



**Terms of Reference  
Training Consultant(Recovery)**

Assignment Title	Training Consultant(Recovery)
Type of Contract	Individual Contract
Contract Period	15 May – 30 June 2017
Estimated working days	12 working days
Supervisor	National Project Coordinator (Disaster Risk Reduction and Climate Change Adaptation), Environmental Governance and Disaster Resilience
Location	Yangon, Myanmar
Country	Myanmar

**A. BACKGROUND**

UNDP is supporting the Relief and Resettlement Department (RRD) of the Ministry of Social Welfare, Relief and Resettlement (MSWRR) in strengthening legal, policy and institutional frameworks to address critical needs in disaster risk reduction, recovery and resilience building.

Through the Myanmar Consortium for Capacity Development on Disaster Management (MCCDDM), UNDP is working with the RRD and the newly established Disaster Management Training Center (DMTC) in Hinthada, Ayeyarwaddy Region to develop the sustainable disaster management capacity of stakeholders and beneficiaries through a range of partnerships. The goal of these partnerships is to increase safer and resilient communities in Myanmar. As part of the Consortium's capacity development programme, UNDP has supported the development of the following training courses:

- Basic Disaster Management Course
- Community-Based Disaster Risk Management Course
- Disaster Recovery Course

UNDP is now planning to conduct a 'training of trainers' program using the **Disaster Recovery Course** to increase the skills, knowledge and understanding of key stakeholders and beneficiaries in the areas of community-based disaster risk management. To this end, UNDP is seeking to engage the services of a training consultant to deliver the training programs to a cadre of future trainers selected from the Disaster Management Training Center as well as government staff identified by the Relief and Resettlement Department with the following objectives;

- To deliver the TOT training program to a group of selected future trainers at the Disaster Management Training Center
- To enhance the awareness, knowledge and understanding of a selected group of trainers to position them to take on the responsibility of delivering future training programs to their colleagues and other target beneficiaries
- To transfer training skills and methodologies to a select group of future trainers

## **B. SCOPE OF WORK**

The training consultant will deliver a 'training of trainers' program to a group of trainees with a view to increasing the knowledge and understanding of trainees in the areas of disaster risk management and disaster recovery.

## **C. EXPECTED OUTPUTS AND DELIVERABLES**

The specific deliverables are as follows:

1. Conduct and facilitate a 2-week TOT training program to a group of selected future trainers at the Disaster Management Training Center.
2. A final training report detailing the outcome of the training, challenges encountered and recommendation for improvement for future training, way forward for future training, and an evaluation/assessment of the trainees' capacity

## **D. MANAGEMENT AND INSTITUTIONAL ARRANGEMENTS**

- The Training Consultant will be under the direct supervision of the National Project Coordinator (Disaster Risk Reduction and Climate Change Adaptation), and will be accountable to UNDP on the timeliness and quality of the deliverables.
- The training program will be conducted at the Disaster Management Training Center in Hinthada, Ayerwaddy Region.
- The consultant is expected to work closely and collaboratively with UNDP DRR & CCA team, government counterparts and other stakeholders.
- UNDP will secure government (and other counterpart) cooperation for this assignment, including any required travel authorization.
- UNDP will assist in the facilitation of required introduction letters and/or requests for meetings with stakeholders and beneficiaries.
- The consultant will be entitled to apply for reimbursement of costs associated with necessary work-related travel in accordance with UNDP's travel policy.
- The consultant is responsible for providing his/her own laptop computer and mobile phones for use during this assignment if requested.

UNDP will also provide the following support as appropriate;

- Substantive inputs to and quality control of deliverables
- Administrative and logistical support with travel and transport arrangements, and processes necessary for successful completion of the assignment
- UNDP will arrange the consultants' in-country work-related travel
- UNDP will provide office/work space to the consultants while on assignment

#### **E. EXPERTISE AND EXPERIENCE REQUIRED**

- A university degree (Bachelors or equivalent) in disaster management, social studies, management, engineering, administration or related field of study
- At least 5 years work experience in disaster risk management and recovery with an international/ bilateral/ multi-national agency/non-government organisation;
- Thorough understanding, technical expertise and in-depth knowledge of disaster risk management and recovery, including the use of good practices and tools;
- Experience in developing training modules/course curricula for training/academic institutions is an asset;
- Excellent facilitation and training skills
- Demonstrable experience in undertaking similar assignments.
- Previous experience with UNDP, UN, Red Cross and/or other international agencies is desirable
- Excellent computer software skills including MS-Office (Word, Excel, Access & PowerPoint)
- Excellent command of written and spoken Myanmar language
- Must be a Myanmar national

#### **F. DUTY STATION**

- For purposes of this assignment, the consultant will be based in Yangon, Myanmar with travel to Hinthada, Ayerwaddy Region

#### **G. TIMEFRAME**

- The contract will be for a total of 12 working days during the period 25 May – 30 June 2017.

#### **H. COST**

Interested persons are requested to submit their financial proposals and UNDP will provide transportation arrangement for traveling to Hinthada, Ayerwaddy Region.

The consultant will be paid upon completion of the deliverables as detailed below:

	<b>Deliverables/ Outputs</b>	<b>Estimated Due Dates</b>	<b>Percentage of Contract</b>
1	Completion of Training of Trainers program in using the Disaster Recovery Course	1 June 2017	100%
2	Submission of final training report and acceptance by UNDP	30 June 2017	

## I. RECOMMENDED PRESENTATION OF OFFER

Interested parties are requested to submit the following documents:

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- b) **Personal CV** indicating all previous experience from similar projects, as well as the contact details (email and telephone number) of the Candidate
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the template provided by UNDP

## J. CRITERIA FOR SELECTION OF THE BEST OFFER

The individual contract will be awarded to the applicant who meets the selection/qualification criteria detailed above and the scoring method will be as followed.

Combined scoring method – where the qualifications will be weighted 70 % and combined with the price offer which will be weighted 30%. The criterial for qualifications obtainable score: 100 points.

- Relevant education: 20 points
- Minimum of 5 years working experiences: 20 points
- Working experience in developing course, curriculum and training 20 points
- Experience in adapting participatory tools at community level : 20 points
- Previous experience in UNDP, UN, Red Cross or other international agencies: 20 points

## K. REFERENCE DOCUMENTS

The relevant reference documents will be made available to the selected consultant upon signature of contract as necessary.

## APPROVAL

This TOR is approved by: Lat Lat Aye

Signature:



Name and Designation: Lat Lat Aye, Team Leader, Environmental Governance and Disaster Resilience

Date: 5<sup>th</sup> April 2017