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Resilient nations.*

## TERMS OF REFERENCE

### **Community Based Disaster Risk Management Specialist Reducing Climate Vulnerability of Coastal Communities of Myanmar through an Ecosystem-based approach (Project Formulation)**

Assignment Title	Community Based Disaster Risk Management Specialist
Project	Reducing Climate Vulnerability of Coastal Communities of Myanmar through an Ecosystem-based approach (Project Formulation)
Type of Contract	Individual Contract (national)
Contract Period	45 days, August 2018 – April 2019
Supervisor	Chief of Unit (Sustainable and Inclusive Growth)
Location	Home-based, with travels to Rakhine and Yangon when 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 enhancing the local resilience through thematic and practical integration of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) in a wider development context of Myanmar, UNDP developed a project concept (PIF) "Reducing

Climate Vulnerability of Coastal Communities of Myanmar through an Ecosystem-based approach” in collaboration with the Ministry of Natural Resources and Environmental Conservation (MONREC) and in consultations with the relevant line ministries/departments and Rakhine State Government. The PIF, approved by GEF secretariat, focuses on mainstreaming Ecosystem Based Adaptation (EBA) into local planning processes to foster sustainability transitions.

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 national Community Based Disaster Risk Management (CBDRM) specialist for project development as a 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. Mainstream EBA into sub-national and national development policies, laws, and institutional functions;
2. Strengthen the capacities and knowledge of broad stakeholder groups required for employing effective and participatory EBA to enhance the local social and ecological resilience; and
3. Link EBA activities to DRR efforts such as community-based DRR and people-centered Early Warning Systems (EWS) and lessons documentation to be shared with the wider public and stakeholders.

In doing so, the project will introduce EBA as an integral component in the country’s approach to CCA, thereby strengthening recognition of the importance of natural ecosystems for climate change risk management, as well as maintenance of socio-economic benefits and conservation of biodiversity.

## **B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES**

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Under the supervision of the Chief of Unit (Sustainable and Inclusive Growth) and technical support of the UNDP-GEF Technical Advisor, the CBDRM Specialist will work under the guidance of the PPG team leader, and closely with Project Technical Coordinator and other consultants. S/he will support the PPG Team to carry out comprehensive assessments and analyses of disaster risks in the project locations (informed by rigorous analysis of climate risk), and mapping of local institutional arrangements to determine existing approaches, capacities and gaps in relation to disaster risk management.

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 three international and four national consultants:

- International GEF Project Design Specialist (Team Leader)
- International Disaster Risk Reduction and Climate Change Adaption Specialist
- International Specialist in Social and Environmental Safeguards
- National Specialist in Project Technical Coordinator and M&E

- National Specialist in Community Based Disaster Risk Management
- National Specialist in Stakeholder Engagement and Gender
- Project Development Associate

In executing necessary preparation of the full-fledge project proposal, the CBDRM Specialist will carry out the following tasks;

1. Preparatory Technical Studies and Reviews (Component A):

- (a) Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader;
- (b) Collect data and identify observed trends in **the construction of climate change risk**: review existing secondary data on key weather elements including rainfall, and temperature over a select period of time;
- (c) Work with key relevant technical partner institutions and experts to identify broader climate change issues, review existing and past climate change interventions at national level and particularly in Rakhine and target sites;
- (d) Identify the prevailing **climate change-related hazards**, their associated impacts on coastal areas, biodiversity, farming and community livelihood as well as the most affected groups;
- (e) Assess occurrence of climate change-related hazards over the past five years, compare with data on weather elements and determine trends;
- (f) Analyse the exposure and sensitivity of major coastal areas, communities (particularly marginalised groups), farming assets including, infrastructure, etc;
- (g) Assess **current (including traditional) coping mechanisms** and overall adaptive capacity and their extent of effectiveness, and develop a detailed disaster risk profile of the communities of target sites;
- (h) Map **local institutional arrangements** (formal and informal) to determine existing approaches, decision making mechanisms, capacities and gaps in relation to disaster risk management, particularly at township and village levels
- (i) Map out climate vulnerability based on existing data on climate change and socio-political processes and structures, including land cover/vegetation cover, slopes, geological hazards, and precipitation distribution, etc.;
- (j) Identify priority areas with high vulnerability, after clearly defining the selection criteria.
- (k) Design and carry out a survey covering a representational sample of the target project areas to assess relevant CCA baselines in keeping with the GEF CCA tracking tool requirements.
- (l) Support the action points, including risk assessments, from the **UNDP Social and Environmental Screening Procedure (SESP)** at the PIF stage ("pre-screening") are fully implemented during the PPG, and support the iterations of that screening in an iterative fashion throughout the PPG, as appropriate;
- (m) Support the **identification of the project sites**, with documentation of selection criteria and taking account of related UNDP Myanmar projects;
- (n) 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 Annexes as well as project specific annexes (Component B):

- (a) Prepare inputs and support the required analyses/studies, 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.

