

Terms of Reference

Department of Social Welfare, Ministry of Social Welfare Relief and Resettlement
Maternal and Child Cash Transfer for Improved Nutrition Project (MCCT4N)
Advertisement for Recruitment of
National Procurement and Contract Management Consultant

Background	<p>In 2017, in collaboration with Development Partners, Department of Social Welfare under Ministry of Social Welfare Relief and Resettlement (MoSWRR) of the Republic of the Union of Myanmar has introduced, a Maternal and Child Cash Transfer (MCCT) program. The Government began to implement the MCCT program in Chin State in 2017, and now operated in five R/S with a total of approximately 122,277 beneficiaries.</p> <p>In 2020, the Department of Social Welfare is implementing “Maternal and Child Cash Transfer Project (MCCT) in Ayeyarwaddy region and Shan state”. Financing for the MCCT in Shan and Ayeyarwaddy is provided by the Government of Myanmar and the World Bank, which is scheduled to run until 2024. It is expected to reach to over 122,277 beneficiaries in Shan State and the Ayeyarwady region in next year with the support of this project. The objective of the project is to expand access to the Cash Transfer Program, to improve selected nutrition behaviors in priority target areas, and enhance the MOSWRR’s capacity to deliver social protection programs.</p> <p>The Project will finance the setup and implementation of a nutrition-sensitive conditional cash transfer (CCT) program in Ayeyarwady Region and Shan State (priority geographic areas) designed to improve nutrition outcomes of pregnant and lactating women and children under two years of age. The project will also finance activities at the national level to strengthen the SP system and its capacity to better deliver SP programs. More specifically, the project will invest in improving human and physical assets of the Ministry of Social Welfare, Relief and Resettlement (MOSWRR) at all levels, and in developing well-functioning systems, including ones for Management Information System, digital payments, and Monitoring & Evaluation system that will allow the Department of Social Welfare (DSW) to improve its effectiveness and further inclusiveness of its SP programs across all R/S.</p> <p>All pregnant women and children under two years of age in those areas will be eligible for the MCCT program. The enrollment will be facilitated by use of mobile devices by community volunteers or existing administrative mechanism. Cash will be channeled through digital/mobile payment.</p>
Scope of Work	<p>The objective of the service is to plan, carry out, coordinate and assist with the development of the procurement system, all documentary tasks included in project. The consultant will provide required assistance to all activities and procedures necessary to complete the implementation of the procurement, particularly at all critical points of the procurement cycle.</p>

	<ol style="list-style-type: none"> 1. Assist Project Operation and Management Team (POMT) in carrying out day-to-day procurement activities according to the project's procurement plan. 2. Manage procurement file packages of Goods and consulting services at POMT for project needs 3. Prepare Invitation for Quotation (IFQ) and bidding document for purchasing of goods under shopping, National Competitive Bidding (NCB), International Competitive Bidding (ICB) and other methods. 4. Support DSW in Managing recruitment process of the consultancy services, prepare Request for Express of Interest (REOI) and advertise, prepare Request for Proposal (RFP) 5. Support DSW in Evaluating Quotations for procuring goods and CVs, Express of Interest (EOI) and Technical Proposal and Financial Proposal for consultant selection 6. Support DSW in Preparing Evaluation Report for both procurement of Goods and consultancy services 7. Support DSW in Managing and participating contractual activities of consultancy services and purchasing goods at POMT, including arranging advertisement for Invitation for Bids (IFB), REOI, and contract award information, bid/proposal opening, contract negotiation, etc. 8. Support DSW in Providing capacity building to the DSW staff on good practices and hand on experience in procurement field. 9. Support DSW in Preparing relevant inputs into the procurement progress reports 10. Any other duties with relevant to the procurement activities that may be assigned by Project Director 11. Working closely and together with World Bank Procurement Team
Expected outputs and deliverables	MCCT project's day to day procurement activities as laid out in project procurement plan are implemented in a timely manner and procurement related operational management are in line with value for money and with agreed procedures and policies.
Reporting Channels	The national procurement consultant will report to the Project Director. The consultant will also liaise with the lead focal of procurement, infrastructure, finance and project operation in the POMT as well as focal persons at State/ Region and Townships.
Duration of Work	12 Months (full time) with potential extension on basis of project need, work: starting October 2020.
Schedule of Payment	Time based, monthly basis on submission of time sheet and required references/ reports.
Duty Station	Procurement Unit of Project Operation and Management Team (POMT) within the Department of Social Welfare, Nay Pyi Taw. Occasional travel to Yangon or townships /regions may be required as agreed by Project Director.

<p>Qualifications or Specialized Knowledge /Experience Required:</p>	<p>General qualifications:</p> <ol style="list-style-type: none"> 1. Ability to work effectively and sensitively in teams with government counterparts 2. Strong inter-personal skills and ability to resolve conflict 3. Prior experience of working in low capacity environments 4. Proven track record in capacity building 5. Ability to communicate effectively with project stakeholders 6. Proven ability to work under pressure and deliver in timely manner <p>Desirable qualifications:</p> <ol style="list-style-type: none"> 1. Academic degree in Management, Business Administration or related field (and Diploma in Procurement and Supply Chain Management is desirable) 2. At least 5 years proven working experience in public procurement, preferably under development projects, financed by international agencies including World Bank, Asian Development Bank etc. Experience or well understanding on the World Bank's Procurement and Consultant's Guidelines is an advantage. 3. A proven experience in capacity building to others on subjects related to procurement. 4. Having good command in English writing and speaking 5. Good computer skills on MS Word, Excel and Power Point, internet searching etc.
--	---

How to Apply:

The interested candidates should send his/her interest with full CVs including previous experience and relevant certificates to the below address not later than 12:00 PM, 14th October, 2020 in person or via email or in enclosed envelope. Only the shortlisted candidates will be contacted for further selection processes (i.e. Personnel interview if required).

Attn:

Director General

Head Office, Department of Social Welfare, Ministry of Social Welfare, Relief and Resettlement.

Office 23, Nay Pyi Taw, Myanmar.

Telephone: 067-404583

Email address: www.socialprotection.dsw.gov@gmail.com