

Terms of Reference
MEITI Secretariat Manager/ Project Coordinator
Myanmar EITI Project

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 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 (MOPFI) 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.

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. The MOBD is seeking a Secretariat Manager/ Project Coordinator who will work with the MOBD office.

2. Objective

The objectives of the assignment are:

1. Support MOBD staff in project management and EITI implementation throughout 2021;
2. Transfer management of all EITI Secretariat functions to government staff by December 2021
3. Prepare a 3-year business plan for EITI Secretariat functions.

3. Task/Scope of Work

The MEITI Secretariat Manager/ Project Coordinator will work closely with MOBD staff and other external experts, and will report to the Deputy Director General of the Budget Department and National Coordinator. The tasks of the Manager/ Coordinator will include, but are not limited to the following:

- Supporting and mentoring of MOBD staff in implementation and thematic issues under the EITI requirements;
- Providing related training and support to government counterparts in the Ministry of Planning Finance and Industry (MOPFI); the Ministry of Natural Resources and Environmental Conservation (MONREC); and the Ministry of Energy and Electricity (MOEE);
- Providing technical support to MEITI stakeholders on the EITI requirements (including thematic issues such as beneficial ownership, contract transparency and project-level reporting);
- Advising MSG on implementation of the systematic disclosure workplan/roadmap and providing support to relevant government departments on automation of EITI data;
- Coordinating and communicating among Myanmar EITI stakeholders on routine administrative matters such as attendance in meetings, distribution of documents, providing updates from the International Secretariat and other partners;
- Preparing for and facilitating MSG, Sub-committee and Beneficial Ownership Task Force meetings;
- Coordinating the work of other technical experts hired by MOBD;
- Designing and organizing capacity building events such as meeting, trainings, workshops, and campaigns of the MOBD;
- Providing guidance on developing the MEITI Workplan according to the EITI Standard Requirements and Validation Corrective Actions;
- Supporting MSG to synchronize the MEITI Workplan with the Myanmar Sustainable Development Plan Goals (MSDP) and other reforms;
- Supporting Directorate of Investment and Company Administration (DICA) on Beneficial Ownership process;
- Preparing activity reports, narrative reports and other reports, and technical reports of the project whenever necessary;
- Arranging international study tours and participating in activities conducted by the International Secretariat including regional trainings, conference calls, webinars;
- Overseeing implementation of the MEITI Communications Strategy;
- Facilitation of Sub-national Coordination Units (SNU) and provide guidance as necessary;
- Regularly coordinating with development partners and the International Secretariat on the progress of EITI implementation.

4. Timeframe and Duty Station

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 Master's degree in a relevant field, e.g. Natural Resource Governance, Development, Economics;

- At least 8 years professional experience in project management and development, program administration, advocacy, and/or research;
- Professional experience with and demonstrated interest in natural resource governance sector;
- Excellent communications skills in English and Burmese;
- Ability to work effectively with a wide range of stakeholders from international diplomats, development agencies, Myanmar Government, civil society and the private sector;
- Knowledge and experience in EITI is an advantage but not mandatory.

6. Expected Outputs

- Timely publication/dissemination of the annual MEITI Reconciliation Report (which is to be drafted by a separate consultancy) and mainstreaming EITI data
- Timely implementation of other EITI requirements (including project-level reporting, contract transparency and beneficial ownership etc.)
- Updated yearly and 6 monthly Workplans and Budgets
- Activity Reports
- Communications tools
- EITI Secretariat business plan and Implementation Manual