

## TERMS OF REFERENCE

<b>Assignment Title</b>	<b>International Committee Advisor</b>
<b>Type of Contract</b>	<b>Individual Contract</b>
<b>Start/End Dates</b>	<b>19 July – 31 August 2018</b>
<b>Working Days in this Mission</b>	<b>23</b>
<b>Supervisors</b>	<b>Sub-national Parliament Specialist</b>
<b>Duty Station</b>	<b>Yangon, with in-country missions in Myanmar</b>

## 1) Background

The Constitution of the Republic of the Union of Myanmar (the Constitution) came into force in 2008. Chapter 4 of the Constitution establishes the Union Legislature or the Pyidaungsu Hluttaw comprising two Hluttaws, Pyithu Hluttaw (House of Representatives) and Amyotha Hluttaw (House of Nationalities), that are generally equal in status. The term of the Union Hluttaw is 5 years from the day of the first session of the Pyithu Hluttaw. Following the Myanmar election held on 8 November 2015, newly elected MPs were sworn in as MPs of the Pyithu Hluttaw on Monday 1 February 2016, and of the Amyotha Hluttaw on Wednesday 3 February 2016. The Constitution has also established sub-national parliaments comprising one parliament for each of the fourteen states/regions. The Union and State/Region Parliaments are independent institutions with different political compositions and mandate, but their administrative support is provided by union civil service staff, under the guidance of the Permanent Secretary of the Pyidaungsu Hluttaw.

Through the previous UNDP Country Programme 2013-2017, UNDP contributed to the institutional development of the Union Legislature by supporting the formulation of the Hluttaw strategic plan, Committee strengthening, establishment of the Hluttaw Learning Centre through which capacity building programmes are delivered for Committees, Member of Parliaments (MPs) and staff, ICT, information and knowledge management system development, design of orientation and induction programmes, and institutional change management capacity at Executive and Middle management levels. An MP Survey was completed prior to the end of the first Hluttaw with a second survey due for completion in 2018. All of these activities at the Union level have been designed and implemented in close partnership with the Inter-Parliamentary Union since 2013. UNDP also provides coordinated support to all sub-national parliaments across the areas of strategic development and leadership, Committee development, MP induction and online learning. Recently, UNDP conducted a situation analysis of the parliaments in targeted states and regions, which will serve as the evidence-base for UNDP's further support to sub-national parliaments.

Building upon this success, in the new UNDP Country Programme which puts integration at the center of project design and implementation, UNDP aims to deepen its engagements with the parliaments by strengthening vertical and horizontal linkages, namely the township, state/state, and union level, as well as the three branches of the government.

All State and Region Hluttaws have agreed a common framework for development, and by the end of 2017, 6 State and Region Hluttaws had developed strategic plans. From October 2017, UNDP conducted research for a Situation Analysis of State and Region Hluttaws at the 4 Hluttaws of Mandalay, Mon, Shan and Tanintharyi, seeking to identify Hluttaw practices and development priorities, as evidence base for the future development of the State and Region Hluttaws. Committee development is a clear priority identified by these Hluttaws.

A key activity in 2018 is the development of consistent understanding and effective practice to conduct detailed oversight inquiries on priority policy and legislation. Support to Committee Chairs, Secretaries and Members will build capacity to undertake parliamentary oversight through effective committee inquiry practice and assistance to staff will ensure that committees are effectively supported.

During the past year, UNDP/IPU has delivered professional development support on Committee development to Union, State and Regional Hluttaw Members, including:

- Seminar to all Union Chairs and Secretaries (Deput Chairs), *Core Government Functions: Checks and Balances and the Role of Committees*, November 2017;
- Seminar to eight target Committees in Union Hluttaw, *Developing capacity of committees to undertake in depth study of policy and legislation*, February 2018;
- Leadership seminar, to all State and Region Hluttaw Speakers and Deputy Speakers, *Committee Development for Better Law-making and Oversight - Introducing Committee Inquiries*, May 2018;
- Workshop, to all members of Rakhine State Hluttaw, *Committee inquiries under international best practice*, May 2018.

Against the above background, UNDP seeks to engage an international expert to provide high-quality and strategic technical inputs to UNDP/IPU's professional development support to the target Committees at both Union and State/Region level. At Union level, support in this mission will build on the work described above, as well as ongoing day-to-day engagement with Committees and MPs on an ad hoc basis. At subnational level, the Committee workshops in this mission deliver on UNDP's undertaking, made at the Leadership Seminar in May 2018, to provide workshops for Committee Chairs from all State and Region Hluttaws, and to deliver a half-day seminar on procedural review to the Mon State Hluttaw.

