

TERMS OF REFERENCE

**CYCLE-2 TOWNSHIP LEVEL TECHNICAL ASSISTANCE
TO PROVIDE INSTITUTIONAL SUPPORT TO THE
MYANMAR NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT
IDA GRANT H814MM
(LAY MYET NAR TOWNSHIP, AYARWADDY REGION)
REFERENCE NO.: C-4.5
FY 2014-16**

I. INTRODUCTION

The Republic of the Union of Myanmar has received a grant in the amount of US\$80 million from the World Bank toward the cost of its National Community Driven Development Project which is being implemented by the Department of Rural Development (DRD). The objective of the project is to enable poor rural communities to benefit from improved access to and use of basic infrastructure and services through a people-centered approach and to enhance the government's capacity to respond promptly and effectively to an eligible crisis or emergency. This approach will empower villagers to manage and participate in their own development. The objective will be achieved through: (i) financing community-identified rural infrastructure investments; (ii) strengthening the capacity of communities in partnership with local authorities to effectively identify, plan and implement their development priorities; and (iii) facilitating the participation of the poor and vulnerable, both women and men, throughout the project cycle at the community level.

The project is comprised of five components, implemented over a period of approximately six years. Each component includes specific activities that seek a gender balance as well as to empower women.

Component 1: Community Block Grants (US\$52.2 million), to finance three annual cycles of on average US\$27,000 to about 640 village tracts in 15 townships for priority community level infrastructure. Block grants will be allocated through a participatory planning process covering all villages within a village tract. All village tracts in selected townships will be covered for equity purposes. Planning and prioritization of sub-projects will be undertaken by villagers and representative village tract forums.

Component 2: Facilitation and Capacity Development (US\$14.2 million), to finance technical assistance and institutional support at the union and township levels, including the hiring of community facilitators. In this context, it will support capacity development in areas such as participatory processes, project management, gender equality and inclusion, environmental management and social accountability for local committee members as well as government staff at the township, region/state and union levels.

Component 3: Knowledge and Learning (US\$1.8 million), to support community representatives and government staff through learning from community based approaches implemented within and outside of Myanmar. There will also be annual multi-stakeholder reviews to share experiences from the previous cycle and discuss ways to improve the project's design and implementation for the next cycle. Finally, the project will fund an annual

“development marketplace” to highlight the most promising innovations in people-centered development in Myanmar with a view to initiating these in the project areas.

Component 4: Implementation Support (US\$11.8 million), to support project management at the union and township levels, including monitoring and evaluation, reporting and communications as well as administration and logistical support for project implementation. Furthermore, this component will include third-party financial and technical audits.

Component 5: Emergency Contingency Response (US\$0 million), to allow for the rapid reallocation of grant proceeds from other components in order to provide preparedness and rapid response support to disaster, emergency and/or catastrophic events, as needed.

The project will operate in 15 townships – one in each of the country’s 14 regions and states as well as the union territory. Criteria for the selection of townships are: primarily poverty, with additional criteria being absence of external funding and commitment by regional government to the objectives of the project.

The project outcomes include improved access to community-prioritized services and infrastructure, and enhanced participation of rural populations, including the poor and vulnerable, in the development process. Outputs are along the four main components of the project: (i) community block grants; (ii) capacity development and facilitation; (iii) knowledge and learning; and (iv) implementation support. Some of the main outputs include:

- Number and type of community infrastructure built (for instance, kilometers of road rehabilitated, number of schools, clean water provision);
- Government officials and community members trained and using their new skills in planning, implementation, project management, and monitoring
- Cross-learning and knowledge exchanges facilitated between townships
- Grievance redress mechanism established and percent of grievances resolved.

There are three main indicators at the project development objective level, one to measure improved services and the other two indicators focusing on the people-centered approach. Indicators will be disaggregated by gender, ethnicity, and poverty where feasible.

- Number of persons having access to and use project-built infrastructure and services
- Percent of households in project villages participating in planning, decision-making, and implementation of sub-projects
- Percent of community members satisfied with the project.

II. OBJECTIVE

The objective of the assignment is to provide institutional support and technical assistance to the Department of Rural Development in Laymyetna Township, Ayarwaddy Region and to communities at the village and village tract level for the implementation of the National Community Driven Development (NCDD) Project.