4. Final Deliverables:

- (a) A detailed disaster risk analysis (exposure, vulnerability and capacity) report, and disaster risk profile of target sites.
- (b) Report containing summary of key observable vulnerabilities, sensitivities, coping strategies, and needs.
- (c) A baseline survey report covering the relevant elements of the GEF CCA tracking tool, supported with necessary datasheets and the questionnaires used for the survey;
- (d) Additional deliverables assigned by the PPG Team Leader;
- (e) Appropriate inputs into the final UNDP-GEF ProDoc and GEF CEO ER

**C. EXPERTISE AND QUALIFICATIONS REQUIRED**

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**Academic Qualifications/Education:**

- Master's degree or higher in disaster risk reduction, climate change adaptation, environmental management, environmental governance, rural development, or related field; and knowledge and skills on GIS.

**Experience:**

- At least 5 years of relevant progressive work experience in designing and implementing Community Based Disaster Risk Management and/or Community Based Climate Change Adaptation;
- Knowledge and skills for participatory rural appraisal and experience in carrying out climate change risk assessments at local level;
- Extensive experience of working with local governments and communities in Myanmar's rural contexts (especially Rakhine state);
- Excellent communication and facilitation skills in local dialects;
- Fluency in written and spoken English and excellent technical writing skills
- Computer proficiency, especially related to professional office software packages (Microsoft Office)

**Language skills:**

- Excellent English language skills with strong technical writing skills, effective oral and communication skills

**D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS**

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- Under the overall supervision of Chief of Unit, the CBDRM Specialist will report to the programme analyst (Sustainable and Inclusive Growth) of the UNDP Country Office in Myanmar as necessary for administrative purpose and to the Regional UNDP-GEF Advisor for the technical matters.
- 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**

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This consultancy will be home-based and with travels to Rakhine and Yangon when required; any necessary missions must be approved in advance and in writing by the supervisor. The consultancy will be carried out for 45 days during August 2018 and April 2019.

#### **F. PAYMENT ARRANGMENT**

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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

<b>Deliverable No.</b>	<b>Description of deliverables</b>	<b>Timeline</b>	<b>Payment</b>
Deliverable 1	Upon satisfactory submission of inception report in consultation with PPG Team Leader	15 <sup>th</sup> October 2018	20 %
Deliverable 2	On submission of the required technical studies and reviews noted in Section B of this TOR	31 <sup>st</sup> December 2019	30 %
Deliverable 3	First draft UNDP-GEF project document	31 <sup>th</sup> January 2019	20%
Deliverable 4	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.	1 <sup>st</sup> March 2019	30 %

#### **G. RECOMMENDED PRESENTATION OF OFFER**

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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**

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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 disaster risk reduction, climate change adaptation, environmental management, environmental governance, rural development, or related field; and knowledge and skills on GIS.

##### **Relevant Experience: 55 points**

- At least 5 years of relevant progressive work experience in designing and implementing Community Based Disaster Risk Management and/or Community Based Climate Change Adaptation (15 points);
- Knowledge and skills for participatory rural appraisal and experience in carrying out climate change risk assessments at local level (15 points);
- Extensive experience of working with local governments and communities in Myanmar's rural contexts (especially Rakhine state) (10 points);
- Excellent communication and facilitation skills in local dialects (5 points);
- Fluency in written and spoken English and excellent technical writing skills (5 points); and
- Computer proficiency, especially related to professional office software packages (Microsoft Office) (5 points)

##### **English language skills: 5 points**

- Excellent English language skills with strong technical writing skills, effective oral and communication skills

##### **Financial Evaluation of Proposals:**

The financial proposals of all the applicants who pass the technical evaluation will be scored. 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 Points] x [USD lowest] / [USD other] = points for other proposer's fees

The contract shall be awarded to the applicant who receives the highest cumulative score.

**I. APPROVAL**

**This TOR is approved by:** Biplove Choudhary, Chief of Unit (Sustainable and Inclusive Growth)

Signature:

B. Choudhary

Date:

03.08.18

