



TERMS OF REFERENCE

National Consultant

Assignment Title	National Consultant – Training Consultant on Disaster Recovery and Recovery Planning
Project	Building Capacities for Resilient Recovery – Phase 2 / Governance for Resilience and Sustainability Project
Type of Contract	Individual Contract (National)
Contract Period	15 working days between January 2019 – March 2019
Supervisor	Project Manager & CTA, Governance for Resilience and Sustainability Project
Location	Home-based and Mon State
Country	Myanmar

A. BACKGROUND AND CONTEXT

Myanmar is committed to implement the Sendai Framework for Action on Disaster Risk Reduction and meet its targets. Myanmar is co-chair of ASEAN Committee on Disaster Management Working Group on Recovery along with Indonesia and led the process of developing the ASEAN Disaster Recovery Reference Guide. To improve planning and management of recovery processes, the Government constituted the Rehabilitation and Reconstruction Working Committee. However, all the functions relating to disaster recovery were not established and defining clear roles in recovery assessments, planning, implementation, monitoring and funding has been a challenge. Lack of technical capacity, human and financial resources, awareness, lack of inter-ministerial convening power and limited presence below State /Region level make it challenging for the Rehabilitation and Reconstruction Working Committee to perform wide-ranging responsibilities and coordinate the work of line ministries. In addition, there is a high reliance on international experts for several aspects of recovery planning and implementation.

The initiative “Building Capacities for Resilient Recovery – Phase 2”, under the Governance for Resilience and Sustainability Project in UNDP Myanmar, aims to support the Government of Myanmar’s efforts, already initiated at regional level, to strengthen the country’s preparedness for assessing, planning, implementing, monitoring and financing sustainable recovery processes, able to integrate Build Back Better principles.

Output 1 of this project aims to improve the enabling environment for recovery by formulating National Disaster Recovery Guidelines. The development of this Guideline will help define institutional arrangements, financing mechanisms, implementation and monitoring arrangements, and local systems

for recovery during small and large-scale disasters, to address recovery needs of the affected communities holistically, build back better and to reduce communities' vulnerability in the next disaster.

Output 2 of the project aims to enhance technical capacities for recovery planning and implementation, including adapting PDNA guidelines to the national context. Myanmar has already conducted PDNAs (after 2008 Nargis cyclone and 2015 floods), there is no standard methodology approved by the national government for assessing recovery needs. A Post-Disaster Needs Assessment (PDNA) training was organized and conducted in the end of August 2018 in Naypyidaw, involving 40 representatives from key sectorial ministries at the Union level along with representatives from NGOs, INGOs, UN agencies and ADB. The training was organized in collaboration with the Department of Disaster Management, under the Ministry of Social Welfare, Relief and Resettlement, and in partnership with the European Union and the World Bank. The project will support the adoption of the national contextualized PDNA methodology by consolidating baseline data for all sectors; developing standardized templates for data collection and analysis, including using mobile technology; establishing a central database for information in all PDNA sectors; developing standard operating procedures for conducting the assessment and defining roles and responsibilities; and considering peculiarities for specific disasters.

The training and the recovery planning workshop will serve as opportunity to inform the formulation of the National Disaster Recovery Guidelines and the process of adaptation of the PDNA guideline to the Myanmar context.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

With the technical guidance of the Disaster Risk Reduction Specialist, under the overall supervision of the Project Manager/Chief Technical Advisor from UNDP Country Office, and supported by the National Recovery Officer, the national consultant is expected to:

1. Organize, structure, facilitate and deliver training of trainers on Disaster Recovery, based the material developed by UNDP
 - Schedule, in accordance with government counterparts, the training and support in the selection of participants (prioritizing representatives that have key role in local recovery planning and implementation), if needed
 - Conduct the training
 - Document and collect feedback during the training that can inform the formulation of the National Disaster Recovery Guidelines as well as the adaptation of the PDNA guidelines to the Myanmar context
2. Integrate, as part of the training, a one-day PDNA simulation exercise supported by the UNDP team
 - Prepare a case study based on the recent flood affecting South-East Myanmar, with a real data, to possible extent, about Mon State (details on the case study will be discussed and agreed with government counterparts and UNDP)
 - Prepare (including the agenda) and conduct the simulation exercise
 - Document and collect inputs that will inform the adaptation of the PDNA guidelines in Myanmar
3. At the end of the training, organize a recovery planning workshop (on last day of the training period), supported by the UNDP team
 - Prepare the agenda
 - Organize and facilitate the workshop