III. SCOPE OF WORK

To achieve this objective, the scope of work of the selected Consultant will focus on providing broad-based capacity-building to DRD Township officials and communities; and on increasing awareness, self-initiative and ownership of the communities. More specific tasks will include:

1. Assisting the township DRD office in planning, implementing and monitoring project activities in the township in line with the implementation guidelines in the project operations manual and directions received from the union office.
2. Providing institutional support, capacity development and technical assistance to the township DRD office in the implementation of the project, including providing data for the project's Management Information System (MIS) and tracking and reporting on performance indicators and project progress.
3. Recruiting and training community facilitators to assist villages and village tracts in the preparation and annual revision of development plans, the approval and implementation of sub-projects, and the organization of annual social audits;
4. Recruiting and training technical facilitators to assist village level committees in sub-project technical design, cost estimation, social safeguards implementation, and construction management/supervision.
5. Assisting village tract project support committees to manage project funds in a transparent and accountable manner;
6. Supporting DRD engineers and village level committees for the preparation and technical design of sub-projects, including procurement and the identification and adequate mitigation of potential negative environmental and social impacts;
7. Supporting the township DRD office in adapting project information materials to local context and ensuring wide outreach to and communication and consultation with local stakeholders;
8. Supporting the grievance handling system in line with the provisions of the operations manual.
9. Undertaking other activities as assigned by DRD.

In undertaking these activities, the Consultant will collaborate closely with the consultant providing technical assistance and institutional support at the union level.

IV. TECHNICAL TEAM STRUCTURE

The Consultant Team will be comprised of the following professional staff (see Annex 1 for the reporting structure). All positions, except for the International CDD Specialist, should be filled with national staff.

1. Lead CDD, Participation and Training Specialist
2. International CDD Specialist (short-term)
3. Finance Officer
4. Procurement Officer
5. Monitoring and Evaluation and MIS Officer
6. Infrastructure and Safeguards Specialist
7. Social Accountability and Gender Specialist

8. (20) Community Facilitators (*) (average of 1 CF per 2 village tracts), balanced by gender) *
 9. (13) Technical Facilitators (*) (average of 1 TF per 3 village tracts, balanced by gender)
- (*) *Selection of Community and Technical Facilitators must jointly be conducted by the awarded NGO/ Firm and Township DRD Official.*

V. PERSONNEL QUALIFICATIONS AND TASKS

Detailed personnel qualifications and tasks are provided in Annex 2. Technical personnel will be supported by adequate accounting and administrative staff at the township level.

VI. SCHEDULE

The Consultant will be assigned for a period of 24 months starting in August 2014. DRD may consider contract extension subject to performance, continued need for technical assistance, and availability of financing.

VII. ASSIGNMENT COST

The estimated total cost of the contract is USD ____,000.

VIII. PERFORMANCE EVALUATION

The Consultant's performance will be evaluated on the basis of the performance indicators for the project as stipulated in the project operations manual as well as those specified in the contract. Particular emphasis will be placed on the Consultant's ability and efforts to build the capacity of DRD staff to manage the project independently by the time the contract ends. DRD will review performance on an annual basis based on the performance indicators attached to the Consultant contract. The Union TA will assist DRD to carry out regular performance evaluations of individual consultants every 6 months. The Township TA will evaluate performance of all facilitators it contracts.

