

The Term of Reference (ToR) for Local Assistant (Administration)

Country	Republic of the Union of Myanmar
Implementation Agency	Board of Trustees of Universal Service Fund (USF)
Name of Project	Universal Service Fund (USF) Projects
Sector	Information and Communication Technology
Service	Local Assistant (Administration)
Contract Type	Individual Consultancy Contract Time based
Duration of Assignment	1 year (with possibilities of extension, Subject to Organizational Requirement, Availability of Fund and Satisfactory Performance)
Degree Level	Holding Bachelor Degree, Masters' Degree in Relevant field such as Business Management, or Economic or Development
Duty Station	Nay Pyi Taw, Myanmar
Experience	Work Experience as Administration at least 2 years
Key Skill	Good Coordination skill, Monitoring and Evaluation skill, Family with the procurement, logistic and tendering processes
Salary	Negotiation base on qualification and experience, express expected salary

Background

The Ministry of Transport and communications (MoTC), The Republic of the Union of Myanmar received financial collected 2% of total relevant revenue from Operators as levies, license fee, and registration fee, fine for delaying and other source of donors' grants are established Universal Services Fund (USF) which it is intends to implement that all people in a country have access to, and are able to use telecommunication service. This focuses in particular on people living in rural and remote parts of the country, as well as poorer households country-wide, and persons with disabilities. USF policy is defines a minimum set of telecom services, for voice services and broadband Internet which all people should be able to use. This is apply part of the proceeds to hire qualify **Local Assistant (Admin)** to provide Consultancy Support to provided MoTC at Nay Pyi Taw, under the Universal Service Fund (USF) Project.

The aims of the Universal Service Fund (USF) Projects are:

- 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 and
- VI. to demonstrate how typical universal service projects are implemented and their benefits

To contribute towards achievement of some of the above-mentioned the aims of Universal Service Fund Projects, BoT 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:

- i. To assist for USF Project in Project Management Aspects
- ii. To prepare mail list in coordination with the USF Project;
- iii. To coordinate with Universal Service Obligation Section of Posts and Telecommunications Department
- iv. To conduct of the project site field visits;
- v. To managing events and program hosting and facilitation;
- vi. To preparing post event documentation and expense report;
- vii. To set up and organize the venue for the event;
- viii. To prepare the tendering document such as RFB Document.
- ix. To do documentation & filing of the Project Documents.
- x. To prepare Report to submit to the USF Board of Trustees.

Qualification Requirements:

(a) Qualification:

- Any Graduate (Most preferable with former work experience)
- Computer literate and capable of 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
- Must have experience in tendering process.

(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
- 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 monthly and quarterly reports to 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:

PTD shall provide the following support:

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

The Board of Trustees (BoT) 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, Degree Certificate etc.). Local Assistant (Administration) will be selected in accordance with the procedures.

Interested Consultants may also obtain further information (if required) at the address given below, during office hours from 09:00 to 04:30 hours:

Attn:

Director General

Office No. (2), Posts and Telecommunications Department.

Ministry of Transport and Communications

Nay Pyi Taw, Myanmar

Telephone: +95 67 3407225

Fax phone: +95 67 3407216

E mail: dg@ptd-motc.gov.mm

cc: kyawoo@ms-motc.gov.mm and

uso.ptd@ms-motc.gov.mm

The detail information and requirements can be seen in the Request for Expression of Interest and it can be downloaded at PTD Website: <https://www.ptd.gov.mm>.

If any question regarding with the EoI is arised, please contact to:

U Kyaw Oo (Director)

Universal Service Obligation Division,

Office No. (2), Posts and Telecommunications Department,

Ministry of Transport and Communications (MoTC),

Nay Pyi Taw, Myanmar

Phone: +95 67 3407294

Fax Ph: 067 3407539

Email: kyawoo@ms-motc.gov.mm and

Web site: www.ptd.gov.mm

Expressions of interest, including detailed Resumes must be delivered (by E-Mails) by not later than **15-11-2020**, to the E-Mail IDs as given below:

dg@ptd.gov.mm and

cc: kyawoo@ms-motc.gov.mm and

uso.ptd@ms-motc.gov.mm