



ADDENDUM NO. 1 TO SERVICE CONTRACT NO CIG 849278865D

FINANCED BY

AID 11758 "CLUSTER FUND FOR TECHNICAL ASSISTANCE - MYANMAR"
 CAP 2171 – BUDGET YEAR 2021 "FUNZIONAMENTO"
 AID 11121 "COORDINATION AND PROJECTS IMPLEMENTATION FUND - VIETNAM"

Italian Agency for Development Cooperation – AICS Yangon
 41-27, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon
 Tel: +95 1 7538730, +95 1 7538732
 ('the contracting authority'),

of the one part,

and

Wincom Workforce Solutions Co. Ltd
 Main registration no. 102426169
 No. 43/44, MMM Building, Strand Road, Ahlone Township, Yangon, Myanmar
 VAT number A KHA/740(2020-2021)

('the contractor')

of the other part,

have agreed as follows:

The following provisions of contract **Service of outsourcing of staff for AICS Yangon (Yangon and Hanoi Office) in Myanmar and in Vietnam** concluded between the contracting authority and the contractor on 23.12.2020 (the 'contract') are hereby replaced/completed as follows:

Art. 2: Contract value

This contract, established in Euro is a global price contract. The contract value is Euro **116.332,00**

Myanmar (AID 11758): Euro **19.494,00**.

Myanmar (CAP 2171): Euro **23.258,00**.

Vietnam (AID 11121): Euro **73.580,00**

In case of significant changes on the expected work load as specified in point 4.2 of the Terms of Reference (Annex II) the parties can agree on a revision of the total contract, given that the revision of the amount cannot be higher than the 10% of the initial value as specified in point



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2.11.1 letter c) of the Procurement and Grants or European Union external actions - Practical Guide. In any case the final value of the contract cannot be above Euro 125.000,00.

Annex 2: Terms of reference

The new version of Annex 2 is attached to this addendum

Annex 5: Budget

The new version of Annex 5 is attached to this addendum

All other terms and conditions of the contract remain unchanged. This addendum shall form an integral part of the contract and it shall enter into force on the later date of signature by the parties.

Done in English in two originals, and one original being for the contractor.

For the contractor

Name: Mr.
Kshitij
Chaudhary

Title:
Director

Signature

Date


24.12.2020

For the contracting authority

Name: Walter Zucconi

Title: Head of Office –
AICS Yangon

Signature

Date: 23.12.2020



ANNEX II: TERMS OF REFERENCE

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1. BACKGROUND INFORMATION

1.1. Partner country

Myanmar and Vietnam

1.2. Contracting authority

AICS Yangon – Italian Agency for Development Cooperation, Yangon Office

1.3. Country background

Myanmar is a country under transition after 50 years of military regime (the military junta has ruled the country between 1962 and 2011), which have caused the country's isolation worsened by the international sanctions and poor economic development. The country is ethnically mixed, with about 100 different languages spoken by 135 officially recognized ethnic groups. The major ethnic group is represented by the Bamar (from which the name Burma) which represents about 68% of the population.

Vietnam is the country with the best economic and social index among the Sud-East Asian countries. Starting from 1986 the country has begun a period of reforms that allowed to rise the number of people above the poverty threshold by 40 million in 20 years, reaching the level of an average middle-low income Country. Over the past few years the country has experienced an outstanding economic growth, despite the global economic crisis.

The Yangon Office of the Italian Agency for Development Cooperation (AICS) was established on January 1st, 2016 based on the Italian law 125/2014. The AICS Yangon office replaced the former Local Technical Unit, which started its operation in 2013 along with the beginning of the democratization process in Myanmar and the transition from the military regime to a civil government.

AICS has granted its presence in Vietnam since 1990 when the first Financial Technical Cooperation Agreement between Italy and Vietnam was signed. In 1998 the Italian Development Cooperation office was opened in Hanoi. Starting from 2007 the Office is also responsible for cooperation activities in Cambodia and Laos. Starting from November 1st, 2020 AICS Yangon will take over activities carried out by the former AICS Hanoi Office.

1.4. Current situation in the sector

AICS Yangon Head of Office, with Decree n. AICS.Int.0012286.28-10-2020 (Determina a contrarre) foresaw the need of acquiring, from an external company specialized in outsourcing services, the service of outsourcing of:

- two (2) Burmese staff with proven experience in logistics and administration (1 Junior Finance and Logistics Assistant) and in secretary services (1 Junior Executive Assistant), to be outsourced



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in Myanmar (Yangon) in order to ensure the correct management of AICS Yangon activities and support the Office;

- two (2) Burmese cleaning staff and three (3) Burmese maintenance staff to be outsourced in Myanmar (Yangon) in order to ensure cleaning activities at AICS Yangon Office, keeping proper hygienic and working standards and provide technical and logistic assistance to the AICS Yangon Office compound;
- **Four (4)** executive and auxiliary staff to be outsourced in Vietnam (Hanoi) in order to ensure the correct management of AICS Hanoi activities and support the Vietnamese Office.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is as follows:

Overall Objective: To support the socio-economic development of the countries under the responsibility of AICS Yangon and strengthening the peace process and social inclusion, through an efficient, effective and transparent management of development cooperation initiatives financed by the Italian Government.

AID 11758 “Cluster fund For Technical Assistance - MYANMAR”

CAP 2171 – Budget Year 2021 “Funzionamento”

AID 11121 “Coordination and projects Implementation fund - VIETNAM”

2.2. Purpose

The purpose of this contract is as follows:

- Enable AICS Yangon Office to take due care of the Office premises and to correctly manage projects’ activities, logistics, accountancy and secretary services and the related administrative procedures through skilled staff hired *in loco*.

2.3. Results to be achieved by the contractor

- Outsource *in loco* (Myanmar and Vietnam) pre-selected staff in order to ensure the correct management of AICS Yangon activities and support the Office of Yangon and of Hanoi.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project



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The Italian Agency for Development Cooperation – Yangon Office is a State-Owned Agency set up under the Italian Law n.125 of 2014 and operating under the political control of the Italian Ministry of Foreign Affairs and International Cooperation. It complies with applicable rules and regulations, as per the applicable Italian, Myanmar and Vietnam Law.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The contractor shall ensure the correct contract management of pre-selected staff to be hired *in loco* that will ensure the correct management of AICS Yangon activities and support the AICS Offices of Yangon and of Hanoi.

4.1.2. Geographical area to be covered

AICS Yangon Country Office and Hanoi Project Office.

4.1.3. Target groups

AICS – Agenzia Italiana per la Cooperazione allo Sviluppo

AICS Yangon Country Office and AICS Hanoi Project Office in coordination with AICS Roma when requested.

4.2. Specific work

4.2.1 Service of recruiting of pre-selected staff, to be employed as per applicable relevant laws and regulations.

The Service provider shall draft and enter in a contract compliant with applicable laws and regulation with the pre-selected staff to be outsourced, as per terms and conditions set below.

Staff to be outsourced:

- **AID 11758 – MYANMAR**
 - **N.1 Junior Finance and Logistics Assistant:**
 - Nationality: Burmese.
 - Workplace: AICS Yangon Office – 41-27 Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon.
 - Working hours: 9am - 5pm (1-hour lunch break), from Monday to Friday.
 - Applicable Law: Myanmar.
 - Insurance to be provided: Health insurance + Accidents at work.

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- Net salary: 500 Euro/month
- Length of contract: 12 months, starting from 1st January 2021
- *Terms of reference:* Under the supervision of the Administrative Assistant and AICS Yangon Archivist-Logistician:
 - Copy, scan and archive logistics and administrative documents;
 - Cooperate with the Administrative Assistant to prepare, collect and manage documents related to payments procedures and procurements (requests for quotations, invoices etc);
 - Carry out small purchasing procedures when requested by the AICSY Administration;
 - Cooperate with the Administrative Assistant in order to manage punctual payment of office utilities (e.g. electricity bills, phone bills, internet bill etc);
 - Assist AICS Yangon Administration to keep good relations with the suppliers (market surveys, request for quotations etc.) following internal procedures;
 - Support AICS Yangon Administration in managing inventories and stocks;
 - Carry out reception tasks, such as: greeting visitors in a kind and respectful manner, offering beverages and food, directing visitors to their scheduled appointments etc.
 - Organize logistics support for meetings, seminars and projects, when requested;
 - Provide other administrative support and carry out general office management duties as required;
 - Support the AICS Yangon Office in carrying out Projects' activities.
- **N. 1 Junior Executive Assistant:**
 - Nationality: Burmese.
 - Workplace: AICS Yangon Office – 41-27 Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon.
 - Working hours: 9am - 5pm (1-hour lunch break), from Monday to Friday.
 - Applicable Law: Myanmar.
 - Insurance to be provided: Health insurance + Accidents at work
 - Net salary: 650 Euro/month
 - Length of contract: 12 months, starting from 1st January 2021
 - *Terms of reference:* Under the supervision of AICS Yangon Archivist-Logistician, the Administration Office and the Executive and Head of Office Assistant:





- Organize, reserve, amend, confirm and purchase travel needs for the office;
 - Hotel reservations;
 - Arrangement for airport pick-up;
 - Flight reservation;
 - Travel authorization, VISAS etc.
 - Manage basic administrative procedures related to travel;
 - Collect and process AICS Yangon staff Order of Mission/Travel requests:
 - Conduct market surveys for travel logistics;
 - Acquire quotations and place purchase orders for travel. Ensure availability of budget with Administration office;
 - Collect and duly check invoices for the travel services provided, manage reconciliation of settlements to be paid by the Administration office;
 - Follow-up with contracted travel agents to ensure provision of high quality professional service and the most competitive price;
 - Provide information to staff on travel including entitlements, travel route and hotel arrangement;
 - Process travel authorization and travel claims in line with travel entitlements for staff in coordination with Administrative staff;
 - Answer phone calls and direct them to the appropriate staff member, take messages and notes and handle in-out correspondence (letter, parcels etc.);
 - Support the Executive and Head of Office Assistant to organize meetings and take/manage appointments when requested;
 - Support the Executive and Head of Office Assistant to manage and follow up on VISA procedures for expat staff;
 - Translate received Burmese documents to English and vice versa, when requested;
 - Provide other executive support services and carry out general office management duties as required;
 - Support AICS Yangon Office in carrying out Projects' activities;
 - Registration, reporting and archiving of human resources' leave requests, overtime, holidays.
-
- **CAP 2171 – MYANMAR**
 - **N. 1 Cleaner – supervisor:**
 - Nationality: Burmese.

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- Workplace: AICS Yangon Office – 41-27 Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon.
 - Working hours: 9am - 5pm (1-hour lunch break), from Monday to Friday.
 - Applicable Law: Myanmar.
 - Insurance to be provided: Health insurance + Accidents at work
 - Net salary: 350 Euro/month (or equivalent in MMK at contract signature – to be discussed with staff to be outsourced and with contracting authority)
 - Length of contract: 12 months, starting from 1st January 2021.
 - *Terms of reference:* Under the supervision of AICS Yangon Archivist-Logistician:
 - Coordinate and manage the cleaning team;
 - Manage hygiene materials and detergent stock;
 - Promptly request AICSY Administrative and Logistic staff to restore stock, when needed.
 - Ensure cleaning activities at AICS Yangon Office, keeping proper hygienic and working standards. In particular:
 - Daily sweeping and swabbing, scrubbing using detergent (vacuum cleaners included).
 - Daily wiping and cleaning of office furniture & fixtures, equipment, computers and accessories, doors and windows.
 - Daily cleaning of all waste paper, wastage and garbage from in and around the offices and their disposal outside the building in a proper and environment friendly manner at the roadside dustbin or at the designated places(s), as per on the spot instructions. All waste papers must be shredded before disposal.
 - Daily sweeping, swabbing, scrubbing and cleaning of toilet floors, pan/commode, urinals and wash basins.
 - In coordination with the Logistic and Administrative staff keep under control the presence of pests in the office premises.
- **N. 1 Cleaner:**
- Nationality: Burmese.
 - Workplace: AICS Yangon Office – 41-27 Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon.
 - Working hours: 9am - 5pm (1-hour lunch break), from Monday to Friday.
 - Applicable Law: Myanmar.
 - Insurance to be provided: Health insurance + Accidents at work
 - Net salary: 250 Euro/month (or equivalent in MMK at contract signature – to be discussed with staff to be outsourced and with contracting authority).





- Length of contract: 12 months, starting from 1st January 2021
- *Terms of reference:* Under the supervision of AICS Yangon Cleaner supervisor:
 - Ensure cleaning activities at AICS Yangon Office, keeping proper hygienic and working standards. In particular:
 - Daily sweeping and swabbing, scrubbing using detergent (vacuum cleaners included).
 - Daily wiping and cleaning of office furniture & fixtures, equipment, computers and accessories, doors and windows.
 - Daily cleaning of all waste paper, wastage and garbage from in and around the offices and their disposal outside the building in a proper and environment friendly manner at the roadside dustbin or at the designated places(s), as per on-the-spot instructions. All waste papers must be shredded before disposal.
 - Daily sweeping, swabbing, scrubbing and cleaning of toilet floors, pan/commode, urinals and wash basins.
- **N. 3 Maintenance workers:**
 - Nationality: Burmese.
 - Workplace: AICS Yangon Office – 41-27 Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon.
 - Working hours: 8 hours/shift – rotation (hours to be covered: 7 a.m. – 8 p.m. – from Monday to Saturday).
 - Applicable Law: Myanmar.
 - Insurance to be provided: Health insurance + Accidents at work
 - Net salary: 250 Euro/month (or equivalent in MMK at contract signature – to be discussed with staff to be outsourced and with contracting authority).
 - Length of contract: 12 months, starting from 1st January 2021
 - *Terms of reference:* Under the supervision of AICS Yangon Archivist-Logistician:
 - provide technical and logistic assistance to the AICS Yangon Office compound;
 - assure the AICS Yangon office building and compound are regularly maintained (external and internal);
 - cooperate with the Security Company and AICSY staff for welcoming guests and following hygienic entrance procedures;
 - Correctly collect and deliver to AICSY staff mail, letters and parcels;
 - do routine clean-ups of the compound: inspect and make sure the office surroundings are kept clean and no trash is seen around the Office;





- do routine roof clean-ups of the Office Building: inspect and make sure that the office surroundings are kept clean and no trash is seen around the Office;
 - do routine painting of the Office Building/compound, upon request;
 - assure the generators start in case of outage;
 - verify the correct functioning of the water system and the septic tank of the compound and promptly inform AICSY staff in case it malfunctions;
 - oversee the office parking;
 - ensure the safety and security of the office building and organizational assets within the office premises during non-working hours, weekends, and holidays by ensuring proper: i. locking of doors and windows ii. Switching off electrical lights and appliances after use. iii. Switching on office veranda and surrounding lights during night and turning off in the morning.
 - manage gardening activities (including trees and plants);
 - Follow the given assignments and implement the necessary operations as asked by the AICS Yangon's staff.
-
- **AID 11121 – VIETNAM:**
 - **N. 1 Government Liaison Officer:**
 - Nationality: Vietnamese.
 - Workplace: AICS Hanoi Office – Casa Italia, 18 Le Phung Hieu, Hanoi, Vietnam.
 - Applicable Law: Vietnam.
 - Working hours: 9am - 5pm (1-hour lunch break), from Monday to Friday.
 - Insurance to be provided: Health insurance + Accidents at work
 - Net salary: 1.900 Euro/month.
 - Length of contract: 6 months, starting from 1st January 2021
 - *Terms of reference:* The Government Liaison Officer will facilitate dialogue between AICS Hanoi Office and Vietnam/Laos/Cambodia governmental partners on all aspects of project cycle management (formulation, implementation, monitoring and evaluation) of AICS funded projects. The main operational counterparts which the Government Liaison Officer will have to deal with are the following:
 - Ministry of Planning and Investment;
 - Ministry of Finance;





- Ministry of Natural Resources and Environment, and Hanoi Hydro Meteorological Service;
- Ministry of Agriculture and Rural development;
- Ca Mau People's Committees (PC), Project Management Unit (PMU);
- Quang Nam PC, PMU and WS;
- Binh Thuan PC, PMU;
- Tay Ninh PC, PMU and WS;
- Any other local institutions that, as part of those specific sectors, is or will be involved in the initiatives of the Italian Cooperation.

The Government Liaison Officer, working under the overall supervision of the Head of Office, the direct guidance of the Head of Programs and in close coordination with the technical and administrative staff of AICS Hanoi Office, will have the following duties and responsibilities:

- Providing technical and institutional support to the above counterparts in order to strengthen their ownership and facilitate the smooth management of AICS funded projects;
- Engaging with senior levels of government and project stakeholders to ensure that AICS projects are in line with national and sub-national priorities as well as national development assistance policies and regulations, and are developed and sustained in a consultative manner;
- Facilitating the articulation and the mainstreaming of AICS procedures and strategy towards and across national and sub-national partners;
- Ensuring compliance analysis of the activities carried out against approved project documentation and beneficiaries' needs assessments;
- Mapping Governmental National and Sub-national stakeholders and providing timely updates to AICS regarding any change in Governmental structure;
- Ensuring overall technical assistance for project cycle management related to the implementation of AICS' portfolio in Vietnam;
- Participating in meetings between AICS and Counterparties' Representatives/Staff;
- Ensuring smooth communication between AICS and Counterparties' Representatives/Staff;
- Monitoring and Evaluation: qualitative and quantitative analysis of ongoing activities or those that will be undertaken;
- Supporting the preparation and management of tenders;
- Translation of technical and administrative documents from Vietnamese to English, and vice versa;

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- Technical and logistical support to missions sent by AICS; Act as positive representation of AICS to all Government and Local stakeholders;
 - Any other additional duty, in line with this job description, if need be.
- **N. 1 Driver/Logistician:**
- Nationality: Vietnamese.
 - Workplace: AICS Hanoi Office – Casa Italia, 18 Le Phung Hieu, Hanoi, Vietnam.
 - Working hours: 9am - 5pm (1-hour lunch break), from Monday to Friday.
 - Applicable Law: Vietnam.
 - Insurance to be provided: Health insurance + Accidents at work
 - Net salary: 1.000 Euro/month.
 - Length of contract: 6 months, starting as soon as possible, preferably within 15 December 2020
 - *Terms of reference:*
 - Carry out driving duties as instructed by the Supervisor. No service vehicle will be driven unless authorized by the supervising personnel. Unauthorized persons should never be taken into an AICS vehicle.
 - Check vehicle schedule for the Office (missions, transport needs), prepare necessary plans/ arrangements and report on changes.
 - Maintain the relevant forms (Vehicle Logbook and Vehicle Fuel Forms) assigned to each vehicle and submit them to Administration at the end of each month.
 - Carry mobile phone at all times, switched on and charged, when on duty.
 - Ensure that the vehicle(s) allocated is/are checked on a daily basis (Monday to Friday) concerning fuel, water, oil and other fluids, tyre pressure and any damage/ repair requirements (which are to be reported to Administration for action).
 - Suggest and report on appropriate services or repairs.
 - Ensure that all vehicles' equipment and accessories are in good order.
 - Ensures that allocated vehicles are kept clean and the interiors tidy.
 - The driver is responsible for all loading and unloading of goods into the vehicle and ensuring their security and condition while in the vehicle.
 - Report any accident or driving incident, even minor, to the Supervisor and to Administration as quickly as possible and complete necessary reports.
 - Obey all road traffic regulations, including the wearing of seat belts. The driver must ensure that he is in possession of a driving licence when on





driving duty. The payment of speeding, parking and other road traffic offence fines is the driver's responsibility. The driver should note that when he is personally responsible for an accident, a sanction could be imposed.

- Assist the Office with clerical/administrative duties as required; however, driving duties or tasks take priority.
- Carry out any delivery or collection duties as may be necessary (letters, cheques, visas, minor procurements, etc...).
- Supervise minor maintenance jobs carried out at the office by external parties (electricians, painters, plumbers).
- Ensure that the fulfilment of his tasks is carried out with full care preserving the confidentiality of all matters related to AICS operations.
- Carry out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of AICS work and optimize the functioning of the office, such as replacing absent colleagues, carrying out administrative tasks, etc.

○ **N. 1 Administrative-Accounting Assistant:**

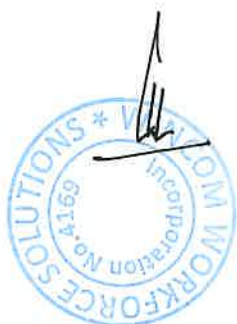
- Nationality: Vietnamese or Foreigner (AICS shall support for VISA).
- Workplace: AICS Hanoi Office – Casa Italia, 18 Le Phung Hieu, Hanoi, Vietnam.
- Working hours: 9am - 5pm (1-hour lunch break), from Monday to Friday.
- Applicable Law: Vietnam.
- Insurance to be provided: Health insurance + Accidents at work
- Net salary: 1.500 Euro/month.
- Length of contract: 6 months, starting from 1st January 2021
- *Terms of reference:* Under the general supervision of the AICS Yangon Head of Administration and direct supervision of AICS Hanoi Administrative Officer and in cooperation with the Vietnam Head of Programs:
 - Prepare, collect and manage documents related to payments procedures and procurements (requests for quotations, invoices etc);
 - Manage punctual payment of office utilities (e.g. electricity bills, phone bills, internet bill etc);
 - Prepare/process payments through internet banking;
 - Fulfil PRIMA NOTA files and prepare supporting documents in accordance with internal procedures;
 - Archive invoices and documents related to all financial transactions;





- Keep accurate recordings of expenditures and financial transactions, allocating expenses according to funding sources and budget codes, as per internal procedure;
 - Manage relations with local banks (cheque fulfilling, international transfer, cash withdrawal, bank account opening and closing etc.), in cooperation with the auxiliary staff;
 - Manage bank reconciliation, cash flow and follow up on outstanding payments;
 - Keep good relations with suppliers, providers and partners, in cooperation with the auxiliary staff;
 - Organize logistics support for meetings, seminars and projects, as requested;
 - Assist the Office with administrative procedures related to human resources (insurance, pay slips etc.);
 - Assist the office with inventory management;
 - Archive documents according to Office procedure (including DOCUMIT procedure), under the supervision of AICS Yangon Focal Point;
 - Assist the office with travel duty logistics (VISA, tickets, reservations etc.);
 - Provide other administrative support and carry out general office management duties if required.
- **N. 1 Programme Officer:**
- Nationality: Foreigner (AICS shall support for VISA).
 - Workplace: AICS Hanoi Office – Casa Italia, 18 Le Phung Hieu, Hanoi, Vietnam.
 - Working hours: 9am - 5pm (1-hour lunch break), from Monday to Friday.
 - Applicable Law: Vietnam.
 - Insurance to be provided: Health insurance + Accidents at work
 - Net salary: 1.500 Euro/month.
 - Length of contract: 3 months, **starting possibly from 1st January 2021**
 - *Terms of reference:* The Programme Officer will support AICS Hanoi Office on all aspects of project cycle management (identification, formulation, implementation, monitoring and evaluation) of AICS funded projects. The Programme Officer, working under the overall supervision of the Head of Office, the direct guidance of the Head of Programs and in close coordination with the technical and administrative staff of AICS Hanoi Office, will have the following duties and responsibilities:

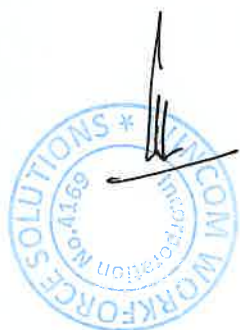
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- Assistance to the Head of Programs for Vietnam, Laos and Cambodia in planning the cooperation initiatives of the AICS Hanoi Office.
- Overall technical assistance for project cycle management related to the implementation of AICS' portfolio in Vietnam. Identification, formulation, monitoring and control of the initiatives related to governance and donor-government coordination, sustainable energy, energy efficiency, fight against climate change, private sector development, vocational training, water and sanitation.
- Support to the preparation and management of tenders.
- Technical and logistical support to missions sent by AICS.
- **Qualitative and quantitative analysis of ongoing activities or those that will be undertaken ensuring compliance against approved project documentation and beneficiaries' needs assessments.**
- Research and review of relevant documentation on development issues.
- Analysis and reporting on relevant development activities carried out by other donors and stakeholders to Italian institutions.
- Support to the Head of Programs in the coordination and proper flow of **information with the Embassy of Italy, local counterparts and stakeholders on matters related to the initiatives financed by the Italian Government.**
- Assistance to the Head of Programs in the institutional representation of the AICS Hanoi vis-à-vis Vietnamese institutions and in donors' coordination groups, including EU and UN conferences and workshops, as well as thematical working groups in selected areas of intervention in Vietnam.
- Messages and technical notes to AICS Rome reporting on singular events or updates that involves AICS Hanoi. Contribution to the preparation of the annual activity report of the AICS Hanoi Office.
- Contribution to the visibility of AICS Hanoi and inputs to the social media.
- Any other additional duty, in line with this job description, required by AICS Yangon Head of Office.

Names and personal details of pre-selected staff to be outsourced will be provided to the service provider by AICS-Y after contract awarding. Pre-selected staff have been selected based on previous working experiences with AICS.



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4.2.2 Service of contract management of the aforementioned staff to be outsourced, as per applicable relevant laws and regulations.

The Service Provider shall provide the following services:

- a) Ensure, through Medical Check-up, that pre-selected staff are fit for employment. AICSY must be provided with certificates/declarations stating that outsourced staff are fit for work.
 - b) Set Health and Accidents at work and insurance for all the outsourced staff, to be covered from starting to ending date of working contracts. Compensations in case of injury or death shall be included.
 - c) Ensure general management of outsourced staff contracts' in compliance with relevant applicable laws and regulations.
 - d) Provide Payroll service for outsourced staff;
 - e) Timely pay, on monthly basis, salaries, applicable income taxation, social security, statutory benefits (if any) and/or any other additional cost that may be necessary as per applicable laws and regulations;
 - f) Manage and supervise outsourced staff' working hours, weekly rests, holidays, paid and unpaid leaves, sick leaves, in compliance with relevant labour laws and regulations;
 - g) Supervise outsourced staff Office attendance and provide temporary staffing as a replacement for the absent employee, if needed (whether requested by the Contract Authority).
- The service provider is solely responsible for payment of services, tax, insurance (medical, against accidents at the work) and all other taxes and government dues as may be applicable. In no case AICSY will be responsible to pay taxes due by the Service provider for the execution of present Service Contract.
 - It is clear and understood that outsourced staff remain personnel employed or hired by the outsourcing company for all intents and purposes and that there is no employment relationship between said staff and the Italian Agency for Development Cooperation.
 - The service provider shall be solely responsible for providing all the statutory benefits (as per applicable relevant laws) to the eligible outsourced staff and shall be solely responsible for payment of compensation (as per Myanmar/Vietnam relevant laws) in case of injury or death of such personnel.





Outsourcing staff must have the features of expertise, decorum, confidence, experience and professionalism.

AICSY reserves itself the right to request the replacement of the outsourced staff if one of the following circumstances will occur:

- disseminating (directly and indirectly) of knowledge or information acquired during service and related to the work that has been done;
- putting into action behaviours which may involve criminal acts (corruption, fraud, misuse of office equipment and funds, use or distribution of illegal substances);
- demonstrating misconduct, proved incompetence, hierarchical insubordination, unjustified absence from work, failure to comply with schedules and work assignments, voluntary damage of the Office property.
- quality of the work provided by the outsourced staff not considered satisfactory by AICSY

The contestation of charge will be notified by AICSY to the service provider which will proceed with the replacement of the personnel deemed unsuitable.

Whether the outsourcing-employment termination is requested by the outsourced staff, the service provider will notify immediately his/her notice to AICSY. In case the Contracting Authority will decide to replace such staff, the Service Provider will be responsible of the selection of the new staff, in coordination with AICS Yangon. The Service Provider could be requested to submit a list of pre-selected candidates to AICS Yangon. AICS Yangon will have the right to choose from the short-listed candidates. The selection services will be performed under the general budget of the contract. However, the Contracting Authority shall decide not to replace resigning staff.

The Contractor shall inform and update the outsourced staff about COVID-19 prevention hygiene and behavior rules and regulations and support AICS Yangon monitoring the full observance of AICSY Office Orders.

4.3. Project management

4.3.1. Responsible body

AICS Yangon Country Office, represented by its Head of Office, is responsible for the management of the present contract.

4.3.2. Management structure

AICS Yangon Head of Office is the person in charge for managing the present contract and all issues related to the concerned service/actions. For specific tasks, AICS Yangon Country Head of Office may delegate AICS Yangon Administrative department.





5. LOGISTICS AND TIMING

5.1. Location

The operational base for the project are:

- a) Italian Agency for Development Cooperation (AICS) – Yangon Office, 41-27, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon, Myanmar;
- b) Italian Agency for Development Cooperation (AICS) – Hanoi Project Office, 18 Le Phung Hieu, Hanoi, Vietnam;
- c) Contractor's premises.

The Service will be performed by the Contractor in its own premises.

5.2. Start date & period of implementation of tasks

The intended start date is 1st of December 2020 and the period of implementation of the contract will be 15 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

The implementation period could be extended in case of clarification or integration related to the Service are requested from the Contracting Authority or AICS. Moreover, the implementation period can be extended based on a previous approval from AICS.

In case of significant changes necessary for a) unexpected changing of applicable laws and regulations (e.g. Labour Law) b) change of AICS Office structure, c) unforeseen need to extend the contract of the staff, the price of the contract can be resettled for a maximum of 10% of the initial contractual amount. In no cases the overall final contractual amount can exceed the threshold of 125.000,00 EUR

Depending on the outcome of the initial contract, the Contracting Authority shall award a contract for additional services.

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1. Other experts, support staff & backstopping



MYANMAR – YANGON OFFICE
41-27 Inya Myaing, Shwe Taung Gone
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The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

6.2. Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

6.3. Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.



WinCom Workforce Solutions Co. Ltd.
43/44, 2nd Floor, MMM Building, Strand Road,
Ahlone Township, Yangon, Myanmar.
<http://www.wincomsolutions.com>

Phone - 09 2627 88800

To: Italian Agency for Development Cooperation (AICS) - Yangon Office
41-27, Inya Myaing, Shwe Taung Gone
Bahan Township, Yangon
segreteria.yangon@aics.gov.it

BUDGET


Ref: AID 11758 "Cluster fund For Technical Assistance - MYANMAR"
CAP 2171 - Budget Year 2021 "Funzionamento"
AID 11121 "Coordination and projects Implementation fund - VIETNAM"

Date 17/12/2020

Global price: [EUR] 116.332

[Maximum: Eur 116.332 = Eur 105.757 + Eur 10.575 (10% of the awarded contract value)]

Description	Total price (lump sum) [Euro]
AID 11758 - MYANMAR - N. 1 Junior Finance and Logistics Assistant: - N. 1 Junior Executive Assistant	19.494 TOTAL AMOUNT OF THE ECONOMIC OFFER ANNEX V.A
CAP 2171 - MYANMAR - N. 1 Cleaner - Supervisor - N. 1 Cleaner - N. 3 Maintenance worker	23.258 TOTAL AMOUNT OF THE ECONOMIC OFFER ANNEX V.B
AID 11121 - VIETNAM - N. 1 - Government Liaison Officer - N. 1 - Driver Logistician - N. 1 - Administrative-Accounting Assistant - N. 1 - Programme Officer	73.580 TOTAL AMOUNT OF THE ECONOMIC OFFER ANNEX V.C

Name	Mr. Kshitij Chaudhary
Firm and Position	WinCom Workforce Solutions Co.,Ltd Director
Signature	
Date	17/12/2020

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ANNEX V.A – BUDGET AID 11758

1. Recruitment/hiring of pre-selected staff, to be outsourced to AICS Yangon

The Service provider shall draft and enter in a contract compliant with applicable laws and regulation with the pre-selected staff to be outsourced, as per terms and conditions set in Annex II – Terms of Reference.

Staff to be outsourced	Recruitment/hiring Total price (lump sum) (EUR)
AID 11758 - MYANMAR - N. 1 Junior Finance and Logistics Assistant - N. 1 Junior Executive Assistant	1.150

2. Contract management of pre-selected staff, to be outsourced to AICS Yangon

Management fees cannot exceed 20% on the outsourced staff gross salary (column B) and shall include bank transfer fees and any fee not specifically mentioned in the present budget.

