

UNITED NATIONS DEVELOPMENT PROGRAMME
Office of the Resident Coordinator, Sittwe Field Office, Rakhine State

TOR for Human Security System Advisor (IC)

A. Project Title

Contractor Title:	Human Security System Advisor
Grade:	IC
Duty Station:	Sittwe, Rakhine State
Duration:	12 Months
Supervisor:	UN Senior Advisor
Language	English & Burmese
Total Cost:	Up to USD 24 000

B. Project Description

Project Rationale/ Background

The Office of the Resident Coordinator, in Sittwe, Rakhine State, is mandated to promote coordinated programming across the humanitarian, human rights, development, and peacebuilding efforts of the United Nations and its cooperation partners in the State.

The Office of the Resident Coordinator is headed by the UN Senior Advisor, who is responsible for (1) Partnership building, stakeholder consultations and communication; (2) Development planning and coordination; and (3) Support to the Rakhine Human Security System.

To enable the UN Senior Advisor to Support the Rakhine Human Security System, and to support the UN Senior's Advisor's provision of 'contextual analysis', 'stakeholder mapping' and 'early warning/early action', as outlined in the UN Senior's Advisor's TOR and key functions, the Office of the Resident Coordinator in Sittwe seeks a national consultant to provide specific deliverables under the scope of work detailed below.

C. Scope of Work

Produce a stakeholder mapping of key opinion-leaders in Rakhine State, including formal and informal leaders, affected communities, and civil society organisations (CSOs), and identify entry points for UN engagement in the context of the UN Senior Advisor's key 'Human Security' function, and in line with the UN Senior Advisor's functional responsibility for 'partnership building [and] stakeholder consultations'.

Provide contextual analysis and advice on intercommunal, social, and cultural developments and trends in Rakhine State, with a view for identifying entry points for UN engagement through the UN Senior Advisor.

Establish a Human Security System with an 'early warning, early action' component, particularly focused on reported incidents that have the potential to impact intercommunal relations, and the programming efforts led by the UN and the international community in Rakhine State.

D. Expected Outputs and Deliverables

Produce a stakeholder mapping of key opinion-leaders, affected communities, and CSOs in Rakhine State.

1. Identify entry points for UN engagement with key opinion-leaders and affected communities, and CSOs in Rakhine State, with the objective of increasing the participation of these stakeholders in programme development, implementation, and monitoring, and ultimately improving the effectiveness of these programme interventions.
2. Provide contextual analysis and advice on intercommunal, social, and cultural developments and trends in Rakhine State.
3. Establish a Human Security system with an 'early warning, early action' component to identify incidents which could impact inter-communal relations, and/or present challenges to the international community's efforts to implement programming and address all communities' needs in Rakhine State.
4. Provide advice and reports regarding response, action, and escalation in relation to the 'Human Security System', with an 'early warning, early action' component.

Due to the complexity of establishing a Human Security system in Rakhine State, including production of a stakeholder mapping and establishing key contacts that would contribute to such a system, it is expected that this task will take 12 months.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1. Establish a comprehensive Human Security System	12 months	12 months from signature of IC	UN Senior Advisor (Rakhine State) to review output and confirm acceptance of deliverables
2. Produce a stakeholder mapping of key opinion-leaders, affected communities, and CSOs in Rakhine State.	1 month	1 month from signature of IC	UN Senior Advisor (Rakhine State) to review output and confirm acceptance of deliverables
3. Identify entry points for UN engagement with key opinion-leaders and affected communities, and CSOs in Rakhine State.	3 months	3 months from signature of IC	UN Senior Advisor (Rakhine State) to review output and confirm acceptance of deliverables
4. Provide contextual analysis and advice on intercommunal, social, and cultural developments and trends in Rakhine State.	7 months	7 months from signature of IC	UN Senior Advisor (Rakhine State) to review output and confirm acceptance of deliverables
5. Provide advice and reports regarding response, action, and escalation in relation to the 'Human Security System'.	9 months	9 months from signature of IC	UN Senior Advisor (Rakhine State) to review output and confirm acceptance of deliverables

E. Institutional Arrangement

Supervision: The UN Senior Advisor (Rakhine State), shall directly supervise the Contractor. The Contractor will be directly responsible to, reporting to, and seeking approval/acceptance of output from the UN Senior Advisor (Rakhine State).

