

The Terms of Reference (TOR) for Project Execution and Monitoring Manager

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:	Project Execution and Monitoring Manager
CONTRACT TYPE:	Individual Consultancy Contract Time based
DURATION OF ASSIGNMENT:	12 months
DUTY STATION:	Nay Pyi Taw, Myanmar
CONTRACT REFERENCE NO:	C 2.2 B
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 Project Development Manager.

Objectives:

The objective of this ToR is to hire Program Execution and Monitoring Manager to support MoTC to undertake the following tasks as part of the engagement over (12) month's period:

- To liaise with Nationwide Telecommunications Licensees and assist with planning of project acceptance testing
- To manage and write reports on project implementation progress
- To go site survey and inspect the Quality of Service, sometimes with portable devices as described in Tender Documents

- To ensure that each Programme is implemented in accordance with the timescales and/or Milestones set out in the tender documents and subsequent contracts
- To do any other activities that are required to develop the implementation of its programmes and projects
- To analyze and evaluate data to ensure achievements of project and develop presentations and written products on the findings
- To prepare Report to submit to the work bank, and later to the Board of Trust

Qualification Requirements:

a) Qualification: #

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- Holding Bachelor or Masters' Degree in Relevant field such as Telecom Engineering, Project Management/Monitoring
- Computer literate and capable of using Microsoft Project or similar Project Scheduling software, planning tools 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:

- Having the minimum work experience from 5 to 8 years in Program Evaluation and Monitoring
- At least 2 or 3 years in Telecom/ ICT Sectors
- Experience of senior engineering project management on asset
- Proven capacity to organize training activities in the field acceptance testing and monitor #
- Experience of team supervisor and task delegation on asset#

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 use Portable Machines that are used for testing Quality of Service(QoS)
- 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
- Understanding ICT technology and potential socio-economic benefits
- Understanding the issues faced in USF implementation globally
- Strong Writing, Presentation and Reporting

Deliverables:

Project Execution and Monitoring Manager has to submit weekly, monthly and quarterly reports to **Project Director and Director (Universal Service Obligation Section)** of Posts and Telecommunications Department.

Payment schedules:

Project Execution and Monitoring Manager 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 Project Development Manager 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 **Program Execution and Monitoring Managers** 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.).

A Program Execution and Monitoring Manager 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

Ph : 067 340 7291

Email: thanhtunaung@ptd.gov.mm

Web site: www.ptd.gov.mm

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

thanhtunaung@ptd.gov.mm and

kyawoo@ptd.gov.mm

cc: usodepartment.ptd@gmail.com