IX. REPORTING

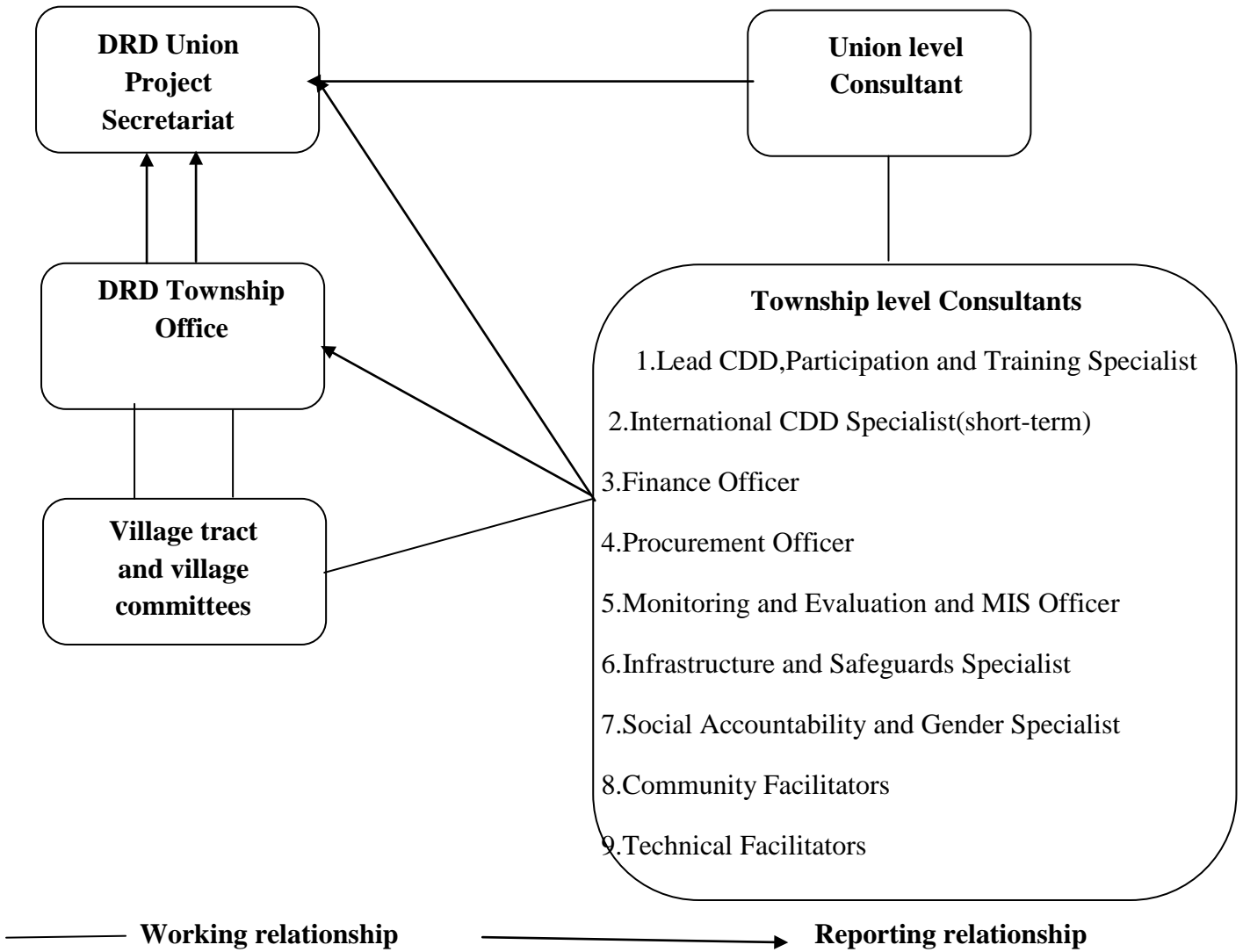
The Consultant will report to the DRD Project Director at the union level through the DRD head of township. Union TA will assist DRD to provide technical guidance to the Consultant as requested by Union DRD. All written reports by the Consultant will be in English and in Myanmar language. A list of required reports for the first year of the contract is provided in Annex 3.

X. LOCATION

The Consultant Team (except for the international specialist who will be based at DRD Union) will be located in the township DRD office. Office premises, computers, vehicles, and motorbikes for community facilitators will be provided by the Department of Rural Development, Ministry of Livestock, Fisheries and Rural Development.

ANNEX 1

REPORTING STRUCTURE



ANNEX 2

PERSONNEL QUALIFICATIONS AND TASKS

GENERAL QUALIFICATIONS

The following qualifications are required for all Consultant staff. Priority will be given to specialists with experience in community driven development in Myanmar. The ability to communicate effectively in Myanmar language is required given the importance of working closely with union and local authorities. Knowledge of prevailing ethnic/local language/s is desirable for township level personnel and technical facilitators, and is essential for community facilitators.

In addition to language requirements, the following general qualifications are sought:

- Ability to work effectively and sensitively in teams and with government counterparts;
- Strong inter-personal skills and ability to resolve conflict;
- Prior experience of working in rural Myanmar, ideally in Ayarwaddy Region;
- Proven track record in capacity building;
- Ability to communicate effectively with project stakeholders;
- Proven planning and organizational skills;
- Functional ability to speak English;
- Willingness and ability to travel frequently to project villages; and
- Proven ability to work under pressure and deliver in a timely manner.

