



## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACTOR**

**POST TITLE:** National Project Coordinator (Myanmar)  
**AGENCY/PROJECT NAME:** UNDP/United Nations Action for Cooperation against Trafficking in Persons (UN-ACT)  
**COUNTRY OF ASSIGNMENT:** Yangon, Myanmar

#### **1) GENERAL BACKGROUND**

The United Nations Action for Cooperation against Trafficking in Persons (UN-ACT) is a regional, UNDP-managed project on human trafficking in Southeast Asia, supporting a more coordinated response to trafficking in persons and prioritizing capacity building amongst key stakeholders. UN-ACT is Secretariat to the sub-regional inter-governmental Co-ordinated Mekong Ministerial Initiative against Trafficking in Persons (COMMIT) Process, supporting the six governments of the Mekong Sub-region in collaboration against trafficking in persons.

The National Project Coordinator (NPC) for the UN Action for Cooperation against Trafficking in Persons (UN-ACT) will report to the Regional Project Manager (RPM) at the Regional Management Office (RMO) located in Bangkok. The NPC for Myanmar will support the government and other stakeholders in implementing and coordinating counter-trafficking initiatives within Myanmar, and with other partners in the region.

#### **2) OBJECTIVES OF THE ASSIGNMENT**

The Consultant will support:

- Provide technical support to the National COMMIT Taskforce and partners
- Development and implementation of UN-ACT Myanmar workplan for 2019

#### **3) SCOPE OF WORK**

The Consultant will work under the direct supervision of the Regional Project Manager (RPM). S/he will also collaboratively work with the Regional Management Office (RMO) in performing his/her duties.

The tasks of the consultant will be to support the following activities planned under UN-ACT Myanmar's workplan:

- Operationalise the COMMIT M&E framework for Myanmar with the Government;
- Support to / participation in National Taskforce meeting and CBTIP meeting;

- Provide technical support to the National COMMIT Task Force for the COMMIT Senior Officials Meeting and Regional Taskforces;
- Facilitate two advocacy workshops on national referral mechanisms;
- Conduct two capacity building workshops with community based watch group members and relevant stakeholders in victim identification and referral mechanisms;
- Coordinate with human trafficking working group members;
- Provide inputs to research relevant to trafficking in Myanmar;
- Support development of the UN-ACT Myanmar and COMMIT workplans for 2019

#### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Duration of Assignment:** 100 days, from 1 April to 31 July 2019

**Duty Station and Expected Place of Travel:** Yangon, Myanmar, with some travel to Naypyidaw

#### **5) FINAL PRODUCTS**

The consultant will be required to submit timesheets documenting days worked. The tasks will be overseen by the UN-ACT Regional Project Manager from the Regional Management Office.

#### **6) DEGREE OF EXPERTISE AND QUALIFICATIONS**

##### Education:

- Myanmar National with a postgraduate degree in a relevant social science (or relevant sufficient work experience in lieu of educational requirement).

##### Work experience:

- At least 7 years of professional working experience in development projects' coordination/management with UN system organizations and/or NGOs
- At least 3 years of professional experience in the field of human trafficking/migration/exploitation; understanding of current national anti-human trafficking mechanisms is an asset
- Literacy in Window-based computer applications
- Experience in budget management is an advantage
- Knowledge of gender and human-rights issues an advantage

##### Language requirement:

- Excellent command of written and spoken English and national language

#### **7) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultant will report directly to UN-ACT Regional Project Manager

#### **8) REVIEW TIME REQUIRED**

1 week

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐

PARTIAL

☐

INTERMITTENT



FULL TIME

### IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION

If the assignment requires full time presence on UNDP premises, a sound justification on why a full time presence is required.

The consultant will be working on day-to-day basis with UN-ACT colleagues and counterparts, and therefore needs to be based at UNDP premises.

## 10) PAYMENT TERMS

Payment shall be based on daily rate of USD 138 per day in USD currency, all-inclusive <sup>1</sup>. Payment will be made on the submission of timesheet to the National Project Coordinator for review and approval.

Prepared by



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Paul Buckley, UN-ACT Regional Technical Specialist



Approved by

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Kaori Kwarabayashi, UN-ACT Regional Project Manager

<sup>1</sup> The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the daily rate