Monitoring and Reporting: Progress against the deliverables will be directly and regularly assessed on a weekly basis by the UN Senior Advisor (Rakhine State). In addition, progress will be assessed at the end of each month (as measured from the date of signature of the IC), to assess progress on the deliverables and outputs and the target due dates above.

Institutional collaboration: In addition to the Sittwe Field Office of the Office of the Resident Coordinator, in Sittwe, Rakhine State, where the Contractor shall be based, the Contractor is expected to liaise/interact/collaborate/meet with representatives of the following: UN, INGO and NGO entities, community representatives; civil society; local media; and government officials.

Roles and entities involved in the management/implementation of the contract: The UN Senior Advisor (Rakhine State) shall directly supervise the Contractor. The UN Senior Advisor (Rakhine State) shall hold approving authority in relation to any additional relevant expenses incurred, and of evaluating the Contractor's performance.

Facilities and Support: The UN Secretariat in Sittwe will provide personnel, service, or logistical support where required, although this is expected to be of a modest nature. The Contractor will principally work from the offices of the UN Secretariat in Sittwe.

F. Duration of the Work

The expected duration of this work is twelve months. The Contractor is expected to deliver a functioning and comprehensive Human Security System by the end of the 12-month contract, and to meet monthly deliverables by the target dates as identified in the Table above. The twelve months, as well as the monthly deadlines, is determined from the signature of the IC.

The target date for the start of work is November 2018, and the target completion date is 30 October 2019.

The monthly deliverables will be provided to, and reviewed by, the UN Senior Advisor (Rakhine State).

The awarded IC holder will attend the Sittwe office on a daily basis as per the UN's normal office hours, adhering to the scope of work listed above.

Payment will be made on a monthly basis upon submission of the deliverables identified above. The sum specified in the financial proposal will be divided across the twelve months, with payment tied to the monthly deliverables.

G. Duty Station

Duty Station: Sittwe, Rakhine. Regular travel to the field in Rakhine, and occasional travel to Yangon.

Duration of contract: 12 months

H. Qualifications of the Successful Individual Contractor	
Education:	<ul style="list-style-type: none"> • Bachelor's degree in relevant subject.
Experience:	<ul style="list-style-type: none"> • Minimum of 15 years of relevant experience (in military, security, or humanitarian fields). • At least four years experience working in Rakhine State. • Relevant experience working with the UN, government administration, and Myanmar security personnel required. • Proven, already-established relationships with key contacts. • Previous experience working on Human Security or Early Warning, Early Response systems.
Language Requirements:	<ul style="list-style-type: none"> • Good command of English and Burmese is required.

I. Scope of Price Proposal and Schedule of Payments

All proposals must be expressed in a lump sum amount.

The lump sum amount must be all inclusive, and the contract price is fixed. If relevant, the lump sum proposal must include the cost of travel to the designated duty station.

J. Presentation of Offer

The following documents are requested:

Personal CV, 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;
Brief description of why the individual considers him/herself as the most suitable for the assignment.

Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

K. Criteria for Selection of Offer

The basis for evaluating offers will be undertaken via a combined scoring method, in which the qualifications and description will be weighted 70% and combined with the price offer which will be weighted at 30%.

Evaluation criteria	
Education:	<ul style="list-style-type: none"> • Bachelor's degree in relevant subject. (10 points)
Experience:	<ul style="list-style-type: none"> • Minimum of 15 years of relevant experience (in military, security, or humanitarian fields). (15 Points)

	<ul style="list-style-type: none"> • At least four years experience working in Rakhine State. (10 points) • Relevant experience working with the UN, government administration, and Myanmar security personnel required. (10 points) • Proven, already-established relationships with key contacts. (10 points) • Previous experience working on Human Security or Early Warning, Early Response systems. (15 points)
Language Requirements:	<ul style="list-style-type: none"> • Good command of English and Burmese is required.