



TERMS OF REFERENCE

International Consultant

Assignment Title	International Consultant (Resilience & Sustainability Mainstreaming)
Project	Governance for Resilience & Sustainability Project
Type of Contract	Individual Contract (International)
Contract Period	60 working days (between April and December 2019)
Supervisor	Project Manager & CTA, Governance for Resilience and Sustainability Project
Location	Home based with four trips to Myanmar
Country	Myanmar

A. BACKGROUND AND CONTEXT

UNDP Myanmar is implementing 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) 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 recognises that environmental degradation, when combined with natural disasters and effects of climate change, undermines the attainment of inclusive and sustainable growth. It also recognises that Myanmar's environmental assets present unique opportunities for green economic development, which can directly support women's economic empowerment and community resilience.

Through GRSP, UNDP will continue to support the implementation of the new National Environmental Policy (NEP), Myanmar Action Plan for Disaster Risk Reduction (MAPDRR) and Myanmar Climate Change Policy and Climate Change Strategy and Master Plan (MCCSMP) at the Union and sub-national levels. This implementation of the NEP will be through the finalization of the Strategic Framework for the NEP, and the development of a national level Master Plan and similar master plans at the sub-national levels. These tools are intended to guide priority environmental governance interventions, as well as the mainstreaming of environmental considerations throughout all government planning and decision-making.

The NEP, MAPDRR and MCCSMP all advocate for the mainstreaming of environment, climate and DRR considerations throughout all sectors. Through GRSP, UNDP will support the lead agencies – the Environmental Conservation Department (ECD) and the Department of Disaster Management (DDM) – to develop an integrated approach to mainstreaming that also incorporates gender considerations. The intention is not to develop another strategy or document, but rather a set of practical tools that can be used collaboratively by ECD and DDM to support mainstreaming efforts. GRSP will also support the

piloting of this mainstreaming approach by targeting one sector for practical incorporation of sustainability and resilience considerations into the particular sector plans.

With the adoption of the Myanmar Sustainable Development Plan (MSDP), as well as the preparation of the MSDP National Indicator Framework (NIF), it is important that the National Environmental Master Plan and the integrated mainstreaming strategy are prepared in a way that supports achievement of the MSDP.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

With the technical guidance of the GRSP Project Manager and Chief Technical Advisor, the international consultant will:

- In collaboration with a National Consultant, work closely with ECD to finalise the first draft of the National Environmental Master Plan, including by:
 - Contributing ideas and analysis of appropriateness of activities for inclusion in the Master Plan
 - Identifying appropriate targets and indicators for inclusion in the Master Plan, with appropriate linkages to the MSDP NIF
 - Drafting key elements of the Master Plan
 - Providing technical advice and support to the National Consultant
 - Helping facilitate, and prepare materials for, up to three technical working group meetings
 - Helping lead at least one national consultation workshop on the draft Master Plan
- Lead the development of an integrated resilience and sustainability mainstreaming strategy, including by:
 - Coordinating with ECD and DDM, in collaboration with the GRSP team
 - Identifying commonalities within the environment, climate and DRR policy frameworks (principally the NEP, MAPDRR and MCCSMP) as focal areas for integrated mainstreaming efforts
 - Ensuring gender mainstreaming, through the integration of National Strategic Plan for the Advancement of Women (NSPAW)
 - Drafting short, practical tools to support mainstreaming by target sectoral agencies
 - Identifying target agencies and approaches for piloting mainstreaming, based on reviews of sectoral policies and action plans, and in consultation with key stakeholders
 - Piloting the mainstreaming approach and tools by applying them to one target sector in collaboration with ECD, DDM and the target sector agency

During this assignment, the international consultant is expected to deliver:

1. A complete draft Master Plan, consistent with the MSDP NIF
2. Summary of national consultation workshop on the draft Master Plan
3. A brief summary of the proposed mainstreaming strategy, drawing on the NEP, MAPDRR, MCCSMP and NSPAW
4. A consolidated set of practical tools for supporting integrated resilience and sustainability mainstreaming
5. Demonstration of the piloting of the mainstreaming tools to one target sector (whether through a report or updated sector plan)

C. EXPERTISE AND QUALIFICATIONS REQUIRED

The successful applicant should have the following expertise and qualifications:

- A Masters degree in environmental conservation, environmental policy, natural resource management, climate change or a related field
- At least 7 years of experience working on environmental governance, natural resource management, climate change and disaster risk reduction policy, preferably with a focus on mainstreaming in development sectors
- Demonstrated experience drafting policies and action plans (including setting appropriate targets and indicators)
- Demonstrated experience working with national governments in developing countries in Asia, preferably in Myanmar
- Familiarity and understanding of resilience and sustainability issues in Myanmar will be considered an advantage
- Experience working with INGOs, UN agencies and civil society will be an advantage
- Excellent command of written and spoken English language
- Must be an international

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 to Nay Pyi Taw, Yangon and other locations in Myanmar 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 60 working days between April and December 2019.

G. PAYMENT SCHEDULE

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

- a) 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	Upon satisfactory: <ul style="list-style-type: none"> completion of a draft of the Master Plan that incorporates Technical Working Group feedback and submission of a brief summary of the proposed mainstreaming strategy, drawing on the NEP, MAPDRR, MCCSMP and NSPAW 	7 June 2019	20 %
Deliverable 2	Upon satisfactory: <ul style="list-style-type: none"> completion of National Consultation Workshop on draft Master Plan and submission of a draft set of practical tools for supporting integrated resilience and sustainability mainstreaming 	31 July 2019	25 %
Deliverable 3	Upon satisfactory completion of final draft Master Plan and consolidated set of practical tools for supporting integrated resilience and sustainability mainstreaming	31 August 2019	25 %
Deliverable 4	Upon satisfactory demonstration of the piloting of the mainstreaming tools to one target sector	30 September	30 %

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 environmental conservation, environmental policy, natural resource management, climate change or a related field
 - Relevant Experience: 55 points
 - At least 7 years of experience working on environmental governance, natural resource management, climate change and disaster risk reduction policy, preferably with a focus on mainstreaming in development sectors (15 points)
 - Demonstrated experience drafting policies and action plans (including setting appropriate targets and indicators) (15 points)
 - Demonstrated experience working with national governments in developing countries in Asia, preferably in Myanmar (15 points)
 - Familiarity and understanding of resilience and sustainability issues in Myanmar will be considered an advantage (10 points)
 - Experience working with INGOs, UN agencies and civil society will be an advantage (10 points)
 - English language skills: 5 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.