



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

National Consultant- Introduction of Professional Development Programme to 9 Region and State Hluttaws

Location:	Ayeyarwady, Bago, Kayah, Magway, Rakhine, Sagaing, Shan, Tanintharyi, Yangon Regions and States, Myanmar
Type of Contract:	Individual Contract
Post Level:	National Consultant
Languages Required:	Myanmar and English
Expected Starting Date:	10 June 2017
Duration of Contract:	33 working days
Expected Duration of Assignment:	10 June – 31 August 2017

BACKGROUND

Under the current Constitution of Myanmar 2008 there are two levels of elected parliaments (Hluttaws) – at the Union (national) level and at the level of Regions and States. The 14 Region and State Hluttaws vary greatly in size and composition from 20 members in Kayah State to 138 members in Shan State. In total, the 14 Region and State Hluttaws have 659 elected Members, along with 221 military appointees. Since 2013 UNDP supported Region and State Hluttaws as a group, familiarizing MPs and staff with basic concepts, the separation of power, the role and functions of parliament and the budget process.

The second term of the Region and State Hluttaws started in early 2016. The turnover of elected MPs from the first Hluttaw was over 90 per cent. The many new MPs require insight into how an effective parliament functions and how they can approach their duties effectively. For this purpose UNDP conducts a professional development programme for all Region and State Hluttaw MPs.

The programme takes the form of a self-study course for Region and State Hluttaw Members. It is based on the existing online course 'Parliaments in Practice'. This course introduces principles and practices of parliaments and the work of an MP through 8 modules. (the course is available online at <https://learn.agora-parl.org/course/view.php?id=2>) The course consists of both text and interactive features, such as diagrams, exercises and a testing component, all of which enhance the learning experience. The course has been adapted to fit the context of Myanmar's Region and State Hluttaws and is made available as an online course and a mobile phone application. Both are also available to available to the interested public free of charge.

Under the professional development programme the course is being introduced to all 14 Region and State Hluttaws.

The introduction of the course began with five roll-out sessions at the Mandalay, Kachin, Mon, Kayin and Chin Region and State Hluttaws in 2016 and early 2017. The programme approach was successful in building ICT skills for MPs along with building their knowledge on the course material.

Taking into account the lessons learned from the first phase of implementation, the programme will continue in slightly adapted form.

The programme for the 9 remaining Region and State Hluttaws will be very similar to the first five sessions. The training will be held at the 9 Hluttaw premises and will include a technical tutorial for staff and MPs on accessing the course, a live demonstration of course content and functions for MPs, self-paced learning for MPs, and question and answer sessions for MPs, where they can discuss the course material and receive clarifications. The training team will be composed of the national consultant and ICT trainers who will be responsible for the delivery of the technical tutorials for staff and for MPs. The team will be supported by UNDP programme staff.

To present the course to Members and to facilitate discussions in roll out session at 9 Region and State Hluttaws, UNDP requires the services of an experienced national consultant.

OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to provide foundational knowledge on the role and duties of an MP to all Region and State Hluttaws, which will serve as the basis for future capacity-building.

EXPECTED OUTCOME OF THE ASSIGNMENT

The National Consultant will be reporting to the Programme Specialist Sub-National Parliament and contribute to the following outcomes:

- MPs are confident in the use of the online course and successfully complete all modules.

EXPECTED OUTPUTS

- Conduct the roll-out session at the Shan State Hluttaw, ensuring that MPs complete the course.
- Conduct the roll-out session at the Sagaing Region Hluttaw, ensuring that MPs complete the course.
- Conduct the roll-out session at the Magway Region Hluttaw ensuring that MPs complete the course.
- Conduct the roll-out session at the Bago Region Hluttaw, ensuring that MPs complete the course.
- Conduct the roll-out session at the Kayah State Hluttaw, ensuring that MPs complete the course.
- Conduct the roll-out session at the Tanintharyi Region Hluttaw, ensuring that MPs complete the course.
- Conduct the roll-out session at the Yangon Region Hluttaw, ensuring that MPs complete the course.
- Conduct the roll-out session at the Ayeyarwady Region Hluttaw, ensuring that MPs complete the course.
- Conduct the roll-out session at the Rakhine State Hluttaw, ensuring that MPs complete the course.
- Provide reports after each roll-out session, noting in particular topical and technical questions received – as inputs for a Frequently Asked Questions document on the course.

DELIVERY SCHEDULE

Deliverables	Estimated Duration to Complete	Payment
---------------------	---------------------------------------	----------------

Deliverables	Estimated Duration to Complete	Payment
Upon signature of contract	10 June 2017	0%
Upon the delivery of <ul style="list-style-type: none"> • Roll-out session at the Shan State Hluttaw and delivery of a report detailing the tasks performed during roll-out session, the questions asked by MPs, and including recommendations for the conduct of future roll-out sessions; • Roll-out session at the Sagaing Region Hluttaw and delivery of a report detailing the tasks performed during roll-out session, the questions asked by MPs, and including recommendations for the conduct of future roll-out sessions; • Roll-out session at the Magway Region Hluttaw and delivery of a report detailing the tasks performed during roll-out session, the questions asked by MPs, and including recommendations for the conduct of future roll-out sessions; 	07 July 2017	30%
Upon the delivery of <ul style="list-style-type: none"> • Roll-out session at the Bago Region Hluttaw and delivery of a report detailing the tasks performed during roll-out session, the questions asked by MPs, and including recommendations for the conduct of future roll-out sessions; • Roll-out session at the Kayah State Hluttaw and delivery of a report detailing the tasks performed during roll-out session, the questions asked by MPs, and including recommendations for the conduct of future roll-out sessions; • Roll-out session at the Tanintharyi Region Hluttaw and delivery of a report detailing the tasks performed during roll-out session, the questions asked by MPs, and including recommendations for the conduct of future roll-out sessions; 	10 August 2017	30%
Upon the delivery of <ul style="list-style-type: none"> • Roll-out session at the Yangon Region Hluttaw and delivery of a report detailing the tasks performed during roll-out session, the questions asked by MPs, and including recommendations for the conduct of future roll-out sessions; 	31 August 2017	40%

Deliverables	Estimated Duration to Complete	Payment
<ul style="list-style-type: none"> Roll-out session at the Rakhine State Hluttaw and delivery of a report detailing the tasks performed during roll-out session, the questions asked by MPs, and including recommendations for the conduct of future roll-out sessions; Roll-out session at the Ayeyarwady Region Hluttaw and delivery of a report detailing the tasks performed during roll-out session, the questions asked by MPs, and including recommendations for the conduct of future roll-out sessions; 		

ADMINISTRATIVE AND LOGISTICAL ARRANGEMENTS

UNDP Myanmar will pay the National Consultant a lump sum fee paid in multiple tranches for the services. The fee should include costs of meals and accommodation as well as transport from the place of residence to the roll-out locations in Patheingyi (Ayeyarwady), Bago, Loilein (Kayah), Magway, Sittoung (Rakhine), Monywa (Sagaing), Taunggyi (Shan), Dawei (Tanintharyi) and Yangon. UNDP will be able to arrange (but not pay for) hotel accommodation. UNDP will organize local transport in the roll-out locations for the duration of the roll-out sessions.

INSTITUTIONAL ARRANGEMENT

The National Consultant will report to the Programme Specialist, Sub-national Parliament who will be responsible for approving the deliverables. Administrative support will be provided where needed.

DURATION OF THE WORK AND DUTY STATION

The duration of the assignment shall be 01 June – 31 August 2017. The number of working days will be 33 days to be spent as follows: 3 days preparation and reporting, 3 days spent in Patheingyi (Ayeyarwady), 3 days in Bago, 3 days in Loilein (Kayah), 3 days in Magway, 3 days in Sittoung (Rakhine), 4 days in Monywa (Sagaing), 4 days in Taunggyi (Shan), 3 days in Dawei (Tanintharyi) and 4 days Yangon.

REVIEW TIME REQUIRED

Payment can be released after the submission and approval of the deliverables as listed above. The review time will be 10 working days.

COMPETENCIES

Core Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Promotes the vision, mission, and strategic goals of UNDP
- Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment;
- Self-Management/Emotional Intelligence;
- Effective Communication skills;

- Appropriate and Transparent Decision Making
- Analytical and Strategic Thinking and Results Orientation/Commitment to Excellence;
- Knowledge Sharing/Continuous Learning

QUALIFICATIONS AND EXPERIENCE

- University degree in law, social sciences, international development, economics, or equivalent field.
- At least 5 years of experience in delivering adult training in Myanmar;
- Experience in delivering training on parliament and parliamentary practices;
- Experience in training Members of Region and State Hluttaws in Myanmar;
- Experience delivering training based on online resources;
- Fluency in Myanmar and English languages.

RECOMMENDED PRESENTATION OF OFFER

- Letter of confirmation of interest and availability,
- Technical proposal clearly stating the profile and previous experience of the consultant, covering why the consultant is most suitable for the work; a brief approach to completing the assignment of no more than two pages; the CV of the consultant.
- Financial proposal broken down by roll-out session including daily rate fees, as well as costs for travel, accommodation, and meals (see attached template).

A. CRITERIA FOR SELECTION OF BEST OFFER

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:

- Education: 10%
- Relevance of Experience: 75% total
 - University degree in law, social sciences, international development, economics, or equivalent field – 10%
 - At least 5 years of experience in delivering training for public officials in Myanmar – 20%
 - Experience in delivering training on parliament and parliamentary practices – 20%
 - Experience delivering training based on online resources 15%
 - Experience delivering training to Members of Region and State Hluttaws in Myanmar – 10%
- Approach to completing the assignment: 15%