

Request For Expression of Interest

Client: Department of Trade, Ministry of Commerce (MoC)

Country: Republic of the Union of Myanmar

Project: Myanmar Services Trade Enhancement Project (M-STEP)

Position Title: National Project Support Staff

Contract Type: Individual Consultant (Full-time)

Reference No. (as per procurement plan): P5-19

Ministry of Commerce, of the Republic of the Union of Myanmar has received financing from EIF Program of WTO in the form of a grant toward the cost of Myanmar Services Trade Enhancement Project (M-STEP) (Enhancing Services Trade for Digital Economy). Ministry of Commerce (MoC), an implementing agency for the Project, intends to apply a portion of the proceeds of this grant for Consulting Services.

EIF Tier-2 Project, Department of Trade, Ministry of Commerce in Myanmar wishes to invite eligible Individual Consultant to express his/her interest in providing his/her services as **National Project Support Staff. (7 months)**

The National Project Support Staff shall be responsible for providing professional assistance to the EIF Unit of DoT to implement, monitor and evaluate M-STEP project activities and produce all required reports such as semi-annual reports and annual reports (as mentioned details in terms of reference). The initial assignment will be for a period of 7 months (including provision period 3-months) with the possibility of future extensions subject to satisfactory performance and availability of funds.

The successful candidate must have the following qualifications and experiences:

- Minimum Degree in Business Management, Economics or International Relations from a recognized national school or university

- Minimum experience of 5 years in trade in services and proven experience in working with Government and networking with national and international stakeholders.
- He/ She must be skillful in organization skills, communication skills, knowledge skills, reporting skills, knowledge of Development Partners (in particular development UN agencies) and he/she must write the report in English.
- He/ She must be a non-government staff. He /She participate as a team player and must have a good communication.
- He/ she must be good in health.
- Skillful in computer and related skills such as Information Communication & Technology.
- Prepare and Translate English and Myanmar language texts for various materials: newsletters, articles, factsheets, media releases, and pamphlet, training or workshop materials. Fluency in written and spoken English language. Demonstrated ability of information analysis and report writing.
- He /She must be able to travel in local areas.
- He /She must have the willingness to accomplish the project successfully.

Candidate will be selected in accordance with the consultant selection method set out in the Tender Rules for selling assets, leasing, purchasing services, purchasing goods and construction works for Government Agencies released by Presidential Office Directive (1/2017) and recommendations from Trust Fund Manager (UNOPS) and EIF Executive Secretariat.

Further information can be obtained at the address below during office hours (9:30 am to 4:30 pm, Monday to Friday). Interested candidates may obtain copies of the detailed Terms of Reference (in English) for the assignment from the address below during office hours. Expressions of interest must be delivered with mailing or sending

documents in hard copy followed by an electronic copy to the address below by 15th December, 2019 before 4:30 pm.

Contact Person:

Regional Economic Cooperation Department

Department of Trade

Ministry of Commerce

Office No.3, Naypyitaw

067-408320, 067-408318