



TERMS OF REFERENCE

Resilience Building and DRM Policy Specialist Governance for Resilience & Sustainability Project

(contributing to Joint Programme – the project for humanitarian and development assistance to help create conditions conducive to the return of displaced persons from and within Rakhine State and to promote resilience-based development)

Assignment Title	Resilience building and DRM policy specialist
Project	Governance for Resilience and Sustainability Project
Type of Contract	Individual Contract (International)
Contract Period	November 2019 – April 2020 (5 months)
Supervisor	Project Manager / CTA (GRSP)
Location	Yangon with frequent travel to Rakhine and Nay Pyi Taw
Country	Myanmar

A. BACKGROUND

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), under the Sustainable and Inclusive Growth portfolio, 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. Through GRSP, UNDP will continue its support to 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. GRSP fulfils the multifaceted and multi-scalar needs of government regarding resilience building through the following initiatives.

Firstly, under Output 1 of the result framework, GRSP will work closely with the Department of Disaster Management (DDM) to establish a new Disaster Risk Management (DRM) policy. In order that the formulation process of a DRM policy is based on rigorous analyses of the local contexts and a strong methodology, UNDP seeks to form the basis of policy development through rapport building with DDM and other relevant departments and quick review of relevant materials and case studies.

Secondly, UNDP Myanmar together with UNHCR, and UN Women, with support from the UN Resident Coordinator's Office (RCO), is implementing a joint programme – '*the Project for humanitarian and development assistance to help create conditions conducive to the return of displaced persons from and within Rakhine State and to promote resilience-based development*' in Rakhine State from April 2019 to March 2020. The joint programme is aligned with the Rakhine Advisory Commission recommendations, the committed support to the Tripartite Memorandum of Understanding on creating conditions conducive to the return of displaced persons from and within Rakhine State, and at supporting recovery and resilience-based development for the benefit of all communities living in the state, and the United Nations' long-term engagement towards Myanmar and Rakhine. The project will seek to contribute to address the root causes of displacement, underdevelopment and poverty and of the lack of trust between people and government, while providing humanitarian support to displaced individuals and preparing the possible return of refugees to Rakhine.¹

This joint approach between UNDP, UNHCR, UN Women, and the RCO aims to support the Government of Myanmar's efforts in developing and implementing comprehensive and durable solutions to the issue of displacement from and within Rakhine State, and in implementing the RAC recommendations for more inclusive peace-oriented, resilience-based development in coordination with all other UN agencies active in Rakhine. To enable this, the intervention aims to strengthen participatory governance and the rule of law, to promote social cohesion and the development of resilient livelihoods, and to provide direct humanitarian support to displaced populations in a manner that empowers women and promote gender equity. It will further provide critical humanitarian support to ensure dignified living conditions in camps solutions to displacement are in place. The approach builds upon the two joint *projects Inclusive Development and Empowerment of Women in Rakhine State and Joint UN Response to the Humanitarian Crisis in Rakhine State supported by Japan from April 2018 to March 2019.*²

The implementation of the JP's sub-activity on resilience building including through promoting sustainable resilient livelihoods, developing DRR plans, or mainstreaming DRR/CCA in participatory Township development planning processes is anchored to GRSP. It will

¹ Joint project proposal submitted to the Government of Japan

² *ibid*

complement GRSP's Output 4 which aims for local climate change and disaster risk issues to be addressed through subnational implementation of innovative policies and action plans.

Under Output 4 of GRSP, an initiative for technical support to DRR and CCA mainstreaming had been initiated in 2018 and will be further supported under this JP aimed at supporting Rakhine State Government (RSG)'s resilience building endeavour. Recent studies indicate that local communities in Rakhine have been exposed to multiple stresses and disasters that disclose what one might label as a ratchet effect of vulnerability. This effect refers to a vicious circle through which households suffering from each succeeding disaster use up already lacking resources, and hence to cope with future disasters/shocks is getting more challenging. In the case of Rakhine, the ratchet effect is unfolding in a compressed manner that affected communities require immediate support in minimising the long-term impacts of crises and disasters and returning quickly to a sustainable development trajectory. The importance of combining humanitarian and development approaches comes to the fore (see UNDP Strategic Plan, 2018-2021).

