



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/PROC/UNDP-MMR/PN/104

Date: September 24, 2018

Country: Myanmar
Description of the assignment **Lessons Learned and Reporting Specialist (LRS)**
Period of assignment: **3 months, October – December 2018**
Duty Station: **Yangon, Myanmar, with possibility of in-country missions**
Type of contract: **International IC (resident in Myanmar)**

Proposal should be submitted to bids.mm@undp.org no later than 2 October 2018 (12:00 Am) Yangon.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail to moung.kee.aung@undp.org. Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Please check the following link to obtain more information:

http://procurement-notice.undp.org/view_notice.cfm?notice_id=50068

A. BACKGROUND AND CONTEXT

On 15th October 2015, the Government of Myanmar (GoM) and eight Ethnic Armed Organizations (EAOs) signed a Nationwide Ceasefire Agreement (NCA)ⁱ signaling the start of a new effort for political dialogue to end the country's armed conflict. The NCA sets-up a Joint Ceasefire Monitoring Committee (JMC) as the key instrument to implement provisions of the NCA, monitor adherence (of the parties) to the Military Code of Conduct, investigate alleged violations and undertake problem-solving functions. The JMC is a tripartite mechanism, comprised of Government/Tatmadaw and EAO representatives, and civilian members. It follows a cascading structure from Union, to State/Region to Local levels (JMC-U/S/L).ⁱⁱ Where the JMC is a political structure, the Technical Secretariat Center (JMC-TSC) functions as its implementation arm and has a parallel cascading U/S/L structure.

On 24 February 2016, the JMC requested the United Nations to consider institutional, financial and technical support. On 16 May 2016, the Office of the State Counsellor advised the UN to support the JMC in the

interim and to prepare a Myanmar-based UN platform for longer-term support. Following these requests, on 1 June 2016, the UN Resident Coordinator's office and UNDP (UN/DP) initiated a 3-month interim support to the JMC, subsequently extended until end-March 2017, to bridge the time needed to set-up the platform. The Government of Norway and the UN (UNDP and UN Peacebuilding Fund) provided resources during this transition phase up to March 2017.

In August 2016 the UN hosted a high-level Formulation Mission, who undertook consultations with the JMC-TSC, the JMC leadership, the Government of Myanmar, EAOs and development partners. The mission recommended: creating a *JMC Support Platform Project (JMC-SPP)*; established and managed in-country; and serving as a conduit for international technical assistance (TA) to, and providing coordinated financial, institutional and technical assistance in support of the JMC's mandate and functions to implement the relevant parts of the NCA. The mission recommended adopting a phased approach, with a preparatory phase and a subsequent scale-up phase. The JMC and UN/DP drafted a proposal, designed the JMC-SPP, and on 23 February 2017, presented and had the project endorsed by the Joint Coordination Body (JCB) for peace process funding, including its US\$6.5 million budget. ⁱⁱⁱ

The project – a Project Initiation Plan (PIP)^{iv} mechanism – began from 1 April 2017 and has three outputs: 1) Under result #1 the JMC-TSC acts as Responsible Party and receives donor funds through UNDP, for its five main activities – the functioning of JMC's U/S/L committees, all TSC operations, monitoring, verification and conflict resolution (MVR), knowledge sharing and training, and public outreach; 2) Under result #2 the UN conducts Technical Needs Assessment (TNA) for JMC to consider its ceasefire capacity development needs, and the UN/DP coordinates and provides TA, across a wide range of thematic areas determined by the parties in the JMC-U; 3) Under result #3 the UN receives and manages donor funds, conducts assessment and monitoring of the TSC's administrative and financial systems, and provides TA on institutional capacity development. Finally, this work is supported through a Project Management Unit (PMU) led by the international UN Chief Technical Advisor / Project Manager (CTA/PM) who matrix reports to both the UN Resident Coordinator Office's Peace and Development Adviser, and UNDP (UN/DP). The project is administered by the UNDP Myanmar Office.

During the JMC-U's 13th meeting in November 2017 the JMC decided to begin steps to transition to a JMC-managed funding mechanism, with subsequent details outlined in its 14th meeting in January and 15th meeting in March. On 3 April 2018 the project board then endorsed several new elements of the project timeline: 1) in response to a 7 February 2018 request to the UN from the three joint chairs of the JMC-U, the PIP project overall was extended 12 months with an annual work plan to March 2018, approved by UNDP headquarters; 2) two donors – the Joint Peace Fund (JPF) and Norway – decided on 19 February to proceed with a 6-month no-cost extension, concluding on 30 September, and; 3) support to the JMC-TSC as Responsible Party would extend six months with a new Letter of Agreement to 30 September, decided by resolution in the JMC-Union level 15th meeting 21-23 March. From 1 October the JMC would transition to Phase 2, a JMC-managed Multi-Support Platform (JMC-MSP). On 26 July the JMC hosted stakeholders and potential donors for a Call for Contributions towards the JMC-MSP.

Under the overall guidance and supervision of the Chief Technical advisor / Project Manager (CTA/PM) of JMC-SPP Project Management Unit (PMU), the Lessons Learned and Reporting Specialist (LRS) will provide substantive support to the JMC-SPP.

Objectives of the Assignment

The overall aim of the assignment is to provide high quality and timely lessons learned and reporting support under both results # 2 and 3 of the Project Initiation Plan (PIP).

B. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Under the guidance of the CTA/PM and in close collaboration with the project team, JMC-TSC, UN Resident Coordinator's Office, UNDP Country Office, the LRS is expected to deliver the following key tasks:

IV.I Collect and write up project lessons learned and best practices:

- Identify the major achievements of the project as well as any significant shortcomings, together with relevant opportunities and challenges, both internal and external in nature
- Gather the core lessons learned and best practices of the project, developing a narrative that can be tested against the project results, indicators and targets, and using existing internal and external project evaluations and assessments
- Contribute to improving project monitoring, evaluation and learning (MEL) tools
- Show project structure and results in an international comparative context
- Contribute narrative and data information to the final independent external project evaluation
- Draft a short UN/DP lessons learned document for UN stakeholders' review

IV.II Draft reports for the Project Board and donors:

- Produce first draft timely and high-quality results reporting on the progress of the project and achievement of quarterly and annual targets for the Project Board, donors and other JMC-SPP stakeholders, including for project closure
- Ensure the reports are prepared according to JMC, UNDP and donor's quality standards and requirements, receive appropriate UN/DP and JMC-TSC management review, and are translated
- Contribute to editing existing documents on technical assistance as required

IV.III Develop and coordinate project knowledge, story-telling and information material

- Ensures timely and high-quality story-telling of JMC, UN/DP and donor and technical assistance provider contributions and accomplishments
 - With JMC-TSC, collect, curate and organize project photo and video files for use in information products
 - Draft, quality control review, and ensure translation of short information products (will include written products, may include video)
 - In partnership with JMC-TSC, coordinate production of info-graphics of project activities and deliverables
- Support professional publication of key project documents

C. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

VII. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> ▪ Advanced University Degree in Public-Sector Administration, International Relations, Political Science, Development Studies, or other relevant discipline.
Experience:	<ul style="list-style-type: none"> ▪ Minimum of 5 years of progressive experience in international peace and security and development work, with focus on research, report writing, support to peace processes, monitoring, evaluation and learning (MEL), generating lessons learned and best practices reports, stakeholder and team coordination in international development organizations ▪ Proven managerial experience including experience in working in multi-cultural teams ▪ Experience in working at the country level including countries experiencing political transitions and peace processes. ▪ Work experience in Myanmar's peace process is strongly preferable ▪ Proven experience and knowledge in Development Effectiveness and cooperation, gender equality and its related issues is an asset ▪ Experience in the usage of computers and office software packages (MS Word, Excel, etc)
Corporate Competencies:	<ul style="list-style-type: none"> ▪ Demonstrates integrity by modeling the UN's values and ethical standards; Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; Treats all people fairly without favoritism
Language Requirements:	<ul style="list-style-type: none"> ▪ Excellent knowledge of English, both spoken and written

D. FINANCIAL PROPOSAL

Interested persons are requested to submit their financial proposals as a ***lump sum amount*** noting the following conditions:

- 1) The lump sum amount must be "all-inclusive" and further broken down by category as per ToR

E. RECOMMENDED PRESENTATION OF OFFER:

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

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 2) **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;
- 3) **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.

F. Selection Criteria

Individual consultants who are short-listed will be evaluated based on the cumulative analysis of the technical evaluation (weight: 70%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 49 points from the technical evaluation would be considered for the financial evaluation.

Education: (10 %)	<ul style="list-style-type: none"> ▪ Advanced University Degree in Public-Sector Administration, International Relations, Political Science, Development Studies, or other relevant discipline. (10 %)
Experience: (40 %)	<ul style="list-style-type: none"> ▪ Minimum of 5 years of progressive experience in international peace and security and development work, with focus on research, report writing, support to peace processes, monitoring, evaluation and learning (MEL), generating lessons learned and best practices reports, stakeholder and team coordination in international development organizations (10 %) ▪ Proven managerial experience including experience in working in multi-cultural teams (10 %) ▪ Experience in working at the country level including countries experiencing political transitions and peace processes. (5 %) ▪ Work experience in Myanmar's peace process is strongly preferable (5 %) ▪ Proven experience and knowledge in Development Effectiveness and cooperation, gender equality and its related issues is an asset (5%) ▪ Experience in the usage of computers and office software packages (MS Word, Excel, etc) (5%)
Corporate Competencies: (10 %)	<ul style="list-style-type: none"> ▪ Demonstrates integrity by modeling the UN's values and ethical standards; Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; Treats all people fairly without favoritism (10%)
Language Requirements:	<ul style="list-style-type: none"> ▪ Excellent knowledge of English, both spoken and written (10 %)

(10%)	
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REFERENCE DOCUMENTS

The relevant reference documents will be made available to the selected consultant upon signature of contract.

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT

ANNEX 3- P-11 for ICs

ANNEX 4- Template for Confirmation of interest and Submission of Financial Proposal

ⁱ The Nationwide Ceasefire Agreement Between The Government of the Republic of the Union of Myanmar and Ethnic Armed Organizations (NCA), 15 October 2015, <http://peacemaker.unlb.org> (unofficial English translation)

ⁱⁱ The JMC ToR was approved by the Joint Implementation and Coordination Meeting (JICM), comprised of top leaders from both sides on 18th November and legally established by Presidential Decree on 19th November 2015. The TSC ToR and structure was approved by the JMC-U on 6-7 January 2017.

ⁱⁱⁱ Myanmar News Agency, "[The Joint Coordination Body for Peace Process Funding] JCB reaches six agreements," 24 February 2017, <http://www.globalnewlightofmyanmar.com/jcb-reaches-six-agreements/>

^{iv} UNDP, Project Initiation Plan for Joint Ceasefire Monitoring Committee - Support Platform Project: Phase 1, 1 April 2017 - 31 March 2018, Project Document (PIP / ProDoc), approved by the Myanmar Joint Coordination Body for Peace Process Funding (JCB), on 23 February 2017, signed by UNDP 28 March 2017, <https://info.undp.org/docs/pdc/Documents/MMR/JMC-SPP%20signed%20pro-doc.pdf>