Staff to be outsourced	N. Months of contract	Monthly Gross salary (EUR)	Management Fees 13% of Gross Salary (EUR)	Monthly cost for contract management (EUR)	Total price for n. of months considered (EUR)
	A	B	C	D = B+C	E= (D*A)
AID 11758 Junior Finance and Logistics Assistant	12	520	68	588	7.056
AID 11758 Junior Executive Assistant	12	685	89	774	9.288
TOTAL		1.205	157	1.362	16.344



3. Medical check-up

Medical check-up for outsourced staff will be provided by the Outsourcing Company, certifying that such staffs is fit for the employment.

Payment of the medical check-up costs to the Outsourcing Company will be made upon submission to AICS Yangon of Fit-for-employment certificates of the outsourced staff considered.

Staff to be outsourced	N. of staff considered	Unit price (EUR)	Total price (lump sum) (EUR)
	A	B	C=A*B
AID 11758 - MYANMAR - N. 1 Junior Finance and Logistics Assistant: - N. 1 Junior Executive Assistant	2	100	200

4. Insurance

The Outsourcing Company will set a private Health Insurance and Insurance against Accidents at work for all the outsourced staff, to be covered from starting to end date of working contracts.

Payment of insurance costs to the Outsourcing Company will be made upon submission to AICS Yangon of Insurance proof of subscription for the outsourced staff considered.

Staff to be outsourced	N. of staff considered	Unit price (EUR)	Total price (lump sum) (EUR)
	A	B	C=A*B
AID 11758 - MYANMAR - N. 1 Junior Finance and Logistics Assistant: - N. 1 Junior Executive Assistant	2	900	1.800




5. Total amount of the Economic Offer – AID 11758

Item	Description	Amount [Euro]
1	Recruitment/hiring of pre-selected staff, to be outsourced to AICS Yangon	1.150
2	Contract management of pre-selected staff, to be outsourced to AICS Yangon	16.344
3	Medical Check-up	200
4	Insurance	1.800
TOTAL AMOUNT OF THE ECONOMIC OFFER – AID 11758		19.494 <i>[Maximum Eur 28,000.00]</i>

Particulars of the quotation –

- i. Social Security Board (Employee Contribution) = 2% of income with a maximum of MMK 6,000 (approx. **EUR 4,00**)
- ii. Personal Income Tax = calculated as per Myanmar Labor Laws for a period of 12 months contract.
- iii. Health Insurance Premium = please find in the attached document reference to Plan 3 with international insurance company (A+) and Basic Cover -10 units with local insurance company (GGI)
- iv. Medical Check Up = please refer to the attached document reference

Name	Mr.Kshitij Chaudhary
Firm and Position	WinCom Workforce Solutions Co.,Ltd Director
Signature	
Date	17/12/2020

ANNEX V.B – BUDGET CAP 2171

1. Recruitment/hiring of pre-selected staff, to be outsourced to AICS Yangon

Staff to be outsourced	Recruitment/hiring Total price (lump sum) (EUR)
CAP 2171 – MYANMAR - N. 1 Cleaner – Supervisor - N. 1 Cleaner - N. 3 Maintenance worker	1.350



2. **Contract management of pre-selected staff, to be outsourced to AICS Yangon**

Management fees cannot exceed 20% on the outsourced staff gross salary (column B) and shall include bank transfer fees and any fee not specifically mentioned in the present budget.

Staff to be outsourced	N. Months of contract	Monthly Gross Salary (EUR)	Management Fees 18% of Gross Salary (EUR)	Monthly cost for contract management (EUR)	Total price for n. of months considered (EUR)
	A	B	C	D = B+C	E= (D*A)
CAP 2171 Cleaner – Supervisor	12	365	66	431	5.172
CAP 2171 - Cleaner	12	260	47	307	3.684
CAP 2171 Maintenance worker	12	260	47	307	3.684
CAP 2171 Maintenance worker	12	260	47	307	3.684
CAP 2171 Maintenance worker	12	260	47	307	3.684
TOTAL		1.405	254	1.659	19.908



3. Medical check-up

Medical check-up for outsourced staff will be provided by the Outsourcing Company, certifying that such staff is fit for the employment.

Payment of the medical check-up costs to the Outsourcing Company will be made upon submission to AICS Yangon of Fit-for-employment certificates of the outsourced staff considered.

Staff to be outsourced	N. of staff considered	Unit price (EUR)	Total price (lump sum) (EUR)
	A	B	C=A*B
CAP 2171 – MYANMAR			
- N. 1 Cleaner Supervisor	5	120	600
- N. 1 Cleaner			
- N. 3 Maintenance worker			

4. Insurance

The Outsourcing Company will set a private Health Insurance and Insurance against Accidents at work for all the outsourced staff, to be covered from starting to end date of working contracts.

Payment of insurance costs to the Outsourcing Company will be made upon submission to AICS Yangon of Insurance proof of subscription for the outsourced staff considered.

Staff to be outsourced	N. of staff considered	Unit price (EUR)	Total price (lump sum) (EUR)
	A	B	C=A*B
CAP 2171 – MYANMAR			
- N. 1 Cleaner – Supervisor	5	280	1.400
- N. 1 Cleaner			
- N. 3 Maintenance worker			

5. Total amount of the Economic Offer – CAP 2171

Item	Description	Amount [Euro]
1	Recruitment/hiring of pre-selected staff, to be outsourced to AICS Yangon	1.350
2	Contract management of pre-selected staff, to be outsourced to AICS Yangon	19.908
3	Medical Check-up	600
4	Insurance	1.400
	TOTAL AMOUNT OF THE ECONOMIC OFFER – CAP 2171	23.258 [Maximum Eur 27.000,00]



Particulars of the quotation –

- i. Social Security Board (Employee Contribution) = 2% of income with a maximum of MMK 6,000 (approx. EUR 4)
- ii. Personal Income Tax = calculated as per Myanmar Labor Laws for a period of 12 months contract.
- iii. Health Insurance Premium = please find in the attached document reference to Basic Cover -10 units, Insurance cover 1 – 3 units, Insurance cover 2 – 10 units with local insurance company (GGI) Benefit for GGI insurance as below:

For Basic insurance cover

- for hospitalization = MMK 100,000 per day (60 days maximum)
- for death = MMK 10,000,000 MMK

For Insurance cover 1


- for surgical operations with general or spinal anesthesia = Actual Cost (OR) minimum 1,500,000 MMK
- for miscarriage = MMK 300,000 (Regardless of the units bought)

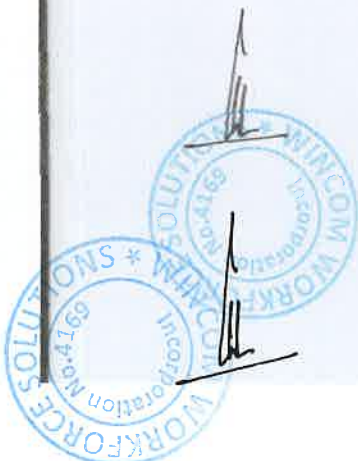
(Maximum benefit amount of surgical operation and miscarriage cannot exceed MMK 500,000 multiplied by purchased unit)

For Insurance cover 2

- for clinic/hospital out-patient treatment = MMK 25,000 per visit (up to 4 visits)

- iv. Medical Check Up = please refer to the attached document reference

Name	Mr. Kshitij Chaudhary
Firm and Position	WinCom Workforce Solutions Co.,Ltd Director
Signature	
Date	17/12/2020



ANNEX V.C – BUDGET AID 11121

1. Recruitment/hiring of pre-selected staff, to be outsourced to AICS Yangon

Staff to be outsourced	Recruitment/hiring Total price (lump sum) (EUR)
AID 11121 – VIETNAM - N. 1 – Government Liaison Officer - N. 1- Driver Logistician - N. 1- Administrative-Accounting Assistant: ** - N. 1 – Programme Officer **	12.988

** Foreigner

2. Contract management of pre-selected staff, to be outsourced to AICS Yangon

Management fees cannot exceed 20% on the outsourced staff gross salary (column B) and shall include bank transfer fees and any fee not specifically mentioned in the present budget.

Staff to be outsourced	N. Months of contract	Monthly Gross Salary (EUR)	Management Fees 17% of Gross Salary (EUR)	Monthly cost for contract management (EUR)	Total price for n. of months considered (EUR)
	A	B	C	D = B+C	E = (D*A)
AID 11121 – Government Liaison Officer	6	3.016	513	3.529	21.174
AID 11121 – Driver/Logistician	6	1.666	283	1.949	11.694
AID 11121 – Accounting and Administrative Assistant **	6	2.399	408	2.807	16.842



AID 11121 – Programme Officer **	3	2.399	408	2.807	8.422
TOTAL		9.480	1.612	11.092	58.132

** Foreigner

3. Medical check-up

Medical check-up for outsourced staff will be provided by the Outsourcing Company, certifying that such staff is fit for the employment.

Payment of the medical check-up costs to the Outsourcing Company will be made upon submission to AICS Yangon of Fit-for-employment certificates of the outsourced staff considered.

Staff to be outsourced	N. of staff considered	Unit price (EUR)	Total price (lump sum) (EUR)
	A	B	C=A*B
AID 11121 – VIETNAM			
- N. 1 – Government Liaison Officer			
- N. 1- Driver Logistician	<i>n. 4 people</i>		
- N. 1- Administrative-Accounting Assistant: **	<i>(n. 2 Vietnam [and n. 2 Foreigner] citizens)</i>	65	260
- N.1 – Programme Officer**			

** Foreigner

4. Insurance

The Outsourcing Company will set a private Health Insurance and Insurance against Accidents at work for all the outsourced staff, to be covered from starting to ending date of working contracts.

Payment of insurance costs to the Outsourcing Company will be made upon submission to AICS Yangon of Insurance proof of subscription for the outsourced staff considered.



Staff to be outsourced	N. of staff considered	Unit price (EUR)	Total price (lump sum) (EUR)
	A	B	C=A*B
AID 11121 – VIETNAM - N. 1 – Government Liaison Officer - N. 1- Driver Logistician - N. 1- Administrative-Accounting Assistant: **	n. 3 people (n. 2 Vietnam and n. 1 Foreigner citizens)*6 months	550	1.650
AID 11121 – VIETNAM N. 1- Programme Officer **	n. 1 people (n. 1 Foreigner citizens)*3 months	550	550

** Foreigner

5. Total amount of the Economic Offer – AID 11121

Item	Description	Amount [Euro]
1	Recruitment hiring of pre-selected staff, to be outsourced to AICS Yangon	12.988
2	Contract management of pre-selected staff, to be outsourced to AICS Yangon	58.132
3	Medical Check-up	260
4	Insurance	2.200
TOTAL AMOUNT OF THE ECONOMIC OFFER – AID 11121		73.580 [Maximum Eur 70.000,00]

Name	Mr. Kshitij Chaudhary
Firm and Position	WinCom Workforce Solutions Co.,Ltd Director
Signature	
Date	17/12/2020

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