

Terms of Reference

Post title:	National Consultant – Needs Survey and Feasibility Study
Type of contract:	Professional Services Contract
Duty Station:	Yangon (with travel to Nyi Pyi Taw and states/regions)
Duration:	35 days (26 June – 31 July 2017)
Expected start date:	26 June 2017
Reports to:	Social Cohesion and Governance Specialist, UNDP Myanmar

1. BACKGROUND

UNDP Myanmar's Improved Livelihoods and Social Cohesion Programme (Pillar 1, Output 5) aims to increased capacities of target communities and institutions for social cohesion, sustainable livelihoods, and improve opportunities for peace. In order to meet this aim, the Output targets ceasefire and high-poverty areas in Rakhine, Kachin, Kayah, Kayin, Shan, Chin and Mon; uses livelihoods as an entry-point to improve community social cohesion; supports capacities for social cohesion and peacebuilding of government, non-state actors (NSAs) and civil society organizations (CSOs); and facilitates early recovery coordination. The Programme has undertaken a number of strategic capacity-development and policy support activities aimed at improving the capacities of national stakeholders/institutions on social cohesion, conflict sensitivity and peacebuilding. UNDP has been in recent discussions with national counterpart institutions for replicating some of these capacity-development activities to the benefit of its academic and training institutions. Against this background, UNDP wishes to identify a senior national consultant, to join a 2-member team, to conduct a needs survey and feasibility study on the above.

2. OBJECTIVES, SCOPE OF WORK AND DELIVERABLES

- a. Objective: To assess the needs and feasibility of incorporating modules on social cohesion into 3 different government-administered education/training institutions.
- b. Scope:

The needs survey should cover the following, per each institution:

- Nature of institution: type of courses offered, duration of courses; schedule of courses, selection criteria and process etc
- Demand and need for and relevance of social cohesion learning in relation to the mandate of the institutions, profile of students, and potential for applied learning
- Nature faculty: number of faculty, type of faculty, familiarity with/prior experience with social cohesion concepts, interest in social cohesion concepts, capacities and abilities to absorb
- Nature of student/participants: number of intake, profile of students/participants, familiarity with/prior experience with social cohesion concepts, interest in social cohesion concepts and opportunities for practical application

Based on needs survey, the specific tasks for the consultant are;

- To work closely with international consultant and relevant national counterparts for identification of the demand and need and relevance of social cohesion learning to the mandate of the institutions and potential for applied learning.
- To support international consultant in identification of how the course integration can be monitored and how success can be measured

- To support international consultant in identification of faculty and nature of students familiarity with/prior experience with social cohesion concepts, interest in social cohesion concepts, capacities and abilities to absorb
- Support and undertake relevant field missions for feasible study
- Participate in related meetings with UNDP and relevant national counterparts
- Facilitate meetings in Myanmar as needed.

This is a qualitative study. The consultants are expected to use an optimum combination of desk-review, interviews and focus-group discussions.

The report should be structured as follows:

- Context/background
- Needs survey table
- Feasibility findings
- Recommendations

The consultant will work as part of a 2-member team, comprising an international consultant.

c. Deliverables

Activity	Deliverable	Duration	Working Arrangements
Identify key information to be collected	Methodology	7 days, between 26 June – 2 July Yangon: 5 days Nay Pyi Taw: 2 days	Contractor should cost living expenses (food, accommodation, terminals and incidentals) for days spent outside Yangon as relevant in financial proposal. UNDP is responsible for organizing and financing ground and air travel outside Yangon. UNDP is responsible for organizing all official meetings
Consultations with Government and site visits	Draft needs survey	20 working days between 3 – 22 July 2017 Yangon: 8 days Nay Pyi Taw: 2 days Elsewhere: 10 days	Contractor should cost living expenses (food, accommodation, terminals and incidentals) for days spent outside Yangon as relevant in financial proposal. UNDP is responsible for organizing and financing ground and air travel outside Yangon.

			UNDP is responsible for organizing all official meetings
A consolidated report, with needs survey and feasibility findings, and including recommendations to UNDP how to integrate the Social Cohesion and peacebuilding modules into the curriculum of different training institution.	Draft report Final report	8 working days between 24-31 July 2017 Yangon: 7 days Nay Pyi Taw: 1 day	Contractor should cost living expenses (food, accommodation, terminals and incidentals) for days spent outside Yangon as relevant in financial proposal. UNDP is responsible for organizing and financing ground and air travel outside Yangon. UNDP is responsible for organizing all official meetings

The findings and recommendations from the study will inform the next phase of work to be undertaken by UNDP in partnership with the national counterpart institutions, specifically

- Identifying upto 2 priority types of educational/training institutions
- Developing and adapting curricula
- Training and accompanying staff and resource-persons and/or putting in place external resource-persons and
- Supporting the relevant institutions to offer the courses as part of their academic/training curricula.

3. MANAGEMENT ARRANGEMENTS

- The consultant will conduct the work in close consultation with the relevant technical contact person from UNDP and Government under the guidance of the UNDP Social Cohesion and Governance Specialist.
- Contractor should cost living expenses (food, accommodation, terminals and incidentals) for days spent outside Yangon as relevant in financial proposal.
- The Consultant is entitled to costing his/her daily subsistence allowance for days spent outside the home-base and for work-related travel.
- UNDP is responsible for organizing and financing ground and air travel outside Yangon.
- The consultant is responsible for having access to a laptop and mobile phone during the assignment.
- For working days in Yangon, UNDP will organize work-station needs.
- UNDP is responsible for organizing all official meetings including a schedule of site visits to the institutions.

4. SCHEDULE OF PAYMENTS

Milestone	Deliverables	Expected completion date	Percentage of total contract amount
1	Inception Report	2 July 2017	40%
2	Final report	31 July 2017	60%

Invoices shall be paid within 30 days of the date of their acceptance by UNDP.

5. QUALIFICATIONS OF SUCCESSFUL SERVICE PROVIDER

- Myanmar national

Education:

- Advanced degree in social sciences or relevant field

Experience:

- At least 10 years of experience in development, peacebuilding, social cohesion or relevant field
- Experience with adult education, capacity-development, teaching and training approaches
- Direct involvement in research studies, including feasibility assessments
- Experience working with government stakeholders. Prior experience working in a government institution is an advantage

Technical/functional competencies:

- Excellent writing and communication skills, Myanmar and English
- In-depth knowledge of Myanmar political, development and peace context
- Demonstrated analytical, communication and report writing skills
- Experience in usage of computers and office software packages

Personal competencies

- Positive and constructive attitude to work
- Demonstrates openness to change and ability to receive / integrate feedback
- Good networking skills to engage with both internal and external partners

6. APPLICATION PROCEDURES

- A duly completed Letter of Confirmation/Interest using the template provided by UNDP;
- A Personal CV and P11 indicating all past experiences from similar assignments as well as contact details ((email and telephone number) of the candidate and at least 3 professional references;
- A financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided.

Budget Item	Unit	Unit Rate	# of units	Total	Remarks
1. Professional Fees	Day		35		
2. Living allowances					
2.1 Yangon (if not home-base only)	Day		20		
2.2 Elsewhere	Day		10		
2.3 Nay Pyi Taw	Day		5		
2 sub-total Total					
3. Travel					
4. Communications					
5. Other (please specify)					
Total					

- If the offeror works for an organization/company/institution and he/she expects his/her manager/employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), he/she must indicate this at this point, and ensure that all such costs are duly incorporated into the financial proposal.

7. SELECTION CRITERIA

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). The technical review will consider:

Qualifications and a Technical Proposal as per following criteria:


Criteria		Points Obtainable
1	Advanced degree in social sciences or relevant field	5
2	At least 10 years of experience in development, peacebuilding, social cohesion or relevant field	20
3	Experience with adult education, capacity-development, teaching and training approaches	25
4	Direct involvement in research studies, including feasibility assessments	25
5	Experience working with government stakeholders. Prior experience working in a government institution is an advantage	25
Total		100

Only candidates obtaining a minimum of 70 points out of 100 points will be considered for the financial evaluation.

ToR prepared by:

Dilrukshi Fonseka	Social Cohesion and Governance Specialist, UNDP	7 June 2017 
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ToR approved by:

Dawn Del Rio	Deputy Country Director UNDP 	7 June 2017
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