



TERMS OF REFERENCE

National Consultant

| | |
|------------------|---|
| Assignment Title | Yangon Sustainability & Resilience Master Plan Development |
| Project | Governance for Resilience and Sustainability Project |
| Type of Contract | Individual Contract (National) |
| Contract Period | 30 working days between 1 st December 2018 – 31 st March 2019 |
| Supervisor | Project Manager & CTA, Governance for Resilience and Sustainability Project |
| Location | Yangon |
| Country | Myanmar |

A. BACKGROUND AND CONTEXT

UNDP Myanmar has commenced implementation of its Country Programme for 2018-2022. Integrated programming has guided the design of the new programme in order to better address the inter-linkages between peace-building, governance, natural resource management and disaster resilience, inclusive growth, and the vertical linkages between subnational and national governance levels.

The Governance for Resilience and Sustainability Project (GRSP) leverages existing AF/GEF/REDD/GCF vertical funding and links up to horizontally and vertically with UNDP Country Programme key priority areas working at national and sub-national levels. GRSP is designed to help the Government of Myanmar (GoM) implement recent policy reforms related to environmental governance, climate change and disaster risk reduction (DRR), to ensure that economic growth in Myanmar is more inclusive, resilient and sustainable. The project recognizes that environmental degradation, when combined with natural disasters and effects of climate change, undermines the attainment of inclusive and sustainable growth

Under the new Country Program, UNDP will continue to support the implementation of the new National Environmental Policy (NEP) and Myanmar Action Plan for Disaster Risk Reduction (MAPDRR) at the Union and sub-national levels. This implementation of the NEP will be through the development of a national level Master Plan and similar master plans at the sub-national levels, to guide priority environmental governance interventions and the mainstreaming of environmental considerations throughout all government planning and decision-making.

Strengthening resilience and sustainability policy frameworks are one of the outputs under the UNDP's Governance Resilience and Sustainability Project (GRSP). To fulfill this key result, UNDP is currently supporting Environment Conservation Department (ECD) in implementing National Environmental Policy (NEP) and Department of Disaster Management (DDM) in implementing MAPDRR at Union and sub-national levels.

With the purpose to support strengthening resilience and sustainability policy frameworks of Myanmar government, UNDP is planning to support the Yangon Region offices of ECD and DDM to prepare a Yangon Region Sustainability and Resilience Master Plan. Specific objectives of developing Yangon Region Sustainability and Resilience Master Plan are as follow:

1. To support ECD in implementing the new NEP in Yangon.
2. To support DDM in implementing MAPDRR in Yangon.
3. To discuss key environment sustainability and DRR issues with ECD and DDM in Yangon.
4. Based on the above, to support Yangon Region government developing Yangon Region Sustainability and Resilience Plan.
5. To undertake this work with a view to developing a template for sustainability and resilience master plans that can be applied in other States/Regions.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

With the technical guidance of Project Manager and Chief Technical Advisor (GRSP) from UNDP Country Office, the national consultant will:

- Prepare a work plan to support key government departments, primarily ECD and DDM, to develop a Yangon Region Sustainability and Resilience Plan.
- Meet with various stakeholders in environmental conservation and DRR sectors for consultation.
- Conduct desk review on existing environmental conservation and DRR related guidelines and policies for inputs for the plan.
- Seek the technical guidance and inputs of ECD, DDM and other relevant stakeholders.
- Coordinate with the UNDP team preparing the national environmental master plan to ensure consistency.
- Contribute ideas and analysis of appropriateness of activities for inclusion in the Yangon Region Sustainability and Resilience Plan.
- Facilitate, together with government departments, developing Yangon Region Sustainability and Resilience Plan.
- Prepare first draft of the plan to discuss with government departments, ECD and DDM.
- Submit initial draft to UNDP, ECD and DDM.
- Submit final draft incorporating feedback from consultations with relevant government agencies to UNDP, ECD and DDM.

C. EXPERTISE AND QUALIFICATIONS REQUIRED

The successful applicant should have the following expertise and qualifications:

- A masters degree in a relevant field (including environmental management, environmental policy, environmental law, natural resource management, disaster management, community development or a related field)
- At least 4 years of relevant work experience in Myanmar in environmental management and/or DRR
- Experience in local level environmental conservation and/or community based DRM planning and implementation will be considered an asset
- Familiarity and good understanding of environmental governance, natural resource management and DRR issues
- Experience facilitating consultations, workshops and trainings which include government staff, and local communities
- Experience working with government agencies, INGOs, UN agencies and civil society will be an advantage
- Excellent command of written and spoken English and Myanmar language

- Must be a Myanmar national

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

- The consultant will be home-based with travel in Yangon areas as required;
- Any necessary missions must be approved in advance and in writing by the supervisor

F. TIMEFRAME

The consultancy will be carried out for 30 working days between December 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 | Timeline | Payment |
|-----------------|--|------------------|---------|
| Deliverable 1 | Satisfactory submission of outline of plan to Project Manager | 20 December 2018 | 15 % |
| Deliverable 2 | upon satisfactory completion of initial draft plan and submission to Project Manager | 1 February 2019 | 35 % |
| Deliverable 3 | Upon satisfactory completion of final draft plan incorporating feedback from consultations with relevant government agencies and submission to Project Manager | 1 March 2019 | 50 % |

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
 - A masters degree in a relevant field (including environmental management, environmental policy, environmental law, natural resource management, disaster management, community development or a related field)
 - Relevant Experience: 50 points
 - At least 4 years of relevant work experience in Myanmar in environmental management and/or DRR (15 points)
 - Experience in local level environmental conservation and/or community based DRM planning and implementation will be considered an asset (5 points)
 - Familiarity and demonstrated good understanding of environmental governance, natural resource management and DRR issues (15 points)
 - Experience facilitating consultations, workshops and trainings which include government staff, and local communities (10 points)
 - Experience working with government agencies, INGOs, UN agencies and civil society will be an advantage (5 points)
 - English language skills: 10 points
 - Excellent command of written and spoken English and Myanmar language
 - Must be a Myanmar national

Financial Evaluation of Proposals:

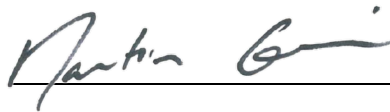
- The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$

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

J. APPROVAL

This TOR is approved by: Martin Cosier, Project Manager & CTA, Governance for Resilience and Sustainability Project

Signature:

A handwritten signature in black ink, appearing to read 'Martin Cosier', is written over a horizontal line.

Date:

15 November 2018