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Resilient nations.*

TERMS OF REFERENCE

Assignment Title	National Gender Analysis & Social Safeguards Specialist
Project	Rural Renewable Energy Programme in Myanmar (Project Formulation)
Type of Contract	Individual Contract (National)
Contract Period	15 days, March 2018 – December 2018
Supervisor	Chief of Unit (Sustainable and Inclusive Growth)
Location	Home-based, with domestic travels to project areas as required
Country	Myanmar

A. BACKGROUND

Myanmar has embarked on a major transition towards democracy, market style economy and peace. Myanmar has low middle-income status (LMIC) and is committed to lifting itself out of Least Developed Country (LDC) status within the next seven years. Following the implementation of the first ever UNDP Country Programme during 2013-2017 and as a key development partner of the government of Myanmar, UNDP will implement a new UNDP Country Programme for the period 2018-2022, striving to deliver on a large and relevant programme portfolio that is responsive to the main development challenges facing the country.

The UNDP Myanmar Sustainable and Inclusive Growth Team anchors UNDP's programme portfolio in these areas of sustainable and inclusive growth issues (including economic growth, environment, climate change and disaster risk reduction) and provides thought leadership on cross-cutting development issues in Myanmar, and globally, to ensure that UNDP's mandate of convening development partners in support of the national development agenda, informed by a commitment to the 2030 Agenda and the Sustainable Development Goals, is amplified by internal knowledge, research, and stand-out policy advice.

Given the importance of energy sector for the poverty reduction, and sustainable and inclusive growth in Myanmar, UNDP developed a project concept (PIF) "Myanmar Rural Renewable Energy Development Programme" in collaboration with the Ministry of Agriculture, Livestock and Irrigation and in consultations with the relevant line ministries/departments. The PIF was submitted to Global Environmental Facility (GEF) and was approved by GEF secretariat.

A Project Preparation Grant (PPG) has been obtained to carry out necessary analyses and prepare the full-fledge project proposal. In order to ensure the results of the project preparation work, UNDP is seeking a Gender Analysis and Social Safeguards Specialist to work as the GEF PPG Team Member to

produce a project document along with a set of relevant evidence based analysis for submission to the GEF. The approved PIF is attached to build on and develop a fully formulated project proposal. The proposed project aims to contribute into the following outcome areas;

1. Effective implementation of supportive policies for enhanced renewable energy utilization in rural productive uses;
2. Strengthened market demand for affordable renewable energy technologies for rural livelihoods application;
3. Increased investments in rural renewable energy for productive uses and enterprise development

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Under the supervision of the Chief of Unit (Sustainable and Inclusive Growth) and GEF PPG Team Leader, the National Gender Analysis & Social Safeguards Specialist will provide lead technical inputs in the preparation of the gender analysis and social safeguards screening for the project design.

UNDP Myanmar will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser. The GEF project preparation team will be composed of the following:

- 1) International Specialist for Project Development (Team Leader)
- 2) International Specialist in Renewable Energy Financing (and using the DREI approach)
- 3) National Specialist in Rural Renewable Energy (Technology)
- 4) National Specialist in Rural Development
- 5) National Specialist in Gender Analysis and Social Safeguards
- 6) National Project Development Coordinator/Translator

In executing necessary preparation of the full-fledge project proposal, the Gender Analysis & Social Safeguards Specialist will carry out the following tasks;

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
 - a. Conduct the **gender analysis and mainstream gender in the project document** as required for GEF full proposal development
 - b. Revisit the action points, including risk assessments, from the **UNDP Social and Environmental Screening Procedure (SESP)** at the PIF stage ("pre-screening") and ensure these are adjusted where needed and fully implemented during the PPG, and support the iterations of that screening in an iterative fashion throughout the PPG, as appropriate
 - c. Prepare inputs for the **baseline/situational analysis** for the full-size project (FSP) from the perspective of the gender analysis. This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices;

- d. Support the **stakeholder analysis and consultations** and ensure that they are complete and comprehensive;
 - e. Support the completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.
- 3) Validation Workshop (Component C):
- a. Contribute to the validation workshop; and
 - b. Support all necessary revisions that arise during the workshop, as appropriate.
- 1) Final Deliverables:
- a. Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
 - b. Completion of the GEF CEO Endorsement Request;
 - c. All documentation from GEF PPG (including technical reports, etc.); and
 - d. Validation Workshop Report.

