

**Terms of Reference**

**For**

**Project Implementation Consultant (PIC)  
Accelerated Rural Electrification Project (AREP)**

**Under**

**ELECTRICITY SUPPLY ENTERPRISE (ESE)  
MINISTRY OF ELECTRICITY AND ENERGY (MOEE)  
THE REPUBLIC OF THE UNION OF MYANMAR**

**Funded by**

**Asian Development Bank (ADB)**

**December 2020**

## PROJECT IMPLEMENTATION CONSULTANT (PIC)

### Terms of Reference

1. **Project Scope:** The Project consists of design, supply, installation and commissioning of expansion and rehabilitation of distribution systems (66/33/11 kV substations, 66 kV and 33 kV lines) in following regions/states: Ayeyarwady, Bago (East), Magway and Kayin; construct new 44 substations; and construct about 1,006 kilometers of distribution lines. The project also includes (i) establishment of pilot computerized distribution automation system (DAS) in the four regions/states and Nay Pyi Taw; and (ii) enhancement of social and gender inclusive capacity of MOEE, ESE and village electrification committees (VECs) in the project areas. The project is expected to be implemented over a period of 6 years.
  
2. **Objective of the Assignment:** The services of a Project Implementation Consultant (PIC) is required to support the Ministry of Electricity and Energy (MOEE) and the Electricity Supply Enterprise (ESE) throughout the project implementation process, from procurement, construction, and commissioning. The main tasks are, but not limited to, the following: (i) conduct procurement of project packages; supervise project implementation including material supply contracts, construction and installation contracts and DAS contracts by the contractors; (ii) update, obtain approval or clearance by ADB of, and implement, the updated resettlement and ethnic group development plan and environment management plan (EMP) in accordance with the Government and ADB safeguard policies; (iii) support ESE in project monitoring and reporting in compliance with loan covenants; and (iv) support and build capacity of ESE's project management unit (PMU)/project implementation units (PIUs) in financial management and reporting, disbursements, social & environmental planning and implementation, coordination with stakeholders, and overall project implementation, monitoring, and evaluation of the project's progress.
  
3. **List of Experts:** A consulting firm will be engaged as the Project Implementation Consultant (PIC). It is estimated that the following key international and national experts in Table 1 will be required for this consulting assignment, consisting of about 141 person-months of international and 446 person-months of national consulting inputs.

**Table 1. List of Experts**

Positions	Number	Person–Months
<b>International</b>	<b>10</b>	<b>141</b>
Substation Engineer - Team leader	1	36
Distribution Engineer – Deputy team leader	1	30
Civil Engineer	1	6
Procurement Specialist	1	9
Financial Specialist	1	13
Environment Specialist	1	10
Social Resettlement Specialist	1	10
Gender Specialist	1	9
Stakeholder Communication Specialist	1	6
Distribution Automation System (DAS) Specialist	1	12
<b>National</b>	<b>13</b>	<b>446</b>
Substation Engineer	2	100
Distribution Engineer	2	100

<b>Positions</b>	<b>Number</b>	<b>Person–Months</b>
Financial Specialist	1	48
Environment Specialist*	2	72
Resettlement Specialist	2	36
Gender Specialist	2	42
Stakeholder Communication Specialist	1	42
Telecommunication Specialist	1	6
<b>Total</b>	<b>23</b>	<b>587</b>

\* At least one (1) of the two (2) national environment specialists shall be a registered expert with the Environmental Conservation Department (ECD) under the Government Ministry of Natural Resources and Environmental Management (MONREC) for undertaking domestic EIA / IEE / EMP studies.

