

Terms of Reference (TOR)

Support to the Implementation of Institutional Support Grants to the Township Leading Groups

LOCATION:	Yangon (with domestic travel to regional capitals and townships in Myanmar)
APPLICATION DEADLINE:	28 July 2014
TYPE OF CONTRACT:	Individual Contract (IC)
Post Level:	Local Consultant – Open to Myanmar Nationals only
Languages required:	English and Myanmar. Other ethnic dialects (optional)
Duration of Contract:	60 working days/3 months (expected starting date of 4 August 2014 with estimated completion date of 20 October, 2014)

1) Background:

For over 2 decades, UNDP's Country Programme in Myanmar (owing to restrictions placed by the UN General Assembly and UNDP's Executive Board, **(GA/EB)** has focused predominantly on livelihoods and food security activities through its flagship Human Development Initiative **(HDI)**. At the height of the HDI initiative, over 8,000 villages in 63 townships across Myanmar received assistance and more than **5503 SRGs** were formed. Subsequently and as noted in the independent evaluation of the HDI transition (concluded in 2013), more than 170 Cluster Leading Groups (CLGs) and 28 Township Leading Groups (TLGs) were formed as part of the HDI transition activities. As of April 2014, 31 TLGs exists as apex institutions of village based SRGs. These TLGs support some **112 cluster groups** which in turn are comprised of **1979 SRGs**. In total, some 22,000 women are part of the 3 tiered organizational structure based out of 31 Townships in the country ([Refer Annex 1 for a full list of TLGs by Townships](#)).

UNDP now intends to implement a grant facility to support the institutional development and capