**United Nations Development Programme**



**TERMS OF REFERENCE**

**Disaster Risk Reduction and Research officer**

**Governance for Resilience and Sustainability Project (contributing to)**

**Joint Programme – Inclusive Development & Empowerment of Women   
in Rakhine State**

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| Assignment Title | Disaster Risk Reduction and Research Officer |
| Project | GRSP, contributing to Joint Programme – Inclusive Development and Empowerment of Women in Rakhine State |
| Type of Contract | Individual Contract (National) |
| Contract Period | 80 days, 15 October 2018 – 14 March 2019 |
| Supervisor | Project Manager / CTA (GRSP) |
| Location | Yangon (with frequent travels to Sittwe and other townships in Rakhine) |
| Country | Myanmar |

### BACKGROUND

Myanmar is a lower middle-income, least developed country, and ranks 145 out of 187 countries in terms of the 2016 UNDP Human Development Index (HDI). The country is undergoing multiple transitions that are complexly interwoven to create both opportunities and challenges for attaining sustainable development. The last decade’s upsurge and recent drop of net official development assistance and foreign direct investment ably show that Myanmar has become the cynosure of the globe. The Government of Myanmar’s (GOM) commitment to reforms for democracy, peace and prosperity has coincided with the global society’s emerging ODA priorities to support the achievement and localization of Sustainable Development Goals (SDGs). That said, recent disasters triggered by environmental hazards and crises have displayed a sign of the country’s failure to invigorate the reform processes.

Recent natural hazards such as cyclone Nargis and Giri have displayed a major threat to the country’s achievement of sustainable development. Also, deforestation, large-scale mining, land degradation and diminishing water resources, increasing urbanization, exacerbate vulnerabilities; and new disaster risk unfolds in Myanmar. Early warning systems and data management are weak, and issues of climate change risk are not well programmed into development policies and planning processes. Much of the country’s population and economic activities are concentrated in disaster risk prone areas such as coastal areas and central dry zones. Earthquakes pose additional risks with growing urbanization and other societal processes, yet the country’s level of preparedness is very low. Women and children in female headed households are particularly vulnerable to climate change impacts, and women are far more likely to die in a disaster triggered by natural hazards (UNDP Country Programme Document 2018-2022).

Climate models project ever more extreme changes in temperature, drought periods, rainfall patterns, increasing risk of meteorological and hydrological hazards and sea level rises affecting almost all sectors and communities. The country is also experiencing a decrease in the duration of the south-west monsoon season due to the late onset and early retreat of the monsoon. Ground water supplies will be particularly vulnerable to saline intrusion during the dry season because of low water volumes in river systems (IPCC AR5). Processes of global change are adding new and even more intractable dimensions to the problems of risk construction and disaster occurrence and loss at local level, associated with climatic events.

Disasters in Myanmar drain government resources, and climate change risk means increasing contingent liabilities of government to disasters. The 2008 Nargis crisis and destructive floods over the last decade have revealed the compelling needs for enhancing disaster resilience; destruction to property and farmland by Nargis alone was estimated at $4.1 billion, equivalent to 12 percent of the country’s GDP (UNISDR, 2018); and the 2015 floods caused loss and damage of $1.5 billion. Despite the huge financial impacts of the disasters, Myanmar has not formulated a strategy to enhance financial resilience against multi-hazards. Until fairly recently, DRR financing per capita of Myanmar was meagre at $0.21 from 1991 to 2010, which was a lot less than those of other lower-middle income countries: Vietnam ($3.88), Albania ($3.17), Guatemala ($8.58) and Pakistan ($1.13) (ODI, 2013).

Recent innovation in tracking and reporting tools for Disaster Risk Reduction mainstreaming (e.g. OECD’s policy marker for DRR in the DAC creditor reporting system and UNISDR’s Risk-Sensitive Budget Review) confirms the global community’s commitment to boosting global investment in DRR through development aid. It is worth noting that the lower the HDI of a country the higher the economic gain of DRR measures. Among the key development challenges is to enhance disaster resilience in a way that supports the GoM’s commitment to democratic and inclusive reforms at different levels.