4. **Tasks.** The PIC will work closely with and support MOEE, ESE and PMU/PIUs. The detailed tasks of the PIC are, but not limited to, the following:

a. **Task 1: Procurement**

- (i) Review and validate the draft bidding documents for all EPC, goods and works packages prepared by ESE/PMU, including preparation of detailed engineering technical design and employer's requirements, as necessary.
- (ii) Finalize all the bidding documents for all contract packages included in the approved procurement plan, including any additional contract packages identified during project implementation, and assist ESE/PMU in obtaining approval by Government and ADB.
- (iii) Update and finalize the bidding documents for all distribution automation system (DAS) contract packages, including preparation of the detailed technical specifications, bill of quantity, cost estimates, and other information required for bidding, such as validation of available telecommunications network infrastructure for DAS.
- (iv) Ensure that all requirements related to environment, resettlement, safety and other safeguards provisions in the loan covenants are included in all bidding documents and contracts.
- (v) Assist ESE/PMU in all procurement steps of each contract package, from issuance of invitation for bids and final bidding documents, conduct of pre-bid meetings, preparing bid clarifications and addenda to the issued bidding documents, bid opening, bid evaluation and approval, contract finalization/negotiation and award, contract management (contract variations and procurement plan update); and
- (vi) Recommend appropriate procurement methods and prepare additional bidding packages and associated bidding documents for utilization of loan savings, if any, or due to a change in project scope, as necessary.

b. **Task 2: Update and implement resettlement and ethnic group development plan (REGDP)**

- (i) Provide guidance to MOEE, ESE, PMU and PIUs on social safeguards aspects of the project with emphasis on land acquisition, compensation, livelihoods restoration, compliance monitoring and reporting.
- (ii) Provide training to relevant staff of MOEE, ESE, PMU and PIUs on national safeguards policy and ADB safeguards policy and their application. The training should include key concepts on the resettlement management

- process, demonstrating methods of implementing the REGDP in a timely manner.
- (iii) Based on the approved technical design and bidding documents, as well as the review and update of the REGDP, the following activities should be carried out:
    - a) Conduct a detailed measurement survey (DMS) of affected assets and confirm the amount of permanent and temporary loss of land and assets.
    - b) Conduct an asset registration survey to confirm all the impacted assets, impacted households, and the number of severely affected households due to the loss of productive agricultural land and residential structures.
    - c) Provide maps with geo references (e.g., MapInfo, GIS, AutoCAD) of the affected villages and all the affected land (government and privately-owned land) using unique household identifiers to link HH documents and surveys to land.
    - d) Provide photos of each of the affected households (preferably with all persons present) to be taken in front of their abode, with their household ID (unique identifier). Consent should be sought prior to taking photos and should the household refuse, a signed letter declining the photo is to be provided.
    - e) All documents (IoL, DMS, compensation forms, grievances) should include the household IDs (unique identifier) and should be submitted both in document and e-file formats.
    - f) Conduct social and gender assessments and document the affected people's preferences regarding rehabilitation measures as well as design mitigation measures to address the affected peoples' concerns, ensuring consultation with women and disaggregation of all data and viewpoints by sex.
    - g) Identify and design appropriate livelihoods support programs and allowances to severely affected people and vulnerable people in accordance with the REGDP with particular attention to the livelihoods restoration needs of women and ethnic groups.
    - h) Identify and provide special measures to assist vulnerable households, including female-headed households.
    - i) Update the project specific entitlement matrix and the compensation costs.
    - j) Implement the updated REGDP in a timely manner to meet the project's schedule.
  - (iv) Conduct a replacement cost survey to establish the current market prices of the assets that the affected people are to be compensated for, assist the government in consultations with the affected people and to arrive at the unit rates for compensation.
  - (v) Ensure third-party validation of land purchased through negotiation as suggested in the REGDP and assist PMU/PIU in organizing related activities including documentation and reporting.
  - (vi) Verify and confirm due diligence findings of substations documented in the REGDP and carry out additional social safeguard due diligence of new/alternate substations proposed during the implementation process and submit DDR and CAP (if necessary) to ADB for review and approval.

- (vii) Together with the communications specialist and ESE/PMU/PIU, conduct meaningful consultations with the affected people and stakeholders that encompass:
  - a) Review and provide recommendations to the communication strategies to ensure effective communication with the affected peoples, ethnic groups and stakeholders, ensuring strategies geared to the differing information needs of women and men.
  - b) Disseminate information and undertake consultations with the public about the project, together with PMU/PIU.
  - c) Conduct consultations with affected households and representatives of the ethnic groups.
  - d) Conduct regular field visits and whenever necessary during the construction to oversee the implementation of the REGDP.
  - e) Assist PMU/PIU in the issuing of notice to harvest crops, remove rubber trees and vacate the land according to the schedule.
  - f) Organize and attain a track record of the dissemination of information and public participation including: (a) the number of public consultation meetings, (b) the number of affected households that participated, as well as (c) comments, suggestions, and concerns of the affected households and how these were addressed.
  - g) Assist PMU/PIU to ensure smooth transition period between the payment of compensation and assistance provided to the affected people and the clearance of areas prior to the commencement of civil works.
  - h) Address gender concerns: ensure the participation of women in meetings and in the implementation of resettlement, and take notice of the concerns of women in connection with their resettlement and the resolution of their grievances.
  - i) Address ethnic groups concerns: ensure the participation of representatives of ethnic groups in meetings and in the implementation of resettlement, and take notice of the traditional or culture concerns of the ethnic groups in connection with their resettlement and the resolution of their grievances.
- (viii) Assist ESE/PMU/PIU in providing special assistance, in the form of livelihoods support programs, to vulnerable households and households that will lose rubber plantations and/or will have to adhere to tree or crops' height restrictions, in accordance with the entitlement matrix defined in the REGDP.
- (ix) Assist ESE/PMU/PIU to monitor the resettlement and compensation processes, comprising the following:
  - a) Provide guidance to GAD on the preparation of monthly progress reports on the implementation of the REGDP.
  - b) Prepare quarterly progress reports on the implementation of the REGDP.
  - c) Prepare compensation completion reports.
  - d) Prepare annual social monitoring reports.
- (x) Grievance Redress Mechanism (GRM):
  - a) Assist MOEE, ESE, PMU/PIU in the development of a practical GRC and project GRM and establishing of recording, resolving and reporting on GRM.

- b) Maintain a track record of the number of affected people with complaints, the nature of these complaints, the status of the resolution of the complaints, as well as provide an assessment of the efficiency of the GRM.
- c) Include summary of status of GRM in periodic progress and safeguard reports submitted to ADB.

c. **Task 3: Construction Supervision**

This task includes all necessary activities for delivery of goods, construction of substations and line installation works, and implementation of DAS. The details are as follow:

- (i) Review and assist ESE/PMU in the approval of contractors' detailed engineering design;
- (ii) Review and assist ESE/PMU in the approval of the equipment drawings, calculations, delivery program, and documents submitted by contractors; oversee the Clearance to Proceed notices issued by ESE/PMU following compensation of affected households/entities along the power transmission and distribution line route and substation areas;
- (iii) Witness and participate (if necessary) factory inspections and performance tests within the framework of the contracts;
- (iv) Identify any problem during project implementation, propose remedial actions, and promptly report any outstanding issues to ESE/PMU;
- (v) Conduct regular field visits and whenever necessary during equipment delivery, construction, installation, testing, and commissioning works;
- (vii) In line with the work programs of the contractors, prepare and advise ESE/PMU on the power outage planning of existing facilities during construction. The outage planning will be modified/ updated regularly. Prepare emergency and safety plans when any unplanned power outages resulting from any faults arising in the network during construction to avoid any accidents to workers and public, and to minimize power outage areas;
- (vii) Conduct safety training for workers prior to construction, workers' safety check during construction, and public safety check and uninstalled materials disposal status after construction;
- (viii) Coordinate safety measures between electricity live lines/components in operation and lines/components under rehabilitation; give advice and when required, conduct training to ESE/PMU on safety planning and safety measures;
- (ix) Review and approve the commissioning test reports submitted by the contractors especially for DAS and substations; participate during the commissioning works; establish the list of deficiencies after commissioning; work with the contractor on the preparation of a timeframe for the contractors to remedy deficiencies, if any, and establish a monitoring program for this purpose;
- (x) Review and approve the as-built drawings and operations and maintenance manuals;
- (xi) Advise ESE/PMU on any contractual or technical disputes that may arise between contractors and ESE/PMU during contract implementation;

- (xii) Advise and assist ESE/PMU in securing required approvals from ADB for any proposed contract amendments or variation orders to be issued to the contractors;
- (xiii) Conduct training for DAS operation and maintenance to ESE/PMU ensuring that contractors/installers should transfer skills and knowledge of DAS to ESE operators in each region.
- (xiv) Review and verify the contractors' invoices and assist ESE/PMU in the preparation of the withdrawal applications; and
- (xv) Prepare and issue the provisional acceptance certificate for the works as well as for spare parts; prepare the final taking over certificate along with the final payments to contractors to be issued by ESE/PMU after the end of the warranty period and the completion of remedies for all deficiencies.

**d. Task 4: Environment** *(team composition - one (1) international environment specialist and two (2) national environment specialists)*

**Pre-construction Stage**

- (i) **Task 4.1. Preparation of domestic environmental assessment reports for ECD/MONREC approval**
  - a) Preparation of domestic IEEs and EMPs, including translation into the local language (Burmese) of the project executive summary and EMP as required by ECD/MONREC<sup>17</sup>;
  - b) Ensuring all public consultation and information disclosure requirements are met; and
  - c) Assisting the PMU to submit and obtain approvals for domestic IEEs and EMPs from ECD/ MONREC, at preliminary design state and detailed design stage.
  - d) In addition, coordinating with the ECD /MONREC and the local authorities on all other relevant permits and approvals, and environmental regulatory compliance issues
- (ii) **Task 4.2. Project Readiness Compliance**
  - a) Assist ESE PMU in project readiness monitoring against checklist and indicators set out in the EMP, in particular:
  - b) Update the IEE and EMP to take account of detailed engineering designs of the substations and distribution line infrastructure, factoring any new details and developments into the mitigation and monitoring plans including findings/ corrective actions obtained from physical EHS audit of existing facilities, budget and capacity development needs of ESE PMU and PIU staff.
  - c) Ensure that all relevant requirements of the EMP, including any updates, are adequately addressed and included in the EPC bidding documents and civil work contracts.
  - d) Ensure implementation of the environment safeguards planning document is compliant with the loan and grant covenants

<sup>17</sup> PIC contract will include a specific line item allowing sub-contracting of an experienced English to Burmese translator.

- e) Implement and monitor meaningful consultations as per the project communication and participation plan throughout project implementation period
- f) Obtain ADB clearance of the updated IEE and EMP
- g) Implement the updated IEE and EMP
- h) Organize and conduct a training and capacity development program for the ESE PMU, PIUs and key contractors on topics as set out in EMP, including SEMP implementation, compliance monitoring of construction activities and preparation of periodic monitoring reports, supervision responsibilities and interaction with contractors and communities, documentation, resolution and reporting of non-compliances and complaints, provide on job trainings throughout the project implementation period.
- i) Ensure that a practicable Grievance Redress Mechanism (GRM) is in place and that affected persons / households, institutions and other relevant stakeholders are informed about it and procedures to place a complaint for any environment and social issues. Assist ESE with:
  - (a) building capacity of the grievance redress committee (GRC) members;
  - (b) maintaining adequate recording of the complaints (grievance logs and forms);
  - (c) responses to complaints from affected persons/ households and institutions and ensure their resolution in a timely manner;
  - (d) ensure follow-ups with affected persons / households to check that issues have been resolved satisfactorily;
  - and (e) establishing and regularly updating a database of complaints received and status of their resolution and any bottlenecks, and summarizing the status of the GRM in the periodic and safeguards monitoring reports to be submitted to ADB.
- j) Assist with information disclosure, distribution of project information booklet (PIB) <sup>18</sup>, consultations, and participation with the public, ensuring at least 30% women's participation overall and conducting separate consultations with women, on an ongoing basis throughout project implementation.
- k) Assist ESE in preparing monitoring reports for submission to the Government and ADB, including information on progress on gender mainstreaming.

## **Implementation Stage**

### **(iii) Task 4.3. Implementation of IEE and EMP**

- a) Assist ESE PMU and PIUs in compliance assurance with relevant government laws and regulations and ADB SPS 2009 requirements.
- b) Assist ESE PMU in implementing IEE, EMP, and GRM. Ensure construction mitigation measures as set out in EMP are implemented.

<sup>18</sup> A Project Information Booklet (PIB) in Burmese will be prepared (to be distributed and made available to affected persons / households in public consultation meetings, project construction field offices and at General Administration Departments (GADs). This will include the contact information including ESE website address, PMU, PIUs, PIC and contractors address and telephone number for local focal point persons e.g. PIU E&S focal point person, Contractor appointed EHS focal point person (C-EHS) and Contractor appointed GRM focal point person (C-GRM).