No.	PERSONNEL	SPECIFIC QUALIFICATIONS	MAIN TASKS
1	Lead Community Driven Development, Participation and Training Specialist	<ul style="list-style-type: none"> • Academic degree in social sciences and at least five years of project management experience, with a particular focus on community participation and community-based infrastructure, <u>or</u> at least seven years of relevant experience in project management 	<ul style="list-style-type: none"> • Support township DRD office in all aspects of project implementation according to the project operations manual • Manage a team of Consultant staff and community and technical facilitators, monitor their performance and ensure timely delivery of quality outputs • Monitor implementation of the grievance handling system at the township level • Provide on-the-job training and capacity building to DRD staff on all aspects of project management at the township level • Provide training to village tract project support committees, village committees, community and technical facilitators, and village volunteers on project operations and the community project cycle

			<ul style="list-style-type: none"> • Prepare a training plan for village tract project support committees and village committees based on the project operations manual • Monitor and measure training results • Ensure that all required reports to DRD are submitted on time and are complete and accurate. • Ensure strong cooperation with DRD at township and union levels • Ensure linkages with other line departments at the township level
2	International CDD Specialist (short-term position, maximum 120 days over 24 month duration of contract)	<ul style="list-style-type: none"> • An advanced university degree; and a minimum of 10 years international experience in CDD project implementation. 	<ul style="list-style-type: none"> • Apply state-of-the-art best practices and international standards in project implementation • Guide township TA on providing broad-based capacity-building to DRD Township and communities • Advise township TA to anticipate management problems and recommend solutions • Facilitate preparation of township TA implementation plan
3	Finance Officer	<ul style="list-style-type: none"> • Academic degree in accounting, business administration or related field and at least three years of accounting and financial management experience using computerized accounting systems <u>or</u> at least five years of relevant accounting and financial management experience 	<ul style="list-style-type: none"> • Support township DRD staff in project accounting, day-to-day financial management, maintenance of financial records, budget category assignment, and preparation of project financial statements • Support township DRD staff in the review of monthly financial reports submitted by village tract project support committees • Support township DRD staff in the preparation of monthly financial reports for submission to the Union project secretariat • Provide on-the-job financial management training to DRD staff; • Together with DRD finance officers, provide training in accounting for community facilitators, village tract project support committees village committees and village volunteers • Support the finance sub-committees of the village tract project support committees in undertaking their duties

			<ul style="list-style-type: none"> • Support township DRD staff in reviewing annual submissions of supporting documentation from village tract project support committees and filing in accordance with project guidelines
4	Procurement Officer	<ul style="list-style-type: none"> • Academic degree in engineering, management, business administration or related field and at least three years of working experience in procurement, preferably under development projects, <u>or</u> at least five years of relevant experience in procurement 	<ul style="list-style-type: none"> • Assist DRD in carrying out day-to-day procurement activities at the township level according to the project's procurement procedures • Provide on-the-job procurement training to DRD staff and community facilitators • Together with DRD procurement officers, provide procurement training for community facilitators, village tract project support committees, village committees and village volunteers • Support the procurement sub-committees of the village development support committees in undertaking their duties • Prepare relevant inputs into the quarterly township progress reports • Conduct procurement post reviews and prepare the findings and recommendations for the quarterly progress report
5	M&E and MIS Officer	<ul style="list-style-type: none"> • Academic degree in economics, public policy, political science, information technology or a related field; at least three years of experience in monitoring and evaluation and MIS, preferably under development projects, <u>or</u> five years of relevant M&E and MIS experience 	<ul style="list-style-type: none"> • Support DRD in reviewing monthly sub-project monitoring reports and supervise data entry into the project Management Information System (MIS), including checking the accuracy, completeness and timeliness of data and report submissions • Carry out frequent monitoring visits to sub-projects under implementation • Identify and alert DRD to any emerging project implementation issues • Together with DRD M&E officers, provide M&E training for community facilitators, village tract project support committees, village committees and village volunteers • Support the monitoring sub-committees of the village development support committees in undertaking their duties

			<ul style="list-style-type: none"> • Provide on-the-job monitoring training to DRD staff and community facilitators • Monitor handling of grievances.
6	Infrastructure and Safeguards Specialist	<ul style="list-style-type: none"> • Academic (bachelor's) degree in civil engineering or equivalent • At least four years of experience in design, construction, supervision or management of infrastructure projects, preferably for community infrastructure • Experience with contract management 	<ul style="list-style-type: none"> • Support township DRD engineers to work with village committees and village tract project support committees in the design, cost estimation, implementation and maintenance of sub-projects • Visit project villages regularly to review and check the quality of design, construction and contract management, including adherence to the project's Environmental and Social Screening and Assessment Framework (ESSAF) including social safeguards, environmental codes of practice, and environmental management plans • Identify and advise DRD on issues related to sub-projects • Provide geo-coded inputs on infrastructure construction in project villages for the MIS database • Together with DRD engineers provide regular training to village tract project support committees and village committees on technical design, cost estimation, construction management, and procedures for the implementation of community infrastructure works • Train CFs and TFs to guide Village Project Support Committees to prepare safeguards screening and complete related forms • Undertake free, prior and informed consultations with ethnic groups during preparation of village and village tract development plans • Monitor implementation of any voluntary donation or resettlement plan required for village sub-projects • Prepare reports relevant to social and environmental safeguards • Provide on-the-job engineering and

