The Republic of the Union of Myanmar

Request for Expression of Interest

Consultancy Services

Assignment Title: **IT Technician**

(For Myanmar Nationals Only)

Reference No. (C-34):

1. Background

The Extractive Industries Transparency Initiative (EITI) is a global standard to promote an open and accountable management of natural resources. It seeks to strengthen government and company systems, inform public debates and enhance trust. In each implementing country it is supported by a coalition of governments, companies and civil society organizations working together.

Myanmar initiated its EITI engagement in 2012 and successfully published its first EITI report in January 2016. In February 2017, the Ministry of Planning and Finance signed a Grant Agreement with the World Bank for 3.5 Million US Dollars, to support the implementation of the MEITI Work Plan through March 2021.

The National Coordination Secretariat (NCS) was responsible for overseeing the effective implementation of the MEITI Work Plan, including coordination among MEITI Stakeholders, the provision of technical services related to EITI requirements and the oil, gas, mining and forestry sectors, communications, training and administration and logistics. In parallel, the MEITI Office Budget Department within the MOPFI structure (MOBD) is responsible for ensuring that EITI implementation is performed in compliance with financial management, procurement and legal requirements of the Government of the Union of Myanmar and the World Bank.

The MOU between RI and MOBD expired at the end of September 2020. Following a 3-month transition from October to December, MOBD will be the lead implementing agency of EITI from January 2021. Thus MOBD is seeking an IT Technician who will work with the MOBD office in order to provide technical support to the MSG.

2. Objective

The objective of the assignment is to support MOBD staff with preparation of IEC materials, MEITI website maintenance, and the MEITI database establishment; and to perform data management and analysis services required to fulfil EITI 2019 Standard 7.2 on Data Accessibility.

3. Scope of Work

The IT Technician will provide the following services and tasks laid out in Section 3 of the Terms of Reference;;

- Provision of advice and technical support to the MOBD team related to IT, data management, graphic design of EITI documents, infographics and interactive online tools which are adapted to existing MEITI Data Portal to present the data;
- Provide support in coordinating with relevant agencies to implement the MSG's plans for mainstreaming.

The consultancy period will be three months from the period of January 2021 to March 2021, with the possibility of extension.

The position will be based in Nay Pyi Taw/ in Yangon with frequent travel to Yangon/ Nay Pyi Taw.

4. Shortlisting Criteria

The shortlisting criteria are –
- A minimum of 3 year's of experience in database development and archiving, including use of web-enabled platforms and common statistical analysis tools;
- Hold a degree and/or certificate in an IT related field;
- Good knowledge of identifying and resolving issues regarding software, hardware, and operating systems;
- Experience in designing and building data portals and building interactive data visualization;
- Sufficient language skill in written and spoken Myanmar and English;
- Must have good interpersonal skills and ability to work with a team as well as independently;
- Should be organized, systematic and dynamic;
- Experience in training and knowledge on extractive industries in Myanmar and EITI will be an asset.

The Ministry of Planning, Finance and Industry, the Republic of the Union of Myanmar now invites consultants to indicate their interest in providing the services described above. Consultants should provide information indicating that they are qualified to perform the services in a CV and a cover letter. Please note that the total size of all attachments should be less than 5MB and less than 10 pages. Expressions of Interest should be submitted, in English, electronically meitioffice.mopf@myanmareiti.org not later than 28 December 2020.

For further inquiry:

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1. Background

The Extractive Industries Transparency Initiative (EITI) is a global standard for improving transparency and accountability in the oil, gas and mining sectors.

Myanmar applied for EITI Candidacy Status in December 2012 and Myanmar's first EITI report was successfully produced in January 2016. To date Myanmar has produced five reconciliation reports for the oil and gas, oil and gas transportation, mineral and gemstone sectors and four reports for the forestry sector. The production of a unilateral government revenue data covering the mini fiscal year from April 2018 to September 2018 is underway.

Following elections in November 2015, a new government took office in Myanmar in April 2016. On December 19th, 2016 a new MEITI Leading Committee was formed, Union Minister for Planning, Finance and Industry was appointed as the Chair of the EITI Leading Committee, and Renaissance Institute (RI) was designated as the MEITI National Coordination Secretariat (NCS). A new MEITI Multi-Stakeholder Group (MSG) was established on 23rd of March 2017, comprising seven Government representatives, seven private sector representatives and nine civil society representatives. A comprehensive MSG work plan which includes activities such as beneficial ownership, mining cadastre was developed. On 17th January 2017, the Government of the Union of Myanmar signed a Grant Agreement with the World Bank for funding support to cover implementation of the MEITI Work Plan for 2017 to 2019.

In October 2019 the International EITI Board announced the results of Myanmar's EITI Validation, stating that Myanmar had achieved meaningful progress in implementation of the EITI requirements and will need to implement a number of corrective actions before re-validation in April 2021. The World Bank completed an extension of the EITI Implementation Grant in order to support implementation of the aforementioned corrective actions until the end of March 2021.

The National Coordination Secretariat (NCS) was responsible for overseeing the effective implementation of the MEITI Work Plan, including coordination among MEITI Stakeholders, the provision of technical services related to EITI requirements and the oil, gas, mining and forestry sectors, communications, training and administration and logistics. In parallel, the MEITI Office Budget Department (MOBD) within the MOPFI structure is responsible for ensuring that EITI implementation is performed in compliance with financial management, procurement and legal requirements of the Government of the Union of Myanmar and the World Bank.

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2. Objective

The objectives of the assignment are:

1. To support MOBD staff with preparation of IEC materials, MEITI website maintenance and MEITI database establishment;
2. To perform data management and analysis services required to fulfil EITI 2019 Standard 7.2 on Data Accessibility.

3. Scope of Work

IT Technician will work closely with the MOBD team and will report to the National Coordinator and Director General of Budget Department. The tasks of the IT Technician will include, but are not limited to the following:

- Conduct basic computer maintenance and other related training for MOBD staff;
- Assist in IEC material and info graphics development;
- Assist in MEITI and Beneficial Ownership websites content creation;
- Establish MOBD database;
- Develop graphic design of EITI reports, Annual Progress Reports and other documents as necessary;
- Process and upload data files of MEITI Reports in open format (XLSX and CSV) on MEITI website data portal https://datatools.myanmareiti.org/ no later than 45 days after the submission of Myanmar EITI report;
- Produce interactive online tools which are adapted to existing MEITI Data Portal to present the data;
- Provide support in coordinating with relevant agencies to implement the MSG's plans for mainstreaming;
- Provision of advice and technical support to the MOBD team related to data management, analysis and online publication;
- Provide IT support in MEITI-related meetings and events;
- Perform other duties that may be assigned by the Director General and National Coordinator.

4. Timeframe

The consultancy period will be three months from the period of January 2021 to March 2021, with a possibility of extension.
The position will be based in Nay Pyi Taw/ Yangon with frequent travel to Yangon/Nay Pyi Taw.

5. Qualifications and Experience

- Hold a degree and/or certificate in an IT related field
- Good knowledge of identifying and resolving issues regarding software, hardware, and operating systems
- Three years of experience in database development and archiving, including use of web-enabled platforms and common statistical analysis tools
- Experience in designing and building data portals and building interactive data visualization
- Sufficient language skill in written and spoken Myanmar and English
- Must have good interpersonal skills and ability to work with a team as well as independently
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6. Expected Outputs
- Regular updates on MEITI website and data portal;
- Info graphics, IEC materials and graphic design of reports;
- MOBD database and MEITI report data sets in an open format.