

## **The Terms of Reference (ToR) for Project Development 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 Development 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 A   |
| 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 Project Development Manager to support MoTC to undertake the following tasks as part of the engagement over (12) month's period:

- To review and update GIS gap mapping, data analyses, project execution, lessons being learnt
- To develop plans and detailed designs for the next phase projects
- To initiate any required research
- To prepare and develop the bid documentation for the tendering of Projects

- 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 define the project success parameters and advice on monitoring/ evaluation plans jointly with Monitoring Department
- To do any other activities that are required to develop or revise a mid-term Universal Service Strategy and the implementation of its programmes and projects
- To prepare Report to submit to the work bank, and later to the Board of Trust

### **Qualification Requirements:**

#### **Qualification:**

#

- Holding Bachelor or Masters' Degree in Relevant field such as ICT Management, Public Policy or Economic or Development
- 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 and using GIS software
- Full working knowledge (in writing and orally) of English

#### **b) Experience:**

- Having the minimum work experience from 5 to 8 years in both Government and Private Sector
- At least 2 or 3 years in Telecom/ ICT Sectors
- Experience with Strategy and Program development
- Experience of financial/ economic modeling, supervising other staff
- Proven capacity to organize training activities in the field and 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
- Understanding ICT technology and potential socio-economic benefits
- Knowledge of market & consumer research, Program Management, planning and budgeting
- Understanding the issues faced in USF implementation globally
- Strong Writing, Presentation and Reporting

**Deliverables:**

Project Development 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 Development 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 Project Development 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 Project Development 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](mailto:thanhtunaung@ptd.gov.mm)

Web site: [www.ptd.gov.mm](http://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](mailto:thanhtunaung@ptd.gov.mm) and

[kyawoo@ptd.gov.mm](mailto:kyawoo@ptd.gov.mm)

cc: [usodepartment.ptd@gmail.com](mailto:usodepartment.ptd@gmail.com)