			safeguards training to DRD staff.
7	Social Inclusion, Accountability and Gender Specialist	<ul style="list-style-type: none"> • Academic degree in communications, journalism, or related areas with at least three years of community development and/or gender work experience, preferably under rural development projects, <u>or</u> at least five years of relevant community development work experience • Demonstrated knowledge of and practical experience in the full range of community development methods as well as communications and awareness raising activities and tools that can be adapted to local context 	<ul style="list-style-type: none"> • Assist DRD in adapting project training materials to local context • Develop a township-specific info dissemination and outreach strategy to raise awareness about the Project • Support DRD in executing the outreach strategy, including production of locally-adapted IEC materials • Assist with translation of English documents into Myanmar language and vice versa, as required • Ensure mainstreaming of gender and social accountability concerns in all project activities • Support the VT grievance feedback committee • Arrange for information board/ point in each village and for dissemination of information including grievance handling materials • Monitor effectiveness of information dissemination to community • Provide progress information to Union level as input for grievance handling quarterly reports
8	Community Facilitators ¹	<ul style="list-style-type: none"> • Previous experience as facilitators or in conducting similar engagement under community development projects is desirable. • University Degree will be an advantage. • Detailed familiarity with the township is desirable. 	<ul style="list-style-type: none"> • Help build up community capacities, self-initiative, and ownership • Assist the village tract project support committees and village committees in all aspects of the community project cycle • Ensure adherence of village tract project support committees and village committees to the provisions of the project operations manual • Ensure timely financial and progress reporting by village tract project support committees and village committees

¹ DRD reserves the right to directly hire Community and Technical Facilitators beyond the period of international NGO engagement.

		<ul style="list-style-type: none"> • Fluency in the local language(s) in the assigned project area is required.. 	<ul style="list-style-type: none"> • Provide continuous on-the job training to village volunteers and oversee their work • Identify and report to DRD any issues related to village tract development plans and village sub-projects • Ensure gender balance in all community level efforts and empower women as well as foster participation of ethnic minority groups, youth and elderly. • Organize village tract level grievance handling meetings • Train community grievance handling focal points.
9	Technical Facilitators	<ul style="list-style-type: none"> • At least AGTI (civil engineering) or equivalent. • At least two years of experience working as engineers • Fluency in the local language(s) in the assigned project area desirable. • Detailed familiarity with the township is desirable. 	<ul style="list-style-type: none"> • Assist the village tract project support committees and village committees in all technical aspects of the community project cycle, in particular regarding the preparation and implementation of sub-projects • Ensure adherence of village tract project support committees and village committees to the technical provisions of the project operations manual

ANNEX 3

DELIVERABLES

KEY PRODUCTS	DUE DATE
Updated work plan (format to be shared during contract negotiations)	Within two weeks after mobilization
Training plan	Within three weeks of mobilization
Township-specific information dissemination and outreach strategy	Within three weeks of mobilization
Training of community and technical facilitators on the community project cycle, gender, social accountability and grievance handling, financial management, procurement, and M&E	Within four weeks of mobilization
Training of technical facilitators on sub-project technical design, cost estimation, social safeguards implementation, and construction supervision and management	Within four weeks of mobilization
Training of village tract , village committees and village volunteers on the community project cycle, gender, social accountability and grievance handling, financial management, procurement, M&E, sub-project technical design, cost estimation, social safeguards implementation, and construction management and supervision	Within 8 weeks of mobilization, and refresher training every 6 months
Training of village tract sub-committee on finance	Within 8 weeks of mobilization, refresher training every 6 months
Monthly financial reports	Within 10 days after the end of each month
Quarterly township implementation progress reports (prescribed format to be shared during contract negotiations)	Within 15 days after the end of each quarter
One-page progress report (format to be shared during contract negotiations) on community cycle implementation in the township	Monthly as soon as community cycle starts (i.e., orientation meetings)
Regular self-assessment reports on performance of individual consultants and facilitators	Every 6 months

