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Resilient nations.*

TERMS OF REFERENCE
Project Development Associate
Reducing Climate Vulnerability of Coastal Communities of Myanmar
through an Ecosystem-based approach (Project Formulation)

Assignment Title	Project Development Associate
Project	Reducing Climate Vulnerability of Coastal Communities of Myanmar through an Ecosystem-based approach (Project Formulation)
Type of Contract	Individual Contract (national)
Contract Period	75 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-fledged project proposal. In order to ensure the results of the project preparation work, UNDP is seeking a Project Development Associate to support other PPG team members to produce a project document along with a set of relevant evidence-based analyses for submission to the GEF. The approved PIF will be the basis for developing a fully formulated project proposal. The proposed project anticipates activities to;

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

Under the supervision of the Chief of Unit (Sustainable and Inclusive Growth) and technical support of the UNDP-GEF Technical Advisor, the Project Development Associate will provide technical support to the PPG team to identify and engage with relevant stakeholders at national and sub-national levels, and provide logistic support for organising workshop, meetings, as well as support data and information collection.

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 Project Development Associate will carry out the following tasks;

1. Assist the CO and PPG team in overseeing the whole process of the project preparation;
2. Ensure documentation of key workshops and consultation meetings;
3. Assist in the gathering/collection/review/analysis of all relevant information and data needed;
4. Assist in the coordination, hire of vehicles, booking of travels, preparations and conduct of meetings, workshops and consultations, etc.; and
5. Work closely with the PPG consultants and UNDP in the preparation of the Project Document and other necessary project reports

C. EXPERTISE AND QUALIFICATIONS REQUIRED

Academic Qualifications/Education:

- Bachelor's degree on Project Management, Economics, Community Development, Environmental Planning or any subject relevant to the current assignment.

Experience:

- Minimum 3 years of demonstrable experience in the supporting project development and implementation.
- Past working experience with UNDP will be an advantage
- Fluency in written and spoken English
- 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

- Under the overall supervision of Chief of Unit, the Project Development Associate 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

This consultancy will be home-based 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 75 days during August 2018 and April 2019.

F. PAYMENT ARRANGMENT

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

1. The contract price is fixed regardless of changes in the cost components
2. 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 which includes a work plan for the whole process of developing UNDP-GEF full project document, by coordinating among the consultants of PPG Team;	15 th October 2018	20 %
Deliverable 2	On submission of the required technical studies and reviews by other PPG consultants noted in their respective TOR	31 st December 2019	30 %
Deliverable 3	First draft UNDP-GEF project document	31 th 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 st March 2019	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

Bachelor's degree on Project Management, Economics, Community Development, Environmental Planning or any subject relevant to the current assignment.

Relevant Experience: 55 points

- Minimum 3 years of demonstrable experience in the supporting project development and implementation (20);
- Past working experience with UNDP will be an advantage (15);
- Fluency in written and spoken English (10); and
- Computer proficiency, especially related to professional office software packages (Microsoft Office) (10)

English language skills: 5 points

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

Financial Evaluation of Proposals:

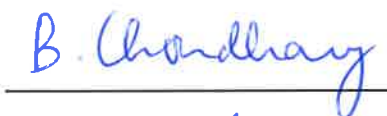
The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. [30 Points] x [USD lowest] / [USD other] = points for 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:



Date:



