

Terms of Reference

A. Summary

Assignment Title	Support to Programme Management
Type of Contract	IC
Start/End Dates	20 th May 2017- 20 th August 2017
Estimated Working Days	66
Supervisor	Team Leader, Democratic Governance
Location	Yangon
Country	Myanmar
Languages Required	English

B. Project Description

UNDP promotes democratic governance, rule of law and human rights in Myanmar, a country in the midst of a democratic transition. Credible elections, with the participation of all political parties, in November 2015 marked a significant moment in Myanmar's history, and were made possible by several years of incremental progress in democratic reforms.

The state will have a crucial role in addressing the country's challenges and taking forward sustainable human development together with other actors. Myanmar's institutions, emerging from decades of isolation and military rule, face the challenge of reshaping institutional culture, and policies and procedures, in order to rebuild public trust and drive democratic reforms. UNDP supports more open and responsive governance so that the state will be better able to improve the lives of Myanmar's poorest and most vulnerable people, and overturn a legacy of conflict and mistrust in favour of sustainable development and inclusive growth.

UNDP's current Country Programme runs from 2013 to 2017. A new Country Programme is currently under development which will be implemented between 2018 and 2022. Under the current Country Programme, UNDP supports the Government of Myanmar reform processes by means of three programmes/pillars: 1) Local governance and community development, 2) energy and environment, and 3) Democratic governance.

Through the Democratic Governance Programme (2013-2017), UNDP works in all three branches of government- the executive, the parliaments and the courts, and at the Union and State/Region level- and with civil society, the private sector and other actors towards more open and responsive governance. The Democratic Governance programme has four outputs:

- **Development Effectiveness:** building capacities of the government to collect, analyse and use poverty and development data, and strengthening effective development cooperation to define and achieve Myanmar's development goals.
- **Parliamentary Strengthening:** strengthening the Union, and Region/State Parliaments' capacity to drive reforms, engage with the public and perform core functions in legislation, oversight and representation.
- **Rule of Law and Access to Justice:** promoting rule of law and increasing people's access to justice, building capacities for coordinated justice sector reform and increasing legal awareness.
- **Public Administration Responsiveness:** improving the capacity of the administration to be accountable and responsive to the needs of the people, and strengthen

Prominent stakeholders on the executive side comprise the following: the President's Office, State Counsellor's Office; the Union and Region and State Parliaments; the Union Civil Service Board; the Ministry of Planning and Finance; the Union Attorney General's Office and the Office of the Supreme Court of the Union.

The team is lead by a Team Leader, who oversees the work of four output teams headed by Output Leads in Yangon, and advised by Chief Technical Advisors who are based in Nay Pyi Taw. Each Output team has a number of staff, including programme associates, who provide essential administrative support. The Team Leader is supported by a Programme Analyst, and by this Programme Associate, to ensure that the work of the four outputs come together to generate meaningful change in Myanmar.

Role Description

UNDP Myanmar is looking for a Myanmar national to support effective programme management and monitoring of the Democratic Governance Pillar. The consultant will provide support to the Programme Analyst in managing and overseeing budgets, sharing information and reporting internally within UNDP about programme finance, activities and results; supporting problem solving and coordinating Pillar 3 inputs to office-wide processes, and supporting sharing information across the Pillar.

The consultant will work in a diverse multi-national team of managers, technical experts, and coordination and support staff, but work most closely with the Team Leader for Democratic Governance and the Programme Analyst for Democratic Governance.

The candidate is expected to have strong analytical/problem-solving/planning skills, especially in terms of budgets and finance. The candidate will be provided with coaching from the direct supervisor in order facilitate taking up more responsibilities gradually. The working environment is dynamic and open for ideas.

This assignment would be best for someone who does not mind managing multiple tasks at once, and can re-prioritise when last minute requests come in. It would benefit someone who has great people skills and coordination abilities, and who can work relatively independently without supervisor instruction but under their general guidance.

C. Scope of Work

Under the direct supervision of the Programme Analyst, Democratic Governance, and acting in close coordination with the four programme associates (Development Effectiveness, Parliamentary Strengthening, Rule of Law and Access to Justice and Public Administration Responsiveness), the Programme Associate supports coordination and implementation of the Democratic Governance Programme.

Ensure effective budget and resource management:

- Support updating of allocations of donor funding for all four outputs, review resources availability and propose revised allocations based on need, delivery and strategic direction, in consultation with the Programme Analyst
- Ensure effective budget management by coordinating delivery forecasting exercises, collating information and providing analysis on delivery
- Review donor contribution agreements and monitor the receipt of contributions within the country office resource mobilization efforts;
- Support programme associates in the process of resolving issues related to budget exceptions and deficits

- Support budget revisions and backstop programme associates as necessary

Contribute to effective planning, monitoring and reporting of the Democratic Governance Pillar

