

Republic of the Union of Myanmar
Ministry of Planning and Finance
Modernization of Public Finance Management Project (MPFMp)

Request for Expressions of Interest for
International position of Information Technology Expert(Individual Consultant)

Country:	Republic of the Union of Myanmar
Name of the Project:	Modernization of Public Finance Management Project (MPFMp)
Consulting Services:	International Information Technology Expert (Individual Consultant)
Duty Station:	Nay Pyi Taw, Myanmar
Project ID No.:	P144952
Credit/Grant No.:	Credit No 54020-MM, Grant No TF017910
REOI No.:	MPFMp/A-C402
Procurement Plan Ref.:	A-C402
Advertising Date:	20 Aug 2018
Closing Date:	10Sep 2018

1. BACKGROUND

The Republic of the Union of Myanmar has received financing in the amount of US\$ 30 million equivalent from the World Bank, and US\$25 million grant from the UK and Australian governments toward the cost of the Modernization of Public Finance Management Project, and it intends to apply part of the proceeds to payments for goods and consulting services to be procured under this project.

The development objective of the Modernization of Public Finance Management Project (MPFMp) for Myanmar is to support efficient, accountable, and responsive delivery of public services through the modernization of Myanmar's PFM systems and strengthening institutional capacity. The project has five components: A) Improving revenue mobilization through bringing more revenues from natural resources on budget and strengthening tax administration; B) Responsive Planning and Budget Preparations; C) Supporting Effective Budget Execution and Financial Reporting; D) Fostering External Oversight and Accountability and E) Establishing a Sustainable Institutional Platform and Skills-base for PFM. For a more detailed understanding of the scope of the Project and its governance and organizational structure, kindly consult the project appraisal document

(PAD): <http://documents.worldbank.org/curated/en/2014/02/19393607/myanmar-modernization-public-finance-management-project>.

This consultancy assignment deals primarily with Component A of the Modernization of Public Finance Management Project (MPFMp).

Component A Short Description

This component has reformed the largest and highest capacity taxpayers, through the establishment of the Large Taxpayer's Office (LTO). The LTO operates under a functional (rather than tax type) organizational structure, as well as the Self-Assessment System, and will begin to employ IT solutions needed to manage taxpayer registration, strengthen compliance, manage risk systematically, employ risk-based auditing, and monitor and manage arrears. The reforms are now moving to medium taxpayers

There are four key components to the tax reform Program in IRD:

- (a) Institutional and Organizational Policy Development
- (b) Tax Policy and Procedures Development
- (c) Information Technology Development
- (d) Strategy and Planning Capacity Improvement

2. OBJECTIVES OF THE ASSIGNMENT

The IT expert will support the IRD in (i) the project management of the ITAS implementation (ii) the preparatory work for the ITAS implementation; (iii) contributing to building capacity in the IT Department of IRD to prepare the department staff for managing the system implementation process, and (iv) the management of the Supplier's contract with the Government.

3. SCOPE OF WORK

The IT Expert will be responsible for (but not limited to) the following functions:

1. Assist IRD in the project management of the successful implementation of the ITAS, including, but not limited to:
 - (a) Provide real time support to the IRD with the installation in line with the agreed timelines; coordinate with the supplier on all technical, installation and implementation issues for the ITAS.

- (b) Provide technical support to the IRD in undertaking any organizational changes to bring the IRD in line with current best practice in tax administration and provide support for change management.
 - (c) Provide contract management support to IRD for managing the ITAS Supplier and any other subcontractors/suppliers working on inter-related deliverables for ITAS.
 - (d) Provide technical support to IRD and the Supplier in developing procedural manuals, training materials, and support the IRD to undertake appropriate future training of staff on the new ITAS system and to document best practice work flows.
 - (e) Provide technical support to IRD & its units for effective integration of various hardware & software solutions;
 - (f) Assist with management oversight of ITAS project on behalf of the IRD, including the activities of the ITAS software/ hardware vendor; assist IRD coordinate with other suppliers who may be included in the ITAS provisioning (for example those delivering MDCs or items such as PCs or networks).
 - (g) Provide technical support to IRD in the Operational Acceptance of the ITAS solution. Support IRD in the necessary Quality Assurance functions.
 - (h) Provide guidance to the supplier to develop business requirement specifications required for ITAS implementation.
 - (i) Support the IRD in data migration from the TRMS system to the ITAS and handle related issues.
 - (j) Any other work entrusted by the IRD on ITAS and related issues.
2. Support the IRD on planning, procurement and installation of any other systems that they might want to procure in the future.
 3. Contribute to building capacity in the IT department of IRD and prepare staff for managing the system implementation process by undertaking training and capacity building events.
 4. Provide advice to IRD technical staff, the IT Department and the Tax Reform Program Management Unit (TRPMU) on preparatory steps for the implementation of a such systems.
 5. Any other work assigned by the IRD or support required in any area of IT.

