



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title: Individual Consultant for the **Verification and assessment of NGO/CSO Capacity as Executing Entity in the UN-REDD Programme**
Duty Station: Yangon with travel to Nay Pyi Taw and Myitkyina
Reports to: Technical Specialist, and National Coordinator, UN-REDD Programme
Contract Type: Individual contract (National Consultant)
Duration: **14 working days** (1st March 2017 – 31st March, 2017)

II. Organizational Context

Myanmar became a partner country of the UN-REDD Programme (Programme) in December 2011 and has quickly taken steps to start implementing REDD+ readiness activities. A REDD+ Readiness Roadmap was finalized in 2013, based on a multi-stakeholder dialogue and engagement process, with the participation of Government officials, civil society organizations, representatives from ethnic minorities, independent experts and international development practitioners under the overall leadership of the Ministry of Environmental Conservation and Forestry (MOECF), now the Ministry of Natural Resources and Environmental Conservation (MONREC). In 2015, Myanmar submitted a proposal to the UN-REDD Policy Board for a National Programme. The 15th meeting of the Policy Board, in November 2015, approved Myanmar's funding request.

Lessons from other countries in the region show that identifying when, how and which grassroots stakeholders are engaged in the overall national REDD+ process can assist to manage expectations, and sustain interest. In line with Phase 1: REDD+ Readiness, where Programme activities are primarily intended to support policy discourse in the development of a national REDD+ strategy, representations of the CSO and IP/EM constituencies are currently anticipated at the national level only. When Myanmar transitions to Phase 2: REDD+ Implementation or Piloting, it would have identified specific regions or sites to test various approaches to implement REDD+. It is only at this stage that CSO and IP/EM representations at the local and regional levels will be more timely.

The project will be implemented through the engagement of NGOs/CSOs with demonstrated experience and capacity in the following areas:

- Legal, Policy and Advocacy,
- Capacity Building,
- Gender,
- Right Based Approach,
- Conflict management, mediation, dispute resolution,
- Developing information, education and communications (IEC) materials,

- Experiences on working directly with Community.
An experience in Natural Resource Management is an advantage.

Objectives:

The objectives of the assignment are to

- Assess the capacities of NGOs/CSOs, review information and data submitted through the Request for Information (RFI) template and Capacity Assessment Checklist (CACHE);
- Produce a list of potential NGOs/CSOs that fulfil the requirements.

According to the preliminary assessment of potential implementation partners, the pre-selected NGOs/CSOs are based in Yangon (13 NGOs/CSOs) and Myitkyina (1 NGO/CSO), and the consultant requires to visit to those offices to verify the information and data provided in the RFI and CACHE. The consultant is expected to make travel arrangements on his own and include this in his lump sum financial proposal.

III. Functions / Key Results Expected

The overall scope of the assignment will be to verify the information collected by Programme Management Unit (PMU) of the UN-REDD Programme in Yezin, Nay Pyi Taw through the RFI and CACHE and, recommend a roster of potential NGOs/CSOs for rapid engagement during the implementation of the Programme.

Among others, the consultant is expected to assess the implementation capacity of the pre-selected NGOs/CSOs that have submitted both the RFI and CACHE templates and recommend those NGOs/CSOs that are relevant to the project focal areas. The details of this assessment will be based on key assessment criteria such as funding source of the NGOs/CSOs, financial capacity and stability, audit records, leadership and governance capacities including field logistic capacities, personnel capacities, infrastructure and equipment capacities, and quality assurance mechanisms.

The consultant will be responsible for the following tasks:

1. Verify the preliminary information from RFI and CACHE templates collected by the PMU.
2. Submit a report of the verification process to the PMU with the recommendation of a list of potential NGOs/CSOs for future collaboration.

Verification of preliminary information – PMU will provide the list of pre-selected NGOs/CSOs along with the information submitted through the RFI and CACHE templates, as well supporting documents submitted with the RFI and CACHE templates. The consultant will be required to visit respective offices of potential NGOs/CSOs to verify the following:

- Information submitted to UNDP (refer to RFI and CACHE)
- Assess and verify the implementation capacity of potential NGOs/CSOs (assess and verify past implementation experiences)
- Assess and verify audit records of the NGOs/CSOs (check and verify past audit reports and note observations that may have been made)

<ul style="list-style-type: none"> • Assess and verify the financial statements and financial stability of NGOs/CSOs (Check bank statement and respective bank) • Assess and verify staff capacity and available staff force (Check organization structure and verify the capacity of staff force and their availability) • Assess and verify logistics and procurement capacity and field logistics/procurement procedure (check past experience of logistics arrangement and current capacity of staff force) • Assess and verify any other parameters that may be useful to establish the competence of the NGOs/CSOs • (refer the attached file for capacity assessment guidelines below) <p>1) Submit a Report of the Verification Process – The service provider has to submit a report of the verification process to UNDP at the end of the assignment (which should be included in work plan) with special emphasis on the following:</p> <ul style="list-style-type: none"> • Office location, contacts, focal person for future contact • Implementation capacity of Implementing Partners (past, present and future possibility) • Availability of audit reports and observations made therein • Financial statement such as bank statement, financial status and sustainability • Staff capacity, availability and technical expertise of the staff in the related field (refer to RFI requirements) • Logistics/procurement capacity, procedure and staff force including field offices of NGOs/CSOs • Recommendation of the verification process, including a roster of potential NGOs/CSOs for collaboration in project implementation and possible sector to be involved in (at least one primary and one reserve NGO/CSO for each output).
Duration of Assignment
The duration of the assignment will be from 1 st March, 2017 to 31 st March, 2017.

IV. Deliverables
<ul style="list-style-type: none"> • A detail work plan for the assignment (to be submitted 2 days after contracting) • A draft report of the verification process with the recommendation of a list of potential NGOs/CSOs for further collaboration (3rd weeks after contracting) • A final report of the verification process (refer above scope of work) – (4th weeks after contracting) <p>All the documents and reports have to be written in the English language</p>

V. Schedule of Payments

Payment will be made on a lump sum basis after approval of the final products by the Technical Specialist of UN-REDD Programme.

VII. Recruitment Qualifications

Education:	At least a graduate degree in the fields of natural resources management development study or related fields.. Candidates with a Master's degree will be given preference.
Experience and knowledge:	<ul style="list-style-type: none">• A minimum 5 years of professional experience in development• Experience in conducting institutional capacity evaluations and capacity assessment of NGOs or similar organizations including financial, procurement and management capacities.• Experiences in working with UN agencies and International Organizations.
Language Requirements:	Proficiency in both spoken and written Myanmar and English.

VIII. Criteria for Selection of the Best Offer

Combined Scoring method – where the qualifications and technical proposal will be weighted 70% and combined with the price offer, which will be weighted 30%. The criteria for technical evaluation and obtainable score: (100 points)

Relevant education – 20 points

Relevant experience

- Minimum 5 years of working experience – 20 points
- Experience in conducting capacity development and capacity assessment– 50 points
- Experiences in working with UN agencies and International Organizations – 10 points

Only candidates obtaining a minimum 70 points would be considered for the financial evaluation.

In the technical proposal, equal amount of focus will be put on methodology, use of resources to achieve deliverables and the plan for implementation.

IX. Signatures- Post Description Certification

Incumbent *(if applicable)*

Name

Signature

Date

Supervisor

John H. H. H. H.

Name / Title

Signature

Date

8 Feb 2017

Chief Division/Section

Frank Eugene Arnold

Name / Title

Signature

Date

8 Feb, 2017