C. EXPERTISE AND QUALIFICATIONS REQUIRED

Academic Qualifications/Education:

- Master's degree or higher in a relevant field, such as social sciences or development studies;

Experience:

- Minimum 5 years of demonstrable experience in the technical area of conducting gender analyses and social safeguards screenings;
- Knowledge of GEF, UNDP policies, procedures and practices and working experience with international organizations or GEF funded projects is an asset;
- Demonstrable experience in preparing high quality UNDP and GEF project documents is an asset;
- Demonstrated strategic technical and intellectual skills in the substantive area;
- Demonstrated entrepreneurial abilities and ability to work in an independent manner;
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams.
- Strong interpersonal and written and oral communication skills
- Computer proficiency, especially related to professional office software packages (Microsoft Office)

Language skills:

- Fluency in written and spoken English and Myanmar language;

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- Under the overall supervision of Chief of Unit and the technical guidance of GEF PPG Team Leader, the Gender Analysis & Social Safeguards Specialist will report to the programme analyst (Sustainable and Inclusive Growth) of the UNDP Country Office in Myanmar as necessary for administrative purpose.
- The consultant is also required to comply with the UN security directives set forth under <http://dss.un.org>
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant will be responsible to bring his/her own laptop computer for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission/completion of prescribed deliverables and certification of payment form, and acceptance and confirmation by the supervisor

E. DUTY STATION AND DURATION OF ASSIGNMENT

This consultancy will be home-based and with domestic travels to project areas as required; any necessary missions must be approved in advance and in writing by the supervisor. The consultancy will be carried out for 15 days during March 2018 and December 2018.

F. PAYMENT ARRANGMENT

Interested persons are requested to submit their financial proposals quoting their **daily fees** noting the following conditions:

- a) The contract price is fixed regardless of changes in the cost components
- b) Payments will be made upon submission of timely deliverables and certification of payment form, and acceptance and confirmation by the supervisor

Deliverable No.	Description of deliverables	Timeline	Payment
Deliverable 1	Upon satisfactory submission of inception report in consultation with PPG Team Leader	15 th March 2018	20 %
Deliverable 2	On submission of the gender analysis and social safeguards screening report	30 th May 2018	20 %
Deliverable 2	First draft UNDP-GEF project document	30 th September 2018	30 %
Deliverable 3	A final comprehensive UNDP-GEF project document and GEF CEO endorsement template with GEF/UNDP format including GEF tracking tools and all required project specific appendixes.	30 th November 2018	30 %

G. RECOMMENDED PRESENTATION OF OFFER

Interested persons are requested to submit the following documents as part of their application:

- 1) **Brief description/ cover letter** of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the 'Resume and Motivation' section of the electronic application
- 2) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- 3) **P11 Form** indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP
- 4) **Financial Proposal** that indicates the daily fees as per the template provided by UNDP

H. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

Combined Scoring Method:

Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

Technical Evaluation of Proposals:

All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

Educational background: 10 points

- Master's degree or higher in a relevant field, such as social sciences or development studies;

Relevant Experience: 55 points

- Minimum 5 years of demonstrable experience in the technical area of conducting gender analyses and social safeguards screenings;
- Knowledge of GEF, UNDP policies, procedures and practices and working experience with international organizations or GEF funded projects is an asset;
- Demonstrable experience in preparing high quality UNDP and GEF project documents is an asset;
- Demonstrated strategic technical and intellectual skills in the substantive area;
- Demonstrated entrepreneurial abilities and ability to work in an independent manner;
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams.
- Strong interpersonal and written and oral communication skills
- Computer proficiency, especially related to professional office software packages (Microsoft Office)

English language skills: 5 points