- c) Assist ESE in drafting and/or updating the Public Information Booklet (PIB) that will include project information including grievance redress committee (GRC), key focal point person contacts and any other details as relevant.
- d) Provide training to contractors, relevant PMU and PIU staff and facility operators on EMP implementation, provide training and checklists for monitoring parameters and responsibilities; on conducting consultations with affected people / households and communities on ongoing basis during project implementation.
- e) In coordination with contractors, prepare site environmental management plans (SEMPs) based on the updated EMP and on actual site conditions prior to mobilizing; take reference from SEMP, and prepare Standard Operation & Maintenance Plans (SOMPs) for operation stage
- f) Coordinate with the ECD /MONREC and the local authorities on all relevant environmental regulatory compliance issues.
- g) Conduct environmental baseline surveys as set out in the EMP.<sup>19</sup>
- h) Assist ESE PMU and PIUs with the information disclosure, meaningful consultation and participation on an ongoing basis throughout project implementation including dissemination of project information (e.g. project information booklets, results of environment baseline surveys, environmental safeguards, emergency response plans (ERPs), community health and safety measures and GRM; and integrate public views in project planning.
- i) Obtain monthly information from the contractors in a simple report template to report on mitigation activities, environmental issues and corresponding corrective actions proposed or taken, including grievances reported and status of resolution.
- j) Assist contractors and PIUs in environmental monitoring, preparation of project quarterly progress report (QPRs) and semi-annual and annual safeguard reporting during construction and operation phase, respectively.
- k) Assist the PMU and PIUs and contractors in conducting project level COVID-19 risk assessment; ensure that the contractor's Occupational Health & Safety plans (OHSP) integrate measures to mitigate COVID-19 health risks that are aligned with government guidelines and measures listed in the EMP.<sup>20,21</sup>

**(iv) Task 4.4. Construction Supervision of EPC Contractor**

- a) Conduct regular site visits and monitor construction, installation, testing, and commissioning of the works; identify any environment

<sup>19</sup> PIC contractors shall include a specific line item allowing PIC to sub-contract consultancy services for conducting baseline surveys across area of influence.

<sup>20</sup> National guidance on Covid-19 is issued by the Ministry of Health and Sports (MOHS); web-link: <https://www.mohs.gov.mm/>

<sup>21</sup> The contractor's OHSP will be reviewed by PIC in consultation with public health inspectors of the area, local medical officers and other relevant health specialists; with a recommendation forwarded to the EA and IA for clearance.

- safeguards issues / problems during project implementation; propose remedial / corrective actions and report outstanding issues.
- b) Ensure appointment of trained key focal persons on staff (C-EHS, C-GRM) prior to civil works commencing
  - c) Coordinate with contractors to finalize Site Environmental Management Plans (SEMPs) prior to civil works commencing and obtain approval from ESE PMU, supervise and regularly monitor implementation of EMP/ SEMP, community and occupational environment, health and safety (EHS) measures and GRM by all parties on the site.
  - d) Supervise all environmental monitoring (air quality, noise, EMF) conducted by contractors
  - e) Monitor compliance with applicable national labor laws and core labor standards, including but not limited to equal pay for equal work regardless of gender, race or ethnicity, and exclusion of child labor.

**e. Task 5: Gender equality mainstreaming**

The International and National Gender and Social Development Specialists will support ESE to implement output three ESE capacity for gender and social inclusion enhanced as well as update and implement the GAP. The tasks will include assisting with capacity development of the regional PIUs. The tasks will include:

- (i) Assist in updating the gender analysis and Gender Action Plan at project start-up and plan and execute activities to ensure its implementation.
- (ii) Support the operationalization of the Gender Action Plan (GAP) by working with the PMU and PIUs to prepare annual and semi-annual work plans that integrate the actions and targets into the project implementation cycle.
- (iii) Develop training modules and conduct gender equality and social inclusion training for ESE headquarter staff, PMU, PIUs, and other PIC team members.
- (iv) Review MOEE/ESE human resource policies and practices to recommend entry points for i) integrating gender-sensitive and inclusive HR practices, including reasonable workplace accommodation for people with disabilities and ii) increasing representation of women in senior management in headquarters and at all levels in regional and township offices of ESE.
- (v) Provide ESE management and HR with technical inputs to develop and deliver recruitment campaigns that target hiring women in new positions in ESE created during project implementation
- (vi) Develop a gender equality and social inclusion roadmap that describes the services, communication mechanisms and actions ESE will apply to mobilize and build the capacity of gender-balanced, representative and inclusive Village Electrification Committees (VECs), set targets for women's representation on VECs, optimize demand and affordability of connections for all households in newly electrified areas, raise awareness on safe and efficient usage of electricity for time-saving and livelihoods among women and targeted groups and increase the representation of women in ESE positions that are in the frontline of serving communities (eg. meter readers). The roadmap will also outline the resources, staffing, coordination mechanisms with other government departments, rural

- development agencies and civil society organizations to optimize the use of electricity to achieve rural development and gender equality goals.
- (vii) Coordinate with Service Provider engaged under the Technical Assistance on Gender Equality and Social Inclusion in Rural Electrification to apply actions for the GESI Roadmap in targeted villages. Provide inputs to the Service Provider on developing the TA outputs including awareness-raising materials and training modules to ensure alignment with the GESI Roadmap.
  - (viii) Support the ESE PMU and PIUs in supervising the TA on GESI in Rural Electrification by conducting ongoing monitoring and technical inputs to ensure alignment with ESE priorities for rural electrification and the GESI Roadmap.
  - (ix) Document results and knowledge generated from the TA to brief the ESE headquarters management, human resources and regional offices on its implementation progress.
  - (x) Coordinate with the Service Provide and ESE PMU to integrate the training modules, techniques and tools developed under the TA into ESE staff training programs to ensure ongoing application in other regions and townships.
  - (xi) Identify leadership training opportunities for senior women professionals in ESE central and regional offices that will encourage their entry into management positions. Work with ESE management and HR to facilitate and arrange the leadership training program.
  - (xii) Review and provide inputs in distribution line and sub-station detail design and construction to ensure that design elements maximize benefits and minimize negative impacts to women and vulnerable groups and consider the points raised by these groups during consultations throughout implementation.
  - (xiii) Coordinate with engineering and environment teams to ensure that electricity safety training modules and delivery methods are gender sensitive and that participation of women meets GAP targets.
  - (xiv) Support Resettlement specialists in consultation, training and facilitation methods that will reach out to men and women from different vulnerable groups of affected households and assist in implementing gender measures in the resettlement plans.
  - (xv) Ensure that men and women from ethnic groups, affected women headed households are consulted effectively and have access to fair and timely compensation and to grievance procedures; follow-up to ensure that women from affected households are prioritized for project livelihood development programs.
  - (xvi) Support data collection for monitoring based on sex-disaggregated monitoring indicators (together with Monitoring & Evaluation specialist);
  - (xvii) Compile information and assist PMU and PIU to prepare progress reports on GAP, and gender and vulnerable actions in REGDPs.
  - (xviii) Assist the ESE PMU to ensure that the measures identified in the GAP and SPRSS are included in the bidding documents and civil works contracts.

**f. Task 6: Project Administration**

- (i) Review project performance indicators in the loan document (PAM and DMF). Set up a project performance monitoring program with measurable

- indicators, keep record of project performance, keep record of all correspondence between ESE/PMU, contractors, PIC and ADB;
- (ii) Prepare and monitor overall project disbursement plan and disbursement schedules for each contract, monitor project costs, and assist the PMU/PIUs in maintaining the project accounts;
  - (iii) Monitor the project execution activities in line with the project implementation schedule and work programs provided by contractors;
  - (iv) Prepare regular project progress reports in accordance with ADB requirements for submission to ESE/PMU and ADB;
  - (vii) Prepare the Project Completion Report in accordance with ADB requirements; and
  - (viii) Provide on-the-job training to ESE/PMU staff and PMU/PIU in financial management, procurement, contract management, as well as technical, environmental, and social aspects of the project.

**g. Task 7: Reporting**

The PIC will prepare the following reports (in addition to the required deliverables under each of the Tasks mentioned above):

- (i) Inception Report – demonstrating consultant mobilization, methodology to implement each task, communication etc., and stock taking of the pre-construction activities, to be submitted within two months from start of the services;
- (ii) Monthly Activity Report (to be submitted within 10 days after each calendar month from start of services) – a brief 3-5 page report on activities carried out and issues that occurred in the previous month; to include a bar chart (with monthly percentage accomplishment) listing important activities and deliverables or reports to be completed per TOR task;
- (iii) Quarterly project monitoring reports (to be submitted within 15 days after the end of each quarter which could be a consolidation of the previous 3 monthly activity reports), to include, but not limited to, project implementation activities and progress, utilization of ADB loan and counterpart funds, compliance with loan covenants, project issues and problems and measures undertaken, update on safeguards implementation progress (environmental, social, GAP), and work program for the next quarter.
- (iv) Update the REGDP and monitor and report on the implementation and completion of the REGDP;
- (v) Semi-annual environmental monitoring reports; and
- (vii) Project completion report.

**h. Task 8: Financial Management.**

- (i) Assist MOEE and ESE/PMU in establishing and maintaining the appropriate budgets for the Project ensuring that Project activities, contracts and disbursements are included in the Government of Myanmar's Budget of MOEE leading to financial commitments in the Government of Myanmar's Annual Budget allocations;
- (ii) Assist MOEE and ESE/PMU in establishing and maintaining project accounts (accounting and financial management systems and records) in

- compliance with the procedures and guidelines of the Government and the ADB;
- (iii) Assist MOEE/ESE/PMU in maintaining proper internal controls over the financial operations of the Project, particularly for bank accounts and cash advances;
  - (iv) Assist MOEE in the approval of expenditures; assist ESE with preparation of withdrawal, check contractor invoices;
  - (v) Prepare section on finance for regular project reporting (quarterly project reports);
  - (vi) Assist ESE to implement the financial management action items by the agreed timeframes stated in the Financial Management Assessment;
  - (vii) Assist MOEE/ESE/PMU in the recording, management and administration of all financial transactions under the Project;
  - (viii) Assist ESE/PMU in the preparation of the project financial statements, entity financial statements (statutory reports) and any financial reports as required by ADB in a timely manner;
  - (ix) Assist MOEE and ESE/PMU in facilitating the audit of the project financial statements, and entity financial statements (statutory reports) by OAG or other external auditors acceptable to ADB, in a timely manner for submission to ADB;
  - (x) Assist ESE/PMU to implement the management letter recommendations and report on the status of previous recommendations not yet implemented;
  - (xi) Ensure that the audited reports to be submitted to ADB are translated in English and the English translation properly signed off by the external auditors; and
  - (xii) Provide on-the-job training and develop staff capability to counterpart MOEE and ESE/PMU staff on all aspects of financial management and project reporting processes and procedures in accordance with ADB standards and guidelines.

**i. Task 9: Public consultation and communication**

- (i) Assist MOEE/ESE to review the Stakeholder Communication Strategy (SCS) at the start of the project and at regular intervals throughout project implementation to ensure it continues to reflect accurate approaches for engaging different stakeholder groups. Ensure gender considerations are fully integrated into the implementation of the communication strategy.
- (ii) Support the MOEE and ESE to implement the SCS by working with the PMU and PIUs to:
  - a) Develop and monitor implementation of annual workplans for communication staff and ensure these are aligned with those of environmental, social and gender counterparts who have consultation responsibilities.
  - b) Develop a range of easily understandable core and customized project information materials to meet the needs of different stakeholder groups including women, ethnic groups, landless and elderly. Materials will include a Project Information Booklet (PIB), Frequently Asked Questions (FAQs), Pamphlets, Fact Sheets, Route Maps, and other relevant materials.
  - c) Ensure timely dissemination of information materials to different stakeholder groups, particularly primary stakeholders or those directly affected by the project, to raise awareness of the project's scope, benefits and impacts.
  - d) Conduct meaningful two-way consultations with different groups of project affected people, including women and vulnerable groups, and other stakeholders, to build trust and support for the project. The

consultation process, based on the prior disclosure of project information, will facilitate: (i) the capture of concerns and perceptions about the project (ii) the consideration of those concerns in decision making on areas such as project design, affordability of electricity, mitigation measures, the sharing of development benefits and implementation issues etc and (iii) the provision of feedback to stakeholders, disaggregated by sex, as to how their input has been taken account of.