## 2) Objectives of the Assignment

The aim of the assignment is to strengthen the functions and capacity of Parliamentary Committees at Union, State and Region levels to conduct systematic oversight of government, support more effective legislation and budget scrutiny and provide quality reports to the Plenary.

The assignment will contribute to meeting the following objectives of the Myanmar Union Hluttaw Strategic Plan 2015-2018:

- Objective 1: Improved effectiveness of the Plenary and Committees
- Objective 2: Improved capacity of Members to undertake their duties

The outcomes of the assignment will be:

- Region and State Hluttaw Committee Chairs are familiar with committee inquiries and understand how they support improved parliamentary oversight;
- Increased insight and skills of selected Union Committee Chairs and Committee members in how to undertake parliamentary oversight through committee inquiries;

The specific objectives of the assignment will be:

- Introduce knowledge and build basic skills regarding committee inquiries as a tool for parliamentary oversight for Committee Chairs of all 14 Region and State Hluttaws;
- Support members of selected Union Hluttaw committees in developing advanced knowledge and important skills for conducting committee inquiries;

### 3) Scope of Work of the Mission

In this mission, the International Committee Advisor will deliver workshops about best practice in committee inquiry work on law-making, oversight, and budgeting to groups of Committee Chairs from State and Region Hluttaws, deliver workshops about effective evidence gathering to certain Union Hluttaw Committees, and conduct 'drop in sessions' on comparative Parliamentary experiences and practices with small groups of MPs at the Union Hluttaw's Learning Centre.

In line with UNDP's cross cutting inclusivity theme in Myanmar, the contractor will incorporate innovative and effective approaches to increasing participant knowledge about gender equality, and ensure that a gender-sensitive, conflict-sensitive and inclusive approach is taken in all mission activities.

#### 1. Provision of training/experience-sharing about parliamentary committee practices for State and Region Hluttaw Committee Chairs

1.1 Technical inputs to training material and written briefings on committee development best practice (2 fee days, in Yangon)

- a. Work together with UNDP Parliamentary Strengthening team to develop training materials and briefings, and tailor supporting resources for use in workshop programme, using established international standards for committee work tailored to the Myanmar context

1.2 Training for up to 125 Committee Chairs of State and Region Hluttaws, seminar on procedure review, and a recommendation note for next stage of support to the committee inquiry process (14 fee days, in Yangon, Mawlyamine and Mandalay)

- a. Design and deliver five 2.5-day workshops (according to final agreed programme and content) for up to 125 Committee Chairs of State and Region Hluttaws
- b. A recommendation note, summarizing learning outcomes achieved and next steps for support to develop full inquiries for State and Region Hluttaw committees

#### 2. Provision of training/experience-sharing about parliamentary committee practices to Union Hluttaw Committees and Committee members

2.1 Technical inputs to training material and written briefings on effective evidence gathering (1 fee day, in Naypyitaw)

- a. Work together with UNDP/IPU Parliamentary Strengthening Programme team to develop training materials and briefings, and tailor supporting resources for use in evidence gathering workshops, using established international standards for committee work tailored to the Myanmar context

2.2 Training for selected Union Hluttaw Committees on effective evidence gathering (3 fee days, in Naypyitaw)

- a. Design and deliver up to four 3-hour workshops about effective evidence gathering (according to final agreed programme and content) for certain Union Hluttaw Committees;
- b. A recommendation note, summarizing learning outcomes achieved and next steps for support to Union Hluttaw Committees undertaking inquiry work.

#### 2.3 Deliver 'drop-in coaching sessions' to Union MPs (1 fee day, in Naypyitaw)

- a. Deliver informal 'drop-in sessions' to Union MPs in the Learning Centre, on an ad hoc basis (depending on availability), to discuss elements of MP's Hluttaw work, draw on parliamentary experiences and processes from other jurisdictions, and support development of English comprehension and speaking skills.

### 4) Duration of Assignment

The period of the assignment will be **15 July – 20 August**. During this period the consultant will spend 31 calendar days in Myanmar, of which 21 will be fee days. 7 days will be spent in Yangon, 4 days in Mawlamyine, 5 days in Mandalay and 5 days in Naypyitaw. 2 fee days will be spent home-based for reporting.

