

Terms of Reference

Facilitator for the UN-REDD/Myanmar Programme Mid-term Review

Project Title:	UN-REDD National Programme
Type of Contract:	Individual Contract (International)
Duration:	15 days in (1 st October-30 November 2018)
Location:	8 days home based, 7 days in-country (Nay Pyi Taw and Yangon)

Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.

1. BACKGROUND

With support from the Government of Norway, the UN-REDD Programme¹, in partnership with the Regional Community Forestry Training Centre (RECOFTC), assisted the Government of Myanmar (GoM) and other stakeholders to develop a “REDD+ Readiness Roadmap” in the period July 2012-August 2013.

Some initial support to the implementation of the Roadmap was provided through the UN-REDD Targeted Support window during 2014-15. In early 2015, Myanmar was invited to submit an Expression of Interest for a UN-REDD National Programme, and subsequently to make a presentation on this Expression of Interest to the 14th and 15th meetings of the UN-REDD Policy Board. The Policy Board provisionally approved the allocation of USD 5,554,370 to the Myanmar UN-REDD National Programme (‘The Programme’). This decision became operational following the confirmation of availability of funds provided to the interim governance body on July 6, 2016.

The signature of the National Programme Document was completed on 15th November 2016, with a duration of 4 years. The first funds transfer from the MPTF-O occurred in November 2016.

Thus the 4th quarter of 2018 will represent the half-way stage of implementation of the Programme. Experiences from other countries have indicated that a mid-term review (MTR) can significantly improve progress towards results in the second half of a programme, so a MTR for the Programme is proposed for Q4, 2018.

The MTR is not intended as an external evaluation of performance of the Programme, but as a primarily internal self-assessment exercise, conducted by Programme partners, to support effective management and implementation for the remaining period. The MTR team will therefore consist of at least 3 staff of the UN Agencies participating in the UN-REDD Programme, from country offices and regional centers (at least one per agency) plus an independent (international) consultant serving as facilitator.

¹ The UN-REDD Programme is the United Nations Joint collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD+) in developing countries. The Programme builds on the convening role and technical expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP)

2. SCOPE OF WORK

The objective of the MTR is to secure agreement from both the implementing partner (Forest Department) and the three participating UN Agencies on measures to be implemented to improve performance of the Programme, and to ensure achievement of the anticipated results.

In order to achieve this objective, the MTR team will consider:

1. Management arrangements of the programme, including:
 - Job descriptions of PMU staff,
 - the inter-relationships among PMU, PEB, National REDD+ Taskforce, Technical Working Groups, and REDD+ Office,
 - the roles of the UN Agency Country Offices/Regional Offices – and measures to improve coordination,
 - the PMU's ability to plan and deliver effectively and efficiently, including work prioritization, work flow setups, and work distribution/task assignment,
 - Internal communications effectiveness, and
 - Effectiveness of external communications and relations management;
2. Financial management (including procurement) arrangements, including measures to improve harmonization among UN Agencies;
3. Progress towards indicators specified in the results framework of the programme document², including:
 - Quality and process of monitoring and evaluation to track progress towards indicators specified in the results framework of the Programme document, and
 - Possible modifications to targets and planned activities to achieve those targets;
4. Effectiveness of engagement of government agencies in UN-REDD/Myanmar National programme implementation and decision making beyond the Forest Department; and
5. Identification of measures to ensure sustainability of results generated by the Programme, and to provide on-going support to Myanmar during Phases 2 and 3 of REDD+.

Approach

The MTR team will consist of at least three UN staff members, at least one from a country office of the UN Agencies, and at least one from a regional center, and an independent (international) consultant serving as facilitator.

The review will adopt a consultative and transparent approach with internal and external stakeholders throughout the process. Triangulation of evidence and information gathered will underpin its validation and analysis and will support conclusions and recommendations.

