

ADVERTISEMENT OF POTENTIAL CONTRACTUAL STAFF POSITION
DEADLINE FOR EXPRESSIONS OF INTEREST IS 10:30PM (Myanmar time) Friday, 04 September 2020

Project Assistant (national; 33.0 person-months full-time; based in **Naypyitaw**)

Note to interested candidates:

The Myanmar Ministry of Education (MOE) is advertising an individual consultancy—with terms of reference (TOR) outlined below—to be financed under the Equipping Youth for Employment Project (EYE), financed by the Asian Development Bank (ADB). The position is advertised on ADB's Consultant Management System (CMS) at the following web-link:

https://selfservice.adb.org/OA_HTML/OA.jsp?OAFunc=XXCRS_CSRN_HOME_PAGE

If you wish to be considered please log on to the above website to submit an expression of interest (EOI) before the **deadline of 10:30PM (Yangon time) on Friday, 04 September 2020**.

Please note that:

- **Civil servants are not eligible for consideration;**
- **EOIs should be submitted using the above CMS website;** and
- **Candidates not yet registered in ADB's Consulting Management System (CMS) will need to register before they can proceed to submitting an EOI.** CMS registration can be done via the EOI page (by clicking on "Register as an Individual Consultant" near the upper right corner of the entry screen). It is also advisable to **click "Save" frequently** during various CMS-related processes, to avoid possible data loss.

Thank you for your potential interest in this position. If you need any technical assistance with application, please contact us at +95 9 428613876

OUTLINE TERMS OF REFERENCE FOR Project Assistant (national; 33.0 person-months full-time; based in Naypyitaw)

Objective and Purpose of the Assignment

During June 2017 – December 2022, the government of Myanmar will implement the Equipping Youth for Employment Project (EYE), which is financed by the Asian Development Bank (ADB) via Loan 3472-MYA. EYE will support cohesive reforms of secondary education subsector (SES) and technical and vocational education and training (TVET) aimed at realigning SES and TVET to effectively meet Myanmar's evolving workforce needs. Directly supporting the government's implementation of selected key priorities in the National Education Strategic Plan, 2016-2021 (NESP), EYE is structured around 3 outputs: (i) policy frameworks and capacities for cohesive, workforce-responsive SES and TVET enhanced; (ii) new SES curriculum delivered and access expanded; and (iii) new TVET programs introduced and access expanded. EYE will principally be national in scope, while also providing targeted investments to expand SES and TVET access for underserved populations in areas lying on key economic corridors. A summary project description is at <https://www.adb.org/projects/documents/mya-equipping-youth-for-employment-rfp>, with more detail provided in the EYE Project Administration Manual (PAM) at <https://www.adb.org/projects/documents/mya-equipping-youth-for-employment-pam>.

The Union Ministry of Education (MOE) serves as the executing agency for EYE, in cooperation with the Ministry of Industry (MOI) and other agencies at central to local levels, and MOE has established a Project Management Unit (PMU). The PMU is housed within the MOE Department of Education Research, Planning and Training (DERPT) in Naypyitaw and is headed by the EYE Project Manager, who reports to the Project Director (concurrently Deputy Director General, DERPT). The PMU will provide overall management of all aspects of implementation of the EYE, ensuring compliance with loan covenants, relevant ADB policies, and the PAM for EYE, as well as alignment with the project design (excepting agreed modifications), the Gender Action Plan (GAP), Ethnic Group Plan (EGP), and other agreements. Specific areas of responsibility will include: (i) overall planning; (ii) monitoring and evaluation; (iii) social safeguards; (iv) administration, including procurement, disbursement, and accounting; and (v) ensuring independent auditing. Reporting to the Project Director, the PMU will supervise and be supported by project-financed consultants, and will coordinate the work of individual Implementing Units (IUs; e.g., departments and divisions under MOE and MOI) that will take a technical lead on specific aspects of EYE. The PMU will also serve as focal point for periodic reporting, submission of annual or periodic work plans and other proposals, and liquidation and provision of other documentation to ADB.

Under oversight by the Project Director, the PMU core team is comprised of six government-seconded staff: (i) Project Manager, (ii) Assistant Project Manager focused on SES; (iii) Assistant Project Manager focused on TVET; (iv) Project Officer responsible for M&E; (v) Project Officer responsible for project IT systems; (vi) Project Officer focused on EYE interventions related to SES curriculum reform. The PMU is also mobilizing five additional PMU contractual staff: (i) Project Financial Officer 1; (ii) Project Financial Officer 2; (iii) Procurement Coordinator; (iv) Civil Works Coordinator; and (v) Project Assistant. The PMU (government-seconded and contractual staff) will also receive technical support from specialist consultants embedded in the PMU, focused on procurement, financial management, and environment. PMU contractual staff and specialist consultants will be recruited by MOE as individuals and in accordance with ADB Guidelines on the Use of Consultants.

