building 2, PTD, Ministry of Transport and Communications in Nay Pyi Taw. The resources shall treat all documents and communications under this engagement confidentially.

The accommodation shall be at own expose of the local assistant.

Transportation home to and from office shall be arranged by the PTD.

D.   Minimum Qualification and experience

The Local Assistants that shall be hired to provide the services and shall possess the following minimum requirement and experience:
- Any Graduate (Most preferable if former work experience in secretarial job)
- Must have worked with special projects or any ODA/foreign funded projects for at least one (1) year.
- Computer literate and capable of using Microsoft Project or similar Project Scheduling software.
- 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.
- Ability to use effectively all Microsoft Office suites and to prepare figures, tables and graphic design work as required in report preparation.