Building on the draft framework for state level DRR and CCA mainstreaming, which will be continuously refined through local application, UNDP will support Rakhine State Government through capacity building/training on DRR/CCA mainstreaming and resilience building in selected Townships in Rakhine. It will also seek to undertake a detailed livelihoods needs assessment leading to provide recommendations that seek to inform and define a vision for sustainable and resilient livelihoods in Rakhine including identifying specific gaps for institutional capacity development towards building resilience. This work will also inform the implementation of UNDP's upcoming Reducing the Climate Vulnerability of Coastal Communities through Ecosystem Based Adaptation (EBA) project in Rakhine State.

In order to implement these key activities and achieve desired outputs that will ultimately contribute to the achievement of the JP's Outcome D1, as well as GRSP's objectives of supporting the implementation of MAPDRR at the Union and sub-national levels, the services of a Resilience Building and DRM Policy Specialist are therefore sought.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Under the supervision of the Chief Technical Advisor/Project Manager, GRSP, the Resilience Building and DRM Policy Specialist will be responsible for supporting the implementation of the Rakhine resilience and sustainability planning including to explicitly address disaster and climate risk management and by linking the sub-national efforts with ongoing Union-level DRM policy development.

In this context, the International Specialist will provide technical inputs into three main areas of work:

1. GRSP's activities on DRR and CCA mainstreaming in Rakhine State
2. National level policy building support, focused on MAPDRR implementation and new DRM Policy
3. Linking livelihoods and resilience activities in Rakhine under RABP.

More specifically, the Specialist will be responsible for carrying out the following tasks:

1. Provide technical assistance to the implementation of the DRR and CCA mainstreaming and resilience-building efforts in Rakhine
2. Organise and assist in the delivery of training-workshops to Township Planning Implementation Committees (TPICs), Township Disaster Management Committees (TDMCs) and Village Tract Administrators (VTAs) in Rakhine townships on DRR and CCA mainstreaming and resilience-building
3. Conduct field research in Rakhine for producing township disaster risk profiles and guidance notes to help township committees in Rakhine understand disaster and climate change risks in their communities and make informed decisions for development and make suggestions for revising the TORs of TDMCs accordingly;
4. Provide technical guidance to (the stock take and monitoring of) the implementation of MAPDRR at the Union level, in conjunction with a national consultant
5. Initiate the preparation of a new DRM Policy for Myanmar through consultation workshop and desk review of case studies, in conjunction with DDM and in collaboration with a national consultant
6. Provide policy and technical support to the livelihoods component of RABP, including through assessing the impact of phase 1 and 2 activities, and supporting the design, implementation and scale-up of phase 3 activities, as well as mainstreaming DRR and CCA into current and future livelihood interventions in Rakhine.

In undertaking the assignment, the consultant will provide general implementation support and technical advice to GRSP and the Sustainable and Inclusive Growth Unit on resilience-building and DRR related activities, including (but not limited to) design of future activities and resource mobilisation strategies.

Key Deliverables

1. Township and village tract level training workshops on DRR/CCA mainstreaming conducted for five selected townships and VTAs in Rakhine (training materials/presentations prepared and post training report submitted)
2. Township disaster risk profiles, guidance notes on DRR and CCA mainstreaming and revised TORs for TDMCs for five selected townships in Rakhine
3. MAPDRR Stock Take Report submitted and systematic tracking tool developed
4. Detailed work plan for DRM policy development prepared and submitted (methodology, list of materials, and the scope and outline of a DRM policy) based on consultation through a workshop for DDM, line departments and DRRWG members in NPT and literature review of case studies
5. RABP livelihoods activities impact assessment report with recommended subsequent activities

C. EXPERTISE AND QUALIFICATIONS REQUIRED

Academic Qualifications/Education:

- Master's degree in a relevant field, such as disaster risk reduction and climate change adaptation, social science, sociology, development studies or any related discipline

Experience:

- Minimum 7 years of relevant international experience in planning and managing technical cooperation strategies and programmes/projects relevant to DRR and CCA mainstreaming, DRM policy building, and/or sustainable livelihoods;
- Familiarity with UNDP work in the Asia-Pacific region at country and at regional level;
- Previous experience in Myanmar (particularly Rakhine State) will be considered a strong asset;
- Experience in livelihoods recovery and livelihoods assessments in post-conflict/crisis or post-disaster situations;
- Experience in designing, facilitating and managing relevant training and capacity building interventions including through participatory processes at local levels;
- Demonstrated leadership, facilitation and coordination skills, ability to manage technical and project teams, and proven ability to work effectively in multi-disciplinary and multi-cultural teams;
- Good understanding of gender-related issues and dynamics;
- Strong interpersonal and written and oral communication skills;
- Ability to work independently, deliver timely and quality products and results; and
- Computer proficiency, especially related to professional office software packages (Microsoft Office)

Language skills:

- Fluency in English required.

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- Under the overall supervision of the Chief of Unit, Sustainable and Inclusive Growth Programme, the Resilience Building and DRM Policy Specialist will directly report to the Chief Technical Advisor/Project Manager, GRSP.
- 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 and administrative support necessary for execution of the tasks under this assignment;
- The consultant will be responsible to bring his/her own laptop computer for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission/completion of prescribed deliverables and certification of payment form, and acceptance and confirmation by the supervisor.

E. DUTY STATION AND DURATION OF ASSIGNMENT

This consultancy will be in Yangon and Rakhine, with additional travel to Nay Pyi Taw; any necessary missions must be approved in advance and in writing by the supervisor. The consultancy will be for 5 months between November 2019 and April 2020.

F. PAYMENT ARRANGMENT

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

1. The contract price is fixed regardless of changes in the cost components
2. Payments will be made upon submission of timely deliverables and certification of payment form, and acceptance and confirmation by the supervisor

Description of deliverables	Timeline	Payment
Upon satisfactory submission of an inception report containing detailed work plan, methodology and approach for all deliverables as well as reporting plans	10 November 2019	20 %
Upon satisfactory: <ul style="list-style-type: none"> • submission of a progress report on RABP livelihoods activities impact assessment; • completion of the MAPDRR stock take and tracking tool; • submission of draft outline for national DRM policy and agenda for consultation workshop/s; and • submission of draft disaster risk profiles, township guidance notes and revised TORs for DMCs for two townships 	20 December 2019	30%
Upon satisfactory completion of: <ul style="list-style-type: none"> • township and village tract level DRR and CCA mainstreaming training with training materials and post training report submitted; • disaster risk profiles, township guidance notes and revised TORs for DMCs for five townships; and • the RABP livelihoods activities impact assessment report 	28 February 2020	20 %

<p>Upon submission of:</p> <ul style="list-style-type: none"> • final work plan for development of national DRM Policy (including outline, methodology, list of relevant materials and case studies, scope and outline) based on findings of a consultation workshop for DDM and DRRWG and literature of case studies; and • Final Accomplishment Report 	31 March 2020	30%
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G. 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

H. 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 in a relevant field, such as disaster risk reduction and climate change adaptation, social science, sociology, development studies or any related discipline

Relevant Experience: 55 points

- Minimum 7 years of relevant international experience in planning and managing technical cooperation strategies and programmes/projects relevant to DRR/CCA, sustainable livelihoods recovery and resilience building (15 points)
- Previous experience in Myanmar is required, and past experience in Rakhine State will be considered a strong asset (10 points)
- Experience in livelihoods recovery and livelihoods assessments in post-conflict/crisis or post-disaster situations (10 points)
- Experience in designing, facilitating and managing relevant training and capacity building interventions including through participatory processes (10 points)
- Demonstrated leadership, facilitation and coordination skills, ability to manage technical and project teams, and proven ability to work effectively in multi-disciplinary and multi-cultural teams (3 points)
- Good understanding of gender-related issues and dynamics (3 points)
- Strong interpersonal and written and oral communication skills (2 points)
- Ability to work independently, deliver timely and quality products and results (2 points)

English language skills: 5 points

- Fluency in English required

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.