This terms of reference (TOR) is for one of these PMU contractual staff, namely the **Project Assistant**, who will work support the Project Manager, Assistant Project Managers, and other PMU staff in day-to-day project administration.

Scope of Work

The **Project Assistant** (national) will provide 33 person-months of inputs on a full-time basis, expected to be completed from late-2020 (commencing from date of mobilization of consultant to Naypyitaw) through the project wind-down period in mid-2023. It is expected that the selected candidate will be offered a contract for the entire period that is contingent to satisfactory performance, assessed annually and more frequently if needed. Working under the direct supervision of the Project Manager, the Project Assistant will be support day-to-day PMU office administration, logistic functions, preparation and management of documents and project records, communication with implementing units and liaison with other project stakeholders. The position is principally **Naypyitaw-based**, and may include allowances for local accommodation if the selected candidate is not a Naypyitaw resident.

Detailed Tasks and/or Expected Output

The Project Assistant will report directly to the Project Manager, and will also maintain close dialogue with other members of the PMU, the international and national consultants embedded in the PMU, and ADB staff (principally based at ADB's Resident Mission in Naypyitaw). The Project Manager and Project Assistant will jointly develop a detailed work plan, which is expected to be updated quarterly or as needed. Subject to these work plans, specific tasks are expected to include the following and any others as may reasonably be requested by the Project Manager and Assistant Project Managers as needed to support effective implementation of EYE.

- (i) Assist the Project Manager and Assistant Project Managers in coordinating the work of the PMU, assist in the overall administrative support for the PMU and staff, and take responsibility for day-to-day general office work, as assigned.
- (ii) Support and/or take responsibility for preparing (in English and/or Myanmar-language, as needed) memos to ADB, government entities, and/or other stakeholders, project records, documents and reports, and meeting summaries. Support and/or take responsibility for preparing of the internal submission memos, invitation letters and etc.
- (iii) Take lead responsibility for day-to-day management of a systematic and efficient project filing system (including hard and soft copies of documents).
- (iv) Assist the PMU (including the Project Officer responsible for M&E) to collect, verify, and consolidate information and data required for project-wide M&E, and update project data systems as requested.
- (v) Assist the Project Manager in ensuring the proper use of project equipment/assets, in compliance with relevant procedures. Work with other PMU staff and contractual officers to prepare and regularly update the project assets register and help conduct regular asset inventory reconciliation. Take fieldwork (travel to schools/sites) for asset management and periodic physical inventory control as needed.
- (vi) Support and/or take lead in ensuring the operation of the office and project equipment and arrange for equipment maintenance as necessary.
- (vii) Assist the PMU with getting quotations for the office supplies, consumables, printing and production of materials, maintenance of office/project equipment and etc. Assist the PMU with receipt and record of bids/quotations and bids opening during the tendering process.
- (viii) Assist the Project Manager and PMU staff in the development and implementation of systems and procedures for office safety and security.
- (ix) Advise all PMU consultants on applicable administrative procedures and ensures their proper implementation
- (x) Support to maintain records on all project personnel and their respective status (ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures. And keep track of consultants' attendance records and follow up on work plan and leave plan.
- (xi) Provide a variety of other administrative support, such as translation/interpretation, support for PMU time management, organization of workshops, writing meeting minutes and other events, etc.

- (xii) Provide communication and travel-related assistance to the PMU as well as international project consultants, such as arrangements for visa, travel, and other logistic matters for PMU staff and consultants.
- (xiii) Perform other general office administration duties as requested.

Minimum Qualification Requirements

The Assistant should have relevant educational credentials (preferably at least at a bachelor level). He/she will preferably have at least 7 years of overall experience including at least 5 years of experience relevant to this assignment. He/she shall have significant experience and demonstrated capacity in supporting office and/or project administration, information compilation, document preparation, and/or other relevant fields. He/she should also have strong analytical skills, computer skills including Word and Excel, as well as written and spoken English capacity and strong typing skills in both English and Myanmar-language. Experience will preferably include a range of assignments working with government, international development partners, and/or the private sector.

Output/Reporting Requirements: The Assistant will contribute to reports collectively prepared by the PMU, including but not limited to quarterly project progress reports as well as documentation required for review missions and annual audits, etc. His/her division of labor in such reporting will be assigned by the Project Director and/or Project Manager. He/she may also be requested by the Project Director and/or Project Manager to prepare additional specific reporting related to the tasks above, as needed.