- Support in the formulation of a recovery strategy and a recovery plan for selected area (state level or township level to be agreed)
 - Document and collect inputs that can inform the formulation of National Disaster Recovery Guidelines
4. Prepare a final report (both in Myanmar and English language) that will include the documentation of the training, PDNA simulation exercise as well as recovery planning workshop including a Draft Recovery Plan as output of the workshop. The report will include inputs collected, identified good practices and lessons learnt and a set of recommendations. The inputs collected will be utilized in the formulation of the National Disaster Recovery Guidelines as well as the adaptation of the PDNA guidelines to the Myanmar context

The international consultant is expected to deliver:

1. Detailed agenda for the training (including adjustments to the Recovery curriculum, if needed), case study for the PDNA exercise, agenda for the simulation exercise and agenda for the recovery planning workshop
2. Training of trainers, PDNA simulation exercise (using a case study based on the recent flood affecting Mon State) and recovery workshop conducted
3. Finalized state level recovery plan (in both Myanmar and English language)
4. Final report, including recommendations (in both English and Myanmar language)

For these tasks, the international consultant's inputs will be up to: 15 working days. The dates for the conduction of the training will be agreed with government counterparts (between January and March 2019).

C. EXPERTISE AND QUALIFICATIONS REQUIRED

The successful applicant should have the following expertise and qualifications:

- Masters' Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field
- At least 7 years of work experience in disaster risk reduction/ recovery with UNDP and/or with other international/ bilateral/ multi-national agency/ non-government organization
- Thorough understanding, technical expertise and in-depth knowledge of disaster recovery and recovery preparedness including of good practices and tools
- Previous experience in developing and/or conducting training on disaster recovery
- Consolidated knowledge and possibly, previous experience in PDNA conduction in the Myanmar and/or in the region
- Previous experience working with government counterparts
- Previous experience in UNDP, UN, Red Cross and/or other international agencies is desirable
- Proficiency in both English and Myanmar language

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The consultant will report to the Project Manager/CTA, Governance for Resilience and Sustainability Project, of the UNDP Country Office in Myanmar as necessary against the deliverable progress for administrative purpose.
- 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 is responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the supervisor

E. DUTY STATION

- Part of the work will be home based. The location for the training will be agreed with government counterparts (tentatively, in Mon State).

F. TIMEFRAME

The consultancy will be carried out for 15 working days between January 2018 and March 2019.

G. PAYMENT SCHEDULE

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

- Payments will be made upon submission of certification of payment form, and acceptance and confirmation by the supervisor

Deliverable No.	Description of deliverables	Tentative Timeline	Indicative n. days inputs
Deliverable 1	Detailed agenda for the training (including adjustments to the Recovery curriculum, if needed), case study for the PDNA exercise, agenda for the simulation exercise and agenda for the recovery planning workshop	14 th January 2019	3 working day
Deliverable 2	Training of trainers, PDNA simulation exercise (using a case study based on the recent flood affecting Mon State) and recovery workshop conducted	4 th February 2019	7 working days
Deliverable 3	Finalized state level recovery plan (in both English and Myanmar)	8 th February 2019	2 working days
Deliverable 4	Final report, including recommendations (in both English and Myanmar language)	11 th February 2019	3 working days

H. 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

I. 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' Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field
 - Relevant Experience: 55 points
 - At least 7 years of work experience in disaster risk reduction/ recovery with UNDP and/or with an international/ bilateral/ multi-national agency/ non-government organization (15 points)
 - Thorough understanding, technical expertise and in-depth knowledge of disaster recovery and recovery preparedness including of good practices and tools (15 points)
 - Previous experience in developing and/or conducting training on disaster recovery (10 points)
 - Consolidated knowledge and possibly, previous experience in PDNA conduction in the Myanmar and/or in the region (5 points)
 - Previous experience working with government counterparts (5 points)
 - Previous experience in UNDP, UN, Red Cross and/or other international agencies is desirable (5 points)
 - English language skills: 5 points
 - Proficiency in both English and Myanmar language

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. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$

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