At national and sub-national level, however, there is no harmonized approach in taking account of DRR and CCA in planning and implementation of project by various departments. While the Ministry of Planning and Finance has instructed all Ministries to ensure that they examine DRR aspects in all their projects, in the absence of a common framework and tools/criteria, it is left to individual departments to create their own construct of DRR and CCA; not to mention those at state/region and township levels.

Under the new UNDP country programme document (2018-2022), UNDP goes further to bring risk reduction and sustainable development concerns together through “Governance for Resilience and Sustainability Project (GRSP).” The five-year initiative (2018-2022) aims to enable the GoM to identify disaster risk to be considered through their development planning processes. It will support the GoM implement the new policies and plans for DRR, climate change and natural resource management, including by establishing an integrated framework for environmental financing and capacity building plans. GRSP aims to deliver the following four outputs:

* Output One – Resilience and sustainability policy frameworks are strengthened and implemented, including trough mainstreaming resilience and sustainability considerations into key sectoral plans and programmes and into investment appraisal systems;
* Output Two – Increased promotion of small and large-scale green investment;
* Output Three – Improved organizational performance of targeted government offices with environment, climate change and DRR responsibilities; and
* Output Four – Local government, climate change and disaster risk issues are addressed through subnational implementation of innovative policies and action plans.

Under Output Four, an initiative for technical support to DRR and CCA mainstreaming has been planned for supporting Rakhine State Government (RSG)’s resilience building endeavour. Recent studies indicate that local communities in Rakhine have been exposed to multiple stresses and disasters that disclose what one might label as a ratchet effect of vulnerability. This effect refers to a vicious circle through which households suffering from each succeeding disaster use up already lacking resources, and hence to cope with future disasters is getting more challenging. In the case of Rakhine, the ratchet effect is unfolding in a compressed manner that affected communities require immediate support in minimising the long-term impacts of crises and disasters and returning quickly to a sustainable development trajectory. The importance of combining humanitarian and development approaches comes to the fore (UNDP Strategic Plan, 2018-2021).

As part of the Rakhine Area Based Programme (RABP), UNDP is providing major support to township level governance through the advancement of participatory development planning and implementation processes. UNDP also works with Rakhine State Parliament in terms of capacity building and strategic planning. Yet, development does not always occur in a way that reduces vulnerability; development also results in new disaster risk. DRR and CCA mainstreaming ensures to move resilience and sustainability into the core of local decision making processes. To this end, UNDP will produce a comprehensive framework for state level DRR and CCA mainstreaming along with a set of relevant evidence-based analyses and technical studies.

### SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Under the supervision of the Chief Technical Advisor and direct guidance of the Technical Specialist (GRSP), the Disaster Risk Reduction (DRR) Research Officer closely works with and support other international consultants to collect and analyse data and information on hazards, vulnerabilities and climate change risk in Rakhine contexts. S/he will have a deep understanding of the local contexts in which disaster risk is (re)produced coevolving with other social and political processes in Rakhine. The DRR & Research Officer will take responsibility of translation and editing of documents and reports from English to Myanmar language and vice versa. The DRR and CCA mainstreaming team will be composed of the following international and national consultants:

* DRR & CCA Mainstreaming and Institution Specialist (international)
* Disaster Risk Financing Specialist (international)
* Disaster Risk Reduction and Research Officer (national)

The DRR & Research Officer will be responsible for the following tasks.

1. Technical studies and analyses (Component A):
2. Prepare inputs and support the required analyses/studies, as agreed with the DRR and CCA mainstreaming specialist and the DRF specialist;
3. Collect data and identify observed trends in **the production of climate change risk** and review existing secondary data on key weather elements including rainfall, and temperature over a select period of time;
4. Work with key relevant technical partner institutions and experts to identify broader climate change issues, review existing and past climate change adaptation interventions at national level and particularly in Rakhine and target sites;
5. Analyse the exposure and sensitivity of major coastal areas, communities (particularly marginalised groups), farming assets including, infrastructure, etc. to environmental hazards and climate change impacts;
6. Assess **current (including traditional) coping mechanisms** and overall adaptive capacity and their extent of effectiveness;
7. Map **local institutional arrangements** (formal and informal) to determine existing approaches, decision making mechanisms, capacities and gaps in relation to disaster risk management and mainstreaming at state and township levels;
8. 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.; and
9. Support other consultants in terms of translation and interpretation necessary for data collection and analysis as well as documentation of assessments and analyses.
10. Formation of a Framework for DRR and CCA mainstreaming (Component B):
    1. Support the team to produce a framework for DRR and CCA mainstreaming into RSG development planning processes; and
    2. Translate and edit the draft and final frameworks for DRR and CCA mainstreaming from English to Myanmar language.
11. Workshops for DRR and CCA mainstreaming
    1. Support the planning and delivery of consultative and validation workshops for government authorities; and
    2. Ensure documentation and translation of lessons learnt from the workshops to devise a strategy for developing township guidance notes for mainstreaming and frameworks for other state and region states of Myanmar.
12. Final Deliverables:
    1. Consolidation of all technical and consultation inputs including from national and local stakeholders and UNDP into the comprehensive framework for DRR and CCA mainstreaming; and
    2. All documentation from the consultancies translated (including technical reports, workshop report etc.)

As local conditions may be subject to change, the international specialist will be required to obtain guidance from the UNDP GRSP chief technical adviser and technical specialist and ensure that his/her work is compliant with UNDP CO requirements.

### EXPERTISE AND QUALIFICATIONS REQUIRED

**Academic Qualifications/Education:**

* Masters in a relevant field, such as disaster risk reduction and climate change adaptation, environmental governance, geography, political science, sociology, development studies or any related discipline;

**Experience:**

* Minimum 5 years of demonstrable experience in DRR and/or CCA related research and project implementation;
* Extensive experience applying qualitative and quantitative methods of social research (assessments of hazard exposure, vulnerabilities and climate change risk);
* Experience in facilitating and managing participatory processes or focus group discussions and interviews;
* Demonstrated facilitation and coordination skills;
* Proven ability to work effectively in multi-disciplinary and multi-cultural teams;
* Good understanding of gender-related issues and dynamics;
* Strong interpersonal and written and oral communication skills;
* Past track record/Ability to work independently, deliver timely and quality products; and
* Computer proficiency, especially related to professional office software packages (Microsoft Office)

**Language skills:**

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

### MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

* Under the overall supervision of Chief Technical Advisor (GRSP), the International Specialist will report to the Technical Specialist (GRSP) of the UNDP Country Office in Myanmar as necessary for administrative purpose and 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

### DUTY STATION AND DURATION OF ASSIGNMENT

This consultancy will be based in Yangon with frequent travels to Sittwe and other townships in Rakhine; any necessary missions must be approved in advance and in writing by the supervisor. The consultancy will be carried out for 80 days from October 2018 to March 2019.

### 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

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| **Deliverable No.** | **Description of deliverables** | **Timeline** | **Payment** |
| Deliverable 1 | Upon satisfactory submission of a detailed work plan and methodology (including preliminary templates for technical studies and framework) | 20th October 2018 | 20 % |
| Deliverable 2 | Completion of all required technical studies and reviews (Component A) and first draft framework, consultative workshops and other training materials for training sessions | 10th December 2018 | 40 % |
| Deliverable 3 | Final comprehensive framework for DRR and CCA mainstreaming to RSG development planning processes, including translation of all the reports and documents from English to Myanmar language and training sessions (Component B) | 28th February 2019 | 40 % |

### 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

### 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

* Masters in a relevant field, such as disaster risk reduction and climate change adaptation, environmental governance, geography, political science, sociology, development studies or any related discipline;

Relevant Experience: 55 points

* Minimum 5 years of demonstrable experience in DRR and/or CCA related research and project implementation (15 points);
* Extensive experience applying qualitative and quantitative methods of social research (assessments of hazard exposure, vulnerabilities and climate change risk, 10 points);
* Experience in facilitating and managing participatory processes or focus group discussions and interviews (5 points);
* Demonstrated facilitation and coordination skills (5 points);
* Proven ability to work effectively in multi-disciplinary and multi-cultural teams (5 points);
* Good understanding of gender-related issues and dynamics (5 points);
* Strong interpersonal and written and oral communication skills (4 points);
* Past track record/Ability to work independently, deliver timely and quality products (3 points); and
* Computer proficiency, especially related to professional office software packages (Microsoft Office) (3 points)

English and Myanmar language skills: 5 points

* Excellent English and Myanmar language skills with strong technical writing 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.