

## Terms of Reference

<b>Post title:</b>	Senior National Consultant - Senior Operations Adviser (SOA)
<b>Type of contract:</b>	IC
<b>Duty Station:</b>	Yangon (with travel to states/regions)
<b>Duration:</b>	2 months, 1 February - 31 March 2018
<b>Expected start date:</b>	2 February 2018
<b>Reports to:</b>	UNDP Chief Technical Advisor/Project Manager (CTA/PM) – Joint Ceasefire Monitoring Committee - Support Platform Project (JMC-SPP)

### 1. BACKGROUND

The Myanmar Joint Ceasefire Monitoring Committee (JMC) was established under the National Ceasefire Agreement (NCA) as the key instrument for implementing its security-related provisions and inter alia, creating the enabling environment for the peace process. In 2016, the JMC approved the set-up of a Technical Secretariat Center (TSC) - and corresponding secretariats at state and local levels - that would support the implementation of the national ceasefire in accordance with and in compliance to the agreements, Terms of Reference (ToRs) and Standard Operating Procedures (SoP) of the JMC.

In 2017, the JMC in partnership with UNDP established the JMC - Support Platform Project (JMC-SPP). The objective of the support platform is to provide coordinated, demand-driven and efficient support to the JMC towards the effective implementation of the NCA in Myanmar. The platform carries out the following functions: a) serves as a conduit to and provides fiduciary backstopping for external assistance to the JMC; and b) with this assistance, provides institutional and technical support to the JMC enabling it to fulfill its mandate. The JMC-SPP is set-up as a local project structure led by the international Chief Technical Advisor / Project Manager (CTA/PM), and administered by UNDP (Myanmar Office).

Against this background, UNDP wishes to identify a Senior National Consultant as Senior Operations Adviser (SOA), to work with closely with the CTA/PM and Project Management Unit (PMU) team, to support strategic planning, capacity development, and partnership building.

### 2. OBJECTIVES, SCOPE OF WORK AND DELIVERABLES

Under the direct guidance of the CTA/PM, the SOA will provide technical assistance (TA), liaison, accompaniment, operational advice, communication and documentation support for the effective implementation of project activities, particularly with respect to strategic planning, capacity-development and partnership activities.

Specifically, the SOA, will be responsible for:

- 1. Assist the CTA/PM to liaise and engage with the JMC and other partners in strategic planning;**
  - Provide technical, planning and advisory support in developing future project strategies, including the transition to another JMC support project (Phase 2)

- Support implementation of a robust project Monitoring, Evaluation and Learning (MEL) framework, including innovations and MEL tools for the JMC's internal processes, in order to track progress, assess results and ensure accountable use of resources
  - Conduct situational awareness monitoring, to keep track of current events affecting project deliverables
  - Support and/or co-facilitate internal and external strategic planning meetings and workshops.
- 2. Assist the CTA/PM to develop operational capacity development activities;**
- Support the JMC-TSC to identify the JMC capacity needs (institutional and operational) at all levels and support them to put in place curriculum and training plans in consultation with stakeholders
  - Ensure monitoring and reporting of progress to meet commonly agreed capacity standards
  - Support the development of international best-practice knowledge materials (training materials, organizational policies, process guidelines, publications and communication materials)
  - Support and/or co-facilitate meetings, workshops and training activities.
- 3. Assist the CTA/PM in partnership building and engagement with the JMC and donors in project implementation;**
- Contribute to regular coordination meetings on project progress
  - Organize and participate in regular field trips to JMC field offices at state and local levels
  - Coordinate project efforts to provide professional support to the JMC and donors to prepare, run and follow-up on project governance including the project board
  - Maintain contact and partnerships with relevant stakeholders and other TA providers.

### 3. MANAGEMENT AND WORKING ARRANGEMENTS

- The consultant reports to the UNDP CTA/PM
- the consultant will report to the office during office working hours
- The consultant should work 5 days/40 hours a week
- The consultant is required to attend the minimum on-site time required by the Project
- UNDP is responsible for organizing an office-space and workstation for the consultant
- UNDP is responsible for organizing and financing office transportation for all assignment-related travel
- Where travel outside the work-station is required, the consultant is entitled to daily allowances in accordance with UNDP rates following travel.

### 4. SCHEDULE OF PAYMENTS

- The Consultant will be paid per monthly upon the submission of a Progress report based on the deliverables indicated in the approved Working Plan
- Invoices shall be paid within 30 days of the date of their acceptance by UNDP.

Payment	Date
50% of contract	28 Feb 2018
50% of contract	31 March 2018

### 5. QUALIFICATIONS OF SUCCESSFUL CONTRACTOR

#### Education:

- Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field

**Experience:**

- 7 years of relevant experience in supporting interventions related to the peace process and peacebuilding in Myanmar
- Strong technical knowledge of Myanmar peace process
- Experience in capacity development and training approaches

**Language**

- Fluency in English and Myanmar
- Knowledge of ethnic languages in Myanmar is an advantage

**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. The term 'all-inclusive' implies that all costs (professional fees, transportation, communication etc) are factored into the fee submitted in the proposal.

Budget Item	Unit	Unit Rate	# of units	Total	Remarks
1. All-inclusive fee	Month		2		
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, weighted 50% for the CV, 20% for a written test and 30% for financial proposal
- The CV will be scored as follows:

Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field	20
7 years of relevant experience supporting peacebuilding in Myanmar	30
Strong technical knowledge of Myanmar peace process	20
Experience in capacity development and training approaches	30