ANNEX-A. SCOPE OF WORK

Promoting Rule of Law in Myanmar (PRLM)

A. Job Title: Grants Specialist
   Number of Position Opening - Two

B. Classification: Long-term Local Support

C. Background: The overarching purpose of USAID’s Promoting the Rule of Law in Myanmar Activity (PRLM) is to strengthen transparency and accountability in the legal system to protect the fundamental rights of Myanmar’s people. The activity’s broad theory of change is: if rule of law institutions are strengthened and empowered to hold the State accountable under the law and ensure fundamental rights are protected and applied equitably, and if access to justice is available to all; this in turn will advance the democratic transition by establishing standards of due process and equality under the law.

With the above, it is expected that the following objectives/outcomes will be achieved:
1. Strengthen the administration of justice
2. Improve the quality of professional legal education
3. Strengthen access to justice services
4. Mitigate the impacts of trafficking, corruption, and support to transitional justice

USAID/Burma seeks to continue the Mission’s strong partnerships with partner institutions, namely, the Office of the Supreme Court of the Union (OSCU), the Union Attorney General’s Office (UAGO), the Independent Lawyers Association of Myanmar (ILAM), and Civil Society Organizations (CSOs), and broaden the Mission’s collaboration with new partners, such as the Union Legal Aid Board (ULAB), the Myanmar National Human Rights Commission (MNHRC), the Rule of Law and Justice Center Coordination Body (ROLCB), and the Constitutional Tribunal to achieve the results described in the activity’s scope of work. Supporting transparency and accountability in Myanmar’s legal system cannot be accomplished without promoting greater respect and enforcement of human rights. Moreover, demonstrating a respect for human rights by the state and the legal system, builds a legal system that is more accessible, credible, and legitimate in the public eye.

PRLM’s grants program is expected to include fixed amount awards, in-kind grants, standard grants, and simplified grants. Grantees may be governmental entities (in-kind grants only) or non-governmental organizations. The grants program will begin in 2018 and conclude in 2023. The total estimated value of the grants program is $7.5 million.

D. Position Description:
The Grants Specialist is responsible for assisting in the design, development, implementation, and monitoring and evaluation of grant-making and grants management policies, procedures. The Grants Specialist will ensure the highest levels of honesty, integrity, openness, and transparency in administering grant award processes and procedures. The Grants Specialist will also foster and maintain good and professional relationships with PRLM’s grantees throughout the life of the project and assist with building capacity of grantees as needed.

E. Tasks and Responsibilities
The Grants Specialist will:

- Ensure that the full grant award process—including solicitations, coordination of the application evaluation process, pre-award risk assessment, negotiations, support preparing draft agreement documentation collaborating with technical team members to develop the grant’s scope of work and deliverables/milestones, ensuring budgets are allocable, allowable, and reasonable and drafting negotiation memoranda, implementation, and disbursements—is in line with USAID rules and regulations, PRLM’s Grants Manual, PRLM grant management policies and procedures, and Chemonics guidelines.
- Ensure the process of liaising with grantees during grant implementation. This may include assisting with ensuring compliance and timeliness of grant implementation, conducting site visits, gathering data for PRLM’s monitoring and evaluation processes, providing guidance to grantees as needed, and reviewing financial reports/payment requests.
- Ensure the grant closeout processes. This may include assisting with asset management/disposition, final payments, and final reports.
- Support with assessments of the training/capacity building, technical assistance, and commodity needs of potential grantees and government partner agencies. Assist in development/delivery of training/capacity building, technical assistance, and commodities through grants.
- Support in the coordination of PRLM staff (technical, procurement, and operations) to procure, deliver, and dispose of material assistance through in-kind grants.
- Ensure the management of grant program files in accordance with Chemonics’ filing system.
- Ensure the maintenance of tracking systems for submitted applications, application evaluations, grant awards, in-kind grant procurements, and grant payments.
- Undertake other duties as required.

F. Required Skills and Qualification

- Bachelors degree required
- Minimum 2 years of experience in grants administration
- Familiarity with USAID regulations governing grants under contract
- Experience working with non-governmental organizations and/or government ministries with activities related to grants development and implementation is a plus
- Experience in reviewing and negotiating budgets, reviewing financial vouchers/invoices, and drafting agreements and modifications is a plus
- Experience in conducting training to build organizational capacity is a plus
- Demonstrated project management and organization skills
- Excellent communication skills and ability to work on teams
- Demonstrated problem solving and decision-making skills
- Strong written and oral communication skills and excellent interpersonal skills
- Written and spoken English and Burmese required; other Myanmar languages a plus
- Demonstrated leadership, versatility, and integrity

G. Supervision and Reporting

The Grants Specialist will report to a Grants Manager.

H. Location of Assignment

This position is located in Yangon, Myanmar.
Please send electronic submissions of your CV and cover letter to prlmfieldrecruit@prlmyanmar.com by September 6th, 2019. Please include email and phone contact information. No telephone inquiries, please. Interviews will be held in Yangon. Finalists will be contacted.