In securing the objective of the MTR, each team member will:

- Undertake a detailed review of the history of design and implementation of the Programme so as to be fully familiar with the issues which led to the current design and implementation arrangements;
- Review correspondence and meeting minutes to be fully familiar with any concerns expressed by various partners concerning the design of the programme and progress in implementation;
- Organize one-on-one meetings with representatives of implementing partner agencies and the PMU; and small group meetings among representatives of these different agencies to brainstorm options for improvements;
- On the basis of the preceding activities, generate proposals for improvements under each issue listed above;
- Convene additional one-on-one and/or small groups meetings to discuss the proposals and to secure mutual agreement among all partners;
- The draft report will be reviewed by all three UN-Agencies, the Forest Department and the PMU and submitted to the PEB for decision on recommendations made in the report.

² The 4th meeting of the PEB approved revisions to the Results Framework

Roles and Responsibilities

Consultant – The independent facilitator will lead the review process, compile reports and assign responsibilities. The consultant will be responsible for collating the findings, ensuring correct information is provided, consulting with PMU on key issues and overall editing of the final report. This will require a total of 15 days, including 7 days in-country.

Staff of UN Agency Regional Centers – This sub-team will have a particular focus on the 4th component of the objective, while contributing to all other components. Each staff member should plan to assign at least 8 days to the tasks, including 7 days in-country.

Staff of UN Agency Country Offices – This sub-team will have a particular focus on the 2nd component of the objective, while contributing to all other components. Each staff member should plan to assign at least 3 days to the tasks.

PMU – The PMU will provide administrative support, reports and technical materials. PMU will organise meetings and provide updated report on program progress. The PMU will undertake follow up actions to discuss the MTR findings with the Programme Executive Board. The PMU will be responsible for implementing PEB decisions arising from the MTR recommendations.

Deliverables by the consultant:

- Before in-country activities: An inception report, including an outline of the proposed MTR report and a list of stakeholders to be interviewed during the 7-days in-country mission (within 5 days from the start of the contract).
- A draft report after completion of in-country activities (within 4th week from the start of the contract)
- Final report (within 6th week from the start of the contract)

Payment Schedule:

- Submission of the final report. (100%)

Information on working arrangements:

- Estimated level of effort including travel days: 15 days;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- The consultant will be supervised by the UN-REDD Lead Advisor (UNDP Regional Technical Advisor, based in Bangkok);
- Payment will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked and outputs delivered.

Travel:

- International travel will be required (one 7-day mission);
- Any necessary missions must be approved in advance and in writing by the Supervisor;
- The Advanced and Basic Security in the Field II courses must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director;
- Consultants are responsible for obtaining any visas and security clearances needed in connection with travel with the necessary support from UNDP;
- The Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>
- The consultant will be responsible for making his/her own mission travel arrangements in line with UNDP travel policies;

- All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for airfares, terminal expenses, and living allowances should not be included in financial proposal.

Required skills and experience:

Education:

- Master degree or higher in international development, natural resource management, environmental economics, or other closely related field.

Experience:

- At least 8 years of relevant work experience in areas such as climate change mitigation, natural resource management, public administration and related initiatives;
- Experience working with and delivering support to Governments;
- Experience working on capacity building for climate change is an asset.

Languages:

- Excellent oral and written communication skills in English is mandatory.

3. SCHEDULE OF PAYMENTS

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

The International Consultant is responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The International Consultant is also required to comply with the UN security directives set forth under dss.un.org

4. EVALUATION OF APPLICANTS

Applicants will be evaluated based upon the offer which gives the best value for money, selected by the UNDP Myanmar Country Office in consultation with the UN-REDD PMU and UN-REDD Lead Advisor.

The Technical and the Financial Proposal (daily fee) submitted by the International Consultant will be evaluated on the basis of the weight of the technical criteria [70] and of the financial proposal [30].

The evaluation will be performed in two stages:

Stage One (Technical Evaluation of Proposals). All Individual Contractors proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual contractors 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.

Stage Two (Financial Evaluation). The financial proposals of all the individual contractors who pass stage one will be evaluated. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points}$ for other proposer's fees

The award of contract shall be based on the individual contractor who receives the highest cumulative score.

Technical criteria

The following criteria will be used to evaluate the individual contractors' technical proposals:

Relevant Education – 10 points

Experience – 10 points

Technical strength – 50 points

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