- Collate updates to procurement plans amongst all four teams
- Ensure procurement plans are accurately reflected on UNDP online systems
- Lead in ensuring output teams keep up to date records of training attendance; collate information on a bi-annual basis to update the training tracker sheet
- Support the conduct of the annual quality assurance exercise for the Pillar, getting information and evidence from output teams; facilitating Team Leader clearance; inputting the information into the system

Provides effective support to the management of Pillar 3 information and documents, working with all four teams

- Ensure the Pillar sharepoint (where documents are stored) is accurate, up to date and a dynamic source of information for the whole team about the work of the Pillar- proactively identifying and reaching out to colleagues for missing information
- Ensure that the relevant sections of the UNDP website, UNDP open data portal, and online project profiles are correct and that the relevant most recent reports and documents are online- coordinating with the communications unit
- Support ensuring government data systems about development assistance are correct, on request
- Manage an event calendar for the Pillar, to ensure that all team members, the Communications Unit, and the senior management are aware of upcoming trainings, workshops and other major events
- Support the team in preparations for audit, and in ensuring relevant documents are available

Provides administrative support to the Team Leader and Programme Analyst and the implementation and finance management of Pillar level activities (such as evaluations, communications or advisory work).

- Support the Team Leader in communicating with the team and external stakeholders, writing emails and managing calendar events as appropriate
- Support the preparation of Team Leader and Programme Analyst missions and travel, including air tickets, travel claims and visas
- Collates and maintains leave plans for the Pillar
- Support procurement of goods and services related to cross-Pillar activities, from TOR stage to contract stage, as applicable
- Creation of requisitions in Atlas for Pillar activities, register of goods receipt in Atlas.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas.

Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.

- Creation of requisitions in Atlas for development projects, register of goods receipt in Atlas.

- Making budget check for requisitions, POs and vouchers.
- Support preparation of performance evaluations for service providers

Provides support in creation of strategic partnerships and implementation of the resource mobilization strategy focusing on achievement of the following results: focusing on achievement of the following results:

- Facilitate preparation of donor reports, especially financial reports, as required
- Prepare donor payment requests

D. Expected Outputs and Deliverables

- Effective budget and resource management: monthly updates on delivery, donor expenditure and contribution agreements
- Planning and monitoring: at the end of the assignment, complete training tracker information for all outputs. Monthly report on PROMPT status (e.g. number of procurements completed). Completed word versions of quality assurance questionnaire for two of the four outputs, with files compiled.
- Information: monthly report on sharepoint status; monthly update of event calendar; by end of assignment, ensure all plans and reports are online
- Team Leader support: leave plan updated by end of assignment.

E. Institutional Arrangement

- They will report to the Team Leader for Democratic Governance
- They will be responsible for paying all costs of transport, accommodation, travel and visas to, and in Myanmar. Costs of local living allowance and local transport and travel to Yangon from within Myanmar must be included in their financial proposal. If unexpected travel to Nay Pyi Taw or another location is required, UNDP will fully bear the costs of this and provide living allowance in accordance with UNDP policy.
- Deliverables will be approved in a timeframe not exceeding 5 working days, and payments can be received within 10 days of deliverable approval.

F. Duration of the Work¹

- 20th May to 20th August- 66 working days

G. Duty Station

- Yangon, Myanmar

Suggested sample:

H. Qualifications of the Successful Individual Contractor

	Secondary Education, preferably with specialized certification in Accounting and
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¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

Education:	Finance. University Degree in Business or Public Administration, Economics, Political or Social Sciences would be desirable, but it is not a requirement.
Experience:	<ul style="list-style-type: none"> - 7 years of progressively responsible administrative or programme experience at the national or international level - Experience in managing budgets and finance is required, along with high numerical reasoning and numeracy - Knowledge of computers and office software packages (MS Word, Excel, etc.) is required - Experience in web-based management systems (such as ATLAS) is required - Experience in operational and financial management of development projects is an asset. - Experience working in development projects is an advantage - Experience working with the UN is an advantage - Experience in governance work is an asset.
Language Requirements:	Fluency in English and Myanmar, both written and spoken.

I. Scope of Price Proposal and Schedule of Payments

Proposals must be based on an all-inclusive lump sum amount, as contract price is fixed regardless of changes in the cost components. Proposals must be inclusive of all costs, bearing in mind the text in the institutional arrangements section.

Proposed schedule of payments is as follows: monthly payment.

J. Recommended Presentation of Offer

The following documents may be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

K. Criteria for Selection of the Best Offer

The offer will be selected based on the combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%;

UNDP will use a combined scoring method, in which the technical proposal will be weighted at 70% and the financial proposal at 30%. Scoring for the technical proposal will be:

- Relevance of education: 10%

- Relevance of administrative or programme experience at the national or international level- 20%
- Experience in managing budgets and finance- 20%
- Experience in web-based management systems, and of office software packages- 20%
- Experience in the UN or in large multi-national organisations- 10%
- Experience in development projects or governance work: 20%

L. Annexes to the TOR

Fast Facts on the Democratic Governance Programme


M. Approval

This TOR is approved by :

Signature

Name and Designation

Date of Signing


Emma Morley, Team Leader
24/4/17.