

## Terms of Reference (TOR) for Individual Contractor

<b>Assignment Title</b>	Short Term Project Assistant for TDLG Project in Rakhine State
<b>Type of Contract</b>	IC, local
<b>Start/End Dates</b>	As soon as possible (6 months)
<b>Working Days</b>	20 days/month
<b>Level of input</b>	Maximum of 132 days from contract signing day
<b>Supervisor(s)</b>	Senior Technical Specialist, Rakhine State
<b>Duty Station</b>	Sittwe, Rakhine State

### A. Background

UNDP Myanmar is seeking for a short-term Project Assistant to provide Administrative, financial and logistical support to the TDLG project under the Rakhine Area Based Programme in UNDP Rakhine State.

### B. Organizational Context

The Rakhine Area-Based Project contributes to the new UNDP Country Programme 2018-2022 and its flagship projects, including the Support to Effective and Responsive Institutions Project (SERIP), Strengthening Accountability and Rule of Law (SARL) Project, Governance for Resilience and Sustainability Project (GRSP), and Peace and Access to Justice Project.

The Township Democratic Local Governance project (TDLG project) contributes to the new UNDP Country Programme 2018-2022 and its one of the six flagship projects, titled, Support to Effective and Responsive Institutions Project (SERIP), as shown below;

UNDP Country Programme Output 1.1. Effective public institutions enabled to develop and implement evidence-based policies and systems that respond to the needs of the people.

SERIP Results:

1. Evidence-based, implementable and effective policies, laws and plans gathering sufficient cross-stakeholder consensus to achieve intended results become the norm.
2. Higher levels of decentralization in public sector management make institutions more responsive to people's needs and accountable.
3. The specific needs of vulnerable groups are understood by public institutions and systematically addressed in their actions.

TDLG project results:

1. Township administrations have improved capacity to respond to people's needs.
2. Improved engagement between people and township administrations on public service delivery.
3. Improved ethnic armed organization engagement in annual township planning and public service delivery.
4. Dialogue on policy and institutional local governance reforms informed by technical support and research.

The Project Assistant works in close collaboration with 5 Township Governance Officers based in 5 project Townships' GAD Offices and UNDP Area Office in Rakhine, UNDP TDLG Yangon project teams, Government officials, technical advisors and experts, implementing partners, beneficiaries and civil society to support successful operation and logistic of the project activities. The Project Assistant will be based in Sittwe, with possible travels to 5 Rakhine TDLG Townships, as requested.

### C. Scope of Work

- a) Submission of proper supporting documents for requests for payments to the Yangon Country Office and filing of documents in the required formats and standards;
- b) Maintenance of required administrative records – e.g. Time sheets/attendance sheets, leave reports, overtime statements, travel documents, etc.;
- c) Arranging for clearances, travel and accommodation for missions, field visits, etc.;
- d) Responsibility for Petty Cash and proper documentation & reporting;
- e) Responsibility of the use of office assets including vehicle management and asset report;
- f) Arrangements of travel and hotel reservations, preparation of travel authorizations, identity cards and other documents for the relevant Area office staff;
- g) Administrative, secretarial and logistical support to conduct of meetings, conferences, workshops and training programmes;
- h) Maintain good rapport with the Government Offices and other partners in the designated area, to enable continuous smooth working relationships with them;
- i) Custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution;
- j) Drafting and submission of required reports and other documentation in a qualitative manner to be submitted to the Country Office in Yangon;
- k) Maintenance of the filing system ensuring safekeeping of confidential material;
- l) Provided necessary support assigned by Chief Technical Advisor based in Yangon and Senior Technical & Management Specialist base in Rakhine State.

### D. Expected Outputs and Deliverables

- a) Administrative, Financial and Logistical support to the Office
- b) Support Project implementation and monitoring
- c) Support communication and knowledge management

### E. Institutional Arrangement

The Project Assistant works under the overall guidance of the Chief Technical Advisor/Local Governance and direct supervision of the Senior Technical and Management Specialist based in Rakhine State. The main role of the Project Assistant is to provide project logistic and operation support to the Senior Technical and Management Specialist's day to day office work.

### F. Duration of the Work & Deliverables

Duration\_ Six months with possibility to extend

Deliverables/Outputs	Estimated duration to complete	Target due dates	Payment
<ul style="list-style-type: none"><li>Time Sheet</li><li>Any other supporting documentation as agreed</li></ul>	Up to 22 working days each month	Last day of each month	Monthly payment after submission of output as per ToR

### G. Duty Station

Sittwe, Rakhine State

**H. Qualifications of the Successful Individual Contractor**

- a) Secondary Education preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.
- b) Minimum 2 years of progressively administrative experience at national and international level. Experience in the usage of computers and other software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
- c) Fluency in the UN and national language of the duty station

**I. EVALUATION CRITERIA**

Education – Bachelor Degree completed preferable to Economics, English, Social Science (20 Scores)

Finance & Administrative Related Training- LCCI or similar training certificate (20 Scores)

Work Experience – At least 2 years related to admin & finance (20 Scores)

Experience in Computer usage and other software packages-MS word, Excel, Spreadsheet, Database, internet, email (20 Scores)

Language Requirement- English and language/ local dialect of duty station (20 Scores)

**J. Schedule of Payments**

The payments will be made on monthly basis.

**K. Recommended Presentation of Offer**

Offer shall include Personal CV and P11 and other relevant records such as certificates related to Qualification.