### 5) Institutional Arrangements

#### 5.1) Reporting line:

The Contractor will report to UNDP Sub-national Parliament Specialist. For management and operational matters, the Contractors will be connected to the relevant project managers.

#### 5.2) Logistical arrangements:

- For all international travels:
  - Candidates are requested to include international travel costs from possible origins of travel in the financial proposal and arrange the flight. The travel cost should be based on the economy class fares, with most direct routes.
  - UNDP will provide support for the visa process and reimburse the visa fee, based on the actual receipt.
  - UNDP will provide terminal charges at the rate of US\$ 80 per mission.
- For all in-country travels:
  - For in-country missions, UNDP will arrange and cover costs related to all domestic travels – such as transportation(s) between the agreed in-county duty stations and living allowances - in accordance with UNDP's regulations and policies.
  - UNDP will facilitate security clearances required to travel in-country (if applicable).
- Other logistical matters:
  - The Contractors will arrange for his/her accommodation in the agreed duty stations, and for his/her own transportations from/to accommodations to/from the work places.
  - UNDP will not consider travel days as working days. The above stated working days are exclusive of travel time.
  - The working language of this assignment is English. Interpretations/translations from and to Myanmar language will be provided by UNDP as and when required.
  - The Contractors are expected to use their own computers.

- UNDP will issue a contract to activate the rendering of service within the period of the Framework Agreement.

## 6) Deliverables & Payment Schedule

1. Technical inputs to training material and written briefings on committee development best practice for Union and Region and State Hluttaws (2 fee days)
2. Delivery of training for up to 125 Committee Chairs of State and Region Hluttaws, and a recommendation note for next stage of support to the committee inquiry process (14 fee days);
3. Technical inputs to training material and written briefings on effective evidence gathering (1 fee day);
4. Training delivery for certain Union Hluttaw Committees on effective evidence gathering (3 fee days);
5. Delivery of on-demand 'drop-in sessions' to Union MPs (1 fee day)
6. Delivery of an end of mission report An end of mission report with evaluation of progress made towards meeting each of the objectives of the assignment, and recommendations for the next phase of committee support at both Union and State and Region levels (2 fee days)

### Payment schedule

#	Event	Deadline	Payment instalments
1	Signature of contract	16 July 2018	0%
2	An end of mission report with: <ul style="list-style-type: none"> <li>• Evaluation of progress made towards meeting each of the objectives of the assignment</li> <li>• Recommendations for the next phase of committee support at both Union and State and Region levels</li> <li>• Summary of key activities in this mission</li> <li>• Attachments including all written briefings and training material to support activities undertaken</li> </ul>	31 August 2018	100%

## 7) Selection Method

The consultant will be selected through a competitive process based on their qualifications and based on the competitiveness of their financial proposal.

Offers will be evaluated based on the combined scoring method, whereby the qualifications of the applicants will be weighted 70% and the financial proposal will be weighted 30%. The formula for scoring will be as follows.

Rating the Qualifications & Writing Sample (Q):

**Q Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for qualifications) x 100

Rating the Financial Proposal (FP):

**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(Qualifications) x (Weight of Qualifications, 70%)

+ (FP Rating) x (Weight of FP, 30%)

### Total Combined and Final Rating of the Proposal

The contract price is a fixed output-based price regardless of extension of the herein specific duration. Payments will be made upon delivery of outputs in accordance with the delivery and payment schedule.

#### 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.

### 8) Qualifications

Education:	Master's degree in public policy, law, development studies or a related area (10 points).
Experience:	<ul style="list-style-type: none"> <li>• Experience in delivering training and coaching in the framework of parliamentary strengthening programs in parliaments (30 points);</li> <li>• Experience serving as a member of parliament and a committee member (20 points);</li> <li>• Proven ability to produce clear and concise written materials and reports (20 points);</li> <li>• Experience serving as a member of government is an asset (10 points);</li> <li>• Experience of parliamentary development in South East Asia is an asset (10 points);</li> </ul>
Language Requirements:	Excellent command of the English language

### 9) Presentation of Offer

Candidates should present their offer to UNDP in the following form:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 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;
- 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.



**Annex. Template for Financial Proposal**

Cost Category	Unit Price (USD)	No. Units	Total
Fee days (in country and at home)		23	
DSA Myanmar		31	
Flights to Myanmar		1	
Health Insurance			
Other costs:			
<b>Grand total</b>			