- e) Ensure that all stakeholders have a full understanding of the role and structure of, and how to access, the Grievance Redress Mechanism (GRM).
  - f) Collaborate/ form partnerships with selected CSOs/NGOs to enhance outreach to vulnerable groups to ensure that their voices are heard throughout project development.
  - g) Ensure systematic consultations with Village Electrification Committees (VECs), village leaders and women's groups on project scope and related issues including affordability for poorer groups.
  - h) Monitor VECs and Village leaders information sharing/consultation with, and reporting to different groups, including women's groups, within local communities.
  - i) Ensure contractors appoint a communication focal point for each sub project.
  - j) Ensure discussions between contractors and affected communities prior to start of construction on planned activities, compliance with EMP, labour issues, timeframe, etc.
  - k) Assess ESE/VEC/village leadership capacity to implement approaches and activities detailed in the SCS and identify areas for capacity building.
  - l) Develop corresponding training modules for PMU and PIU staff and VEC and village leaders. This should be done in close coordination with staff responsible for environmental, social and gender components of the project.
  - m) Oversee trainings at national, regional/state and local level.
  - n) Prepare monthly progress and biannual monitoring reports on compliance with communication requirements.
  - o) Develop a communications protocol to ensure coordinated communications across the PMU and PIUs.
- j. **Other tasks.** The PIC must satisfactorily perform all the above tasks. Apart from the tasks detailed above, the PIC is required to perform any other project-related tasks as may be requested by MOEE, ESE and PMU/PIUs for the successful implementation and completion of the project.

5. **Qualification requirements of key experts.** Key experts must meet the applicable qualification requirements below:

- (i) International experts should have a university degree in related fields, preferably with post-graduate degree.
- (ii) The team leader and the deputy team leader should have at least 10 years of relevant experience in the power sector, particularly medium/high voltage power transmission lines and substations.

- (iii) The team leader and the deputy team leader should have demonstrated working experience in the design, construction and/or supervision of medium/high voltage transmission lines and substations.
- (iv) The team leader and the deputy team leader should have prior experience as a team member of a project implementation or supervision consultant in at least one ADB-financed project, evidenced by past experience records.
- (v) The team leader should be familiar with the monitoring and reporting requirements for ADB-financed projects, evidenced by past experience records.
- (vi) The team leader should have demonstrated leadership ability in working in developing countries in Southeast Asia and able to adapt to working environment in these countries. Working experience in Myanmar will be an advantage.
- (vii) The international DAS specialist should have at least ten years of relevant work experience in medium voltage power distribution networks, including at least five DAS projects in various countries.
- (viii) The international environment specialist and the international social development specialist (resettlement) should have prior work experience as a team member of an ADB-financed project, such as under project preparatory technical assistance, detailed design, and/or project supervision/implementation consulting assignment.
- (ix) Other international experts should have at least 7 years of relevant experience in similar assignments, preferably in the implementation of power projects including medium/high voltage transmission lines and substation systems.
- (x) The national experts shall have a bachelor's, preferably with a post-graduate degree, and at least 5 years of relevant experience in similar assignments for power sector projects, including medium/high voltage transmission lines and substation systems. The experts should have a good knowledge of power transmission and substation sector in Myanmar.
- (xi) The national telecommunication specialist shall have a bachelor's degree, preferably a post-graduate degree, and at least 5 years of relevant experience in the telecommunication systems. The expert should have a good knowledge of existing wireless (especially 3G/GPRS) communications in Myanmar.
- (xii) At least one (1) of the proposed national environment specialist shall be a registered expert with the Environmental Conservation Department (ECD) under the Government Ministry of Natural Resources and Environmental Management (MONREC) for undertaking domestic EIA / IEE / EMP studies.

6. **Client's Counterpart Inputs.** ESE will not provide office space in its office building in Nay Pyi Taw and the consultant firm must arrange by themselves.