4. DELIVERABLES

1. Reports on system design, work flows, and organizational changes as related to the ITAS;
2. Review and approve Supplier's reports (bi-weekly, monthly, quarterly) and documentation (manuals, system design, and workflow), on behalf of IRD and provide feedback to supplier on behalf of IRD;
3. Progress reports to IRD management/MOPF and to the World Bank, including input into World Bank project implementation support missions;
4. Prepare jointly with the Supplier curricula and training material for training activities and delivery of training sessions;

All reports shall be prepared in English language and shall be submitted to IRD both in soft and in hard copy. All reports will be translated into Myanmar language and submitted to IRD within two weeks of the English language submission. A suitable translator will be provided by the Client and will be supervised by the Consultant.

5. QUALIFICATIONS AND EXPERIENCE

The prospective candidate shall have the following qualifications:

- (a) Engineering degree in technology or electronic field or business management with minimum (10) years of experience in the areas of implementation and application of Tax Administration and IT systems, E-Tax applications, Business process review and reform.
- (b) Proven experience in the implementation of integrated IT systems. Knowledge of tax software packages is essential.
- (c) Proficiency in English with good report writing skills.
- (d) Good communication skills and ability to work in group environment.
- (e) Personal integrity, sense of responsibility and ability to offer unbiased opinions.
- (f) Work experience in developing countries is highly desirable.

6. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY CLIENT

The Client will provide all possible assistance and information as may be reasonably requested by the Consultant to carry out his/her obligations. Also, the Client will be responsible for provision of the following:

- fully equipped office space, with high-bandwidth access to Internet, local telephone line, printing, photocopying and document binding; (the consultant is expected to use his/her own computer);
- any relevant legal documents;
- facilitate meetings with all stakeholders who can provide valuable inputs for the assignment.

7. PRIVACY

The Consultant shall not disclose any of the economic data, or taxation data or plan data to any third- party establishments without the permission of the Client.

8. REPORTING

The Consultant will report and be accountable to the Director General of the Internal Revenue Department (Lead for Component A) on the quality and timeliness of the deliverables/outputs. For the day to day operations, the Consultant will be supervised by the Head of the Tax Reform Program in IRD: DawMyaMyaOo, Deputy Director General, Tax Reform and U Tin Maung Thant, Information Technology Director, only.

9. EMPLOYMENT ARRANGEMENTS, DURATION AND SCHEDULE OF PAYMENT

Expected duration of the full-time assignment is 12 months. Consultant will be subject to a performance review within 3 months into the position. The performance review will be based on objective and measurable criteria like i) progress of ITAS implementation as per agreed timelines and milestones, ii) training material prepared and trainings provided to IRD teams, iii) feedback received from IRD teams on such trainings, iv) Support provided to the various departments within the IRD in meeting their IT related targets, v) Timely resolution of IT issues etc. The contract may be extended beyond the 12 months period, subject to business needs and by mutual agreement. The location of the assignment is at the Internal Revenue Department Office in Nay Pyi Taw, Myanmar, with visits to Yangon and other stations as required.

MPFMp now invites eligible individual consultants to indicate their interest in providing the above mentioned services. Interested consultants must provide information indicating that they are qualified to perform the services (in addition to the educational qualifications, experience of similar assignments and country of work etc. should be incorporated in the CV to be submitted along with expression of interest/application). A consultant will be selected in accordance with the procedures set out in section V of the World Bank's [*Guidelines: Selection and Employment of Consultants by World Bank Borrowers*](#) (January 2011, revised in July 2014).

Expressions of interest must be submitted in duplicate copies to the postal address below or sent to the email addresses no later than **10th September, 2018** (before 16:00 hours). Only short-listed candidates will be notified on next follow-on steps.

Please mention the following in the subject line of the email:

Modernization of Public Financial Management Project

Reference: MPFMp-A-C402

To the Attention of:

U Min Htut, Director General

Internal Revenue Department

c/o Modernization of Public Finance Management Project Unit

Bldg No 46, Nay Pyi Taw, Myanmar

Email ids: mumusaw03family@gmail.com, khinpyaesohn14@gmail.com

AND copy to:

U ZawNaing,

Chair of the Procurement Coordination and Advisory Unit (PCAU)

c/o Modernization of Public Finance Management Project Unit

Bldg No 26, Nay Pyi Taw, Myanmar

Tel: 95-67-410529, 410530

Fax: 95-67-410529, 410530, 410451

Email ids: zawnaing652011@gmail.com & mmt.budget@gmail.com