**TERMS OF REFERENCE**

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| Title of Consultancy: | **Field Office Associate** |
| Type of Contract: | Individual Contract (National) |
| Supervisor | Head of UNDP Sub-Office, Maungdaw |
| Number of Position | 2 Persons |
| Duration of the Assignment: | 2 Months (October 2018 to Dec 2018) |
| Location: | Maungdaw, Rakhine State, Myanmar |

1. **Background**

On 6 June 2018, the Government of the Union of Myanmar (GoM), UNHCR and UNDP signed a tripartite Memorandum of Understanding, which establishes a framework for cooperation aimed at supporting the GoM to create conditions conducive to the voluntary, safe, dignified and sustainable return of the displaced to places of origin or of choice nearest to it, and supporting recovery and resilience-based development for the benefit of all communities living in Rakhine State.

UNHCR should provide assistance in the implementation of voluntary repatriation through mandated protection activities, monitoring, community consultations, site visits, support to coexistence and other programme benefiting all communities. UNDP is expected to provide assistance related to community resilience building, planning for recovery and development including sustainable livelihoods that will benefit all returnees and host communities, local institutional capacity building, and the promotion of social cohesion amongst returnees and host communities.

UNHCR and UNDP implement humanitarian and development activities consistent international norms and standards, and as impartional development partners that support sustainable development in all of Rakhine State with all communities.

United Nations personnel perform their duties in strict compliance with the United Nations Code of Conduct.

UNHCR and UNDP in consultation with the GoM, are implementing joint assessments, which includes the organisation of community dialogue and rapid review of community based needs in northern Rakhine to inform the identification of community-based projects, which will lead into the formulation of short-, medium- and longer term assistance programming (related to community resilience building, planning for recovery and development including sustainable livelihoods) that will benefit all all communities through local institutional capacity building, and the promotion of social cohesion amongst returnees and host communities.

Under the direct supervision of the Head of Maungdaw Sub-Office, the Field Associate is responsible for providing support to coordination, implementation, and monitoring of the GoM and UNDP-UNHCR joint needs assessment and quick impact project activities.

S/he works in close collaboration with the UNDP and UNHCR teams, and maintains effective working relationships with local government institutions, I/NGOs and CSOs, and other partners, such as Donor and UN agencies.

The Field Associate will be based in Maungdaw, with occasional travel to Sittwe and potentially to Yangon.

UNDP Myanmar is committed to ensure inclusion of persons from various different backgrounds in its teams in order to ensure adequate representation in relation to gender, age, diversity, ethnicity, citizenship status, religious and political beliefs, social status, etc.

In addition, UNDP Myanmar is committed to achieving 50/50 gender balance in its staff. Therefore, female candidates are strongly encouraged to apply for this position.

1. **Summary of Key Functions:**
2. Support the UNDP Maungdaw office with t day-to-day coordination and communication with local stakeholders in Northern Rakhine areas,
3. Provide support to planning, and day-to-day functions of Maungdaw Office in implementing field activities.

Supports the Maungdaw office with the collection of data and information, conduct monitoring and field activities, and provides updates and reports.

1. **Scope of Work and anticipated outputs**
2. **Support to day-to-day coordination and communication with local stakeholders in Northern Rakhine areas**
	1. Maintains regular contacts with local authorities and implementing partners, as requested.
	2. Undertakes frequent visits to various sites in order to assess the needs of UNDPs communities of support, with particular attention to the inclusion of vulnerable groups, such as older persons, children at risk, persons with disabilities, women at risk, etc.
	3. Facilitates internal communication and coordination at field level, including providing assistance in interpretation, translations, and communications with local stakeholders and communities.
	4. Monitors the perception of UNDP, UNHCR, and the Northern Rakhine joint activities at the local level and suggests media activities that positions UNDP more strategically and effectively as a neutral broker for local development.
	5. Contributes ideas, local context knowledge and technical inputs into the design and implementation of UNDP’s programming in Northern Rakhine State
	6. Develops, monitors and maintains positive working relationships with local stakeholders – District and Townships line authorities, Village Tract Administrators, Village Leaders, and community leaders
3. **Support to planning, and day-to-day functions of Maungdaw Office in implementing field activities.**
	1. Provides support for the smooth running of the Sub-Office, helps and contributes to an effective Sub Office team, promotes team work and creates an environment that is conducive to delivering results.
	2. Ensures compliance of all actions and activities with organizational rules, regulations, policies, strategies and internal control mechanisms.
	3. Participates in the office and field activities, as required, inclusive of joint monitoring missions and assessments
4. **Supports the Maungdaw office with the collection of data and information, conduct monitoring and field activities, and provides updates and reports**
	1. Monitors the local developments in relation to the resilience and development mandate of UNDP
	2. Monitors the implementation of UNDPs portfolio of recovery, resilience and development support.
	3. Collects and updates basic demographic data, including relevant data to support profiling and analysis of socio-economic situation of the area.
	4. Provide inputs and updates to database of local stakeholders contacts and their activities mapping in the area.
	5. Provides periodic updates and monitoring reports, including observations, findings, and suggestions for improvement on UNDPs activities to the Head of Sub Office

Enhances community support by bringing local knowledge and cultural understanding, coupled with specific experience and qualifications, to ongoing activities.

1. **Expected Deliverables**

The consultant will be responsible for delivering the following output:

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| **#** | **Deliverables** | **Deadline** | **Estimated working days** | **Payment installments****(%)** |
| 1 | Timesheet, Monthly Progress Report; and Any other supporting documentation as per agreed ToR | November 2018 | 22 | 50 % |
| 2 | Timesheet, Monthly Progress Report; and Any other supporting documentation as per agreed ToR | December 2018 | 22 | 50 % |

1. **Qualifications and competencies**

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| --- | --- |
| Education: | Secondary Education, with relevant training/ certification in social, humanities, economic and development studies. University Degree or post-secondary training/certificate in Business or Public Administration, Economics, Political or Social Sciences is not a requirement but would be an advantage.  |
| Experience: | * 7 years of experience with Secondary Education/ 4 years of experience with Bachelor Degree in field implementation and monitoring of humanitarian response and/or development programmes/ projects.
* Proven experience in livelihoods, social cohesion and recovery projects and provision of support to vulnerable groups, including women.
* Experience in coordinating with a wide range of stakeholders including government, parliament, development partners, academia/think tank, civil society, I/NGO, media, etc.
* Ability to work well in multi-disciplinary and multi-cultural teams.
* Experience in facilitating trainings and workshops.
* Project management experience, preferably within UNDP or another UN agency is a desirable asset.
* Good knowledge of the local context is a desirable asset.
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| Language and Other Requirements: | * Myanmar national only with strong oral and written command of English and Myanmar language.
* Ability to listen, understand, and speak local languages and dialects commonly spoken in northern Rakhine
* Strong interpersonal and communication skills (spoken, written and presentational), including the ability to produce written reports in a clear, concise style, as well as to build and maintain effective partnerships.
* Proficient in office software packages (MS Word, Excel, PowerPoint, etc.).
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1. **Selection Criteria**

Individual consultants 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 70 points from the technical evaluation would be considered for the financial evaluation.

**Technical will be access as the following;**

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| **Assessment Area** | **Obtainable Points (100 Points)** |
| 7 years of experience with Secondary Education/ 4 years of experience with Bachelor Degree in field implementation and monitoring of humanitarian response and/or development programmes/ projects.  | **10** |
| Proven experience in livelihoods, social cohesion and recovery projects and provision of support to vulnerable groups, including women.  | **10** |
| Experience in coordinating with a wide range of stakeholders including government, parliament, development partners, academia/think tank, civil society, I/NGO, media, etc.  | **10** |
| Experience and Ability to work well in multi-disciplinary and multi-cultural teams.  | **10** |
| Experience in facilitating trainings and workshops.  | **10** |
| Project management experience, preferably within UNDP or another UN agency is a desirable asset.  | **10** |
| Good knowledge of the local context is a desirable asset.  | **10** |
| Myanmar national only with strong oral and written command of English and Myanmar language.  | **10** |
| Ability to listen, understand, and speak local languages and dialects commonly spoken in northern Rakhine  | **10** |
| Strong interpersonal and communication skills (spoken, written and presentational), including the ability to produce written reports in a clear, concise style, as well as to build and maintain effective partnerships.  | **5** |
| Proficient in office software packages (MS Word, Excel, PowerPoint, etc.).  | **5** |

This ToR is approved by;

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_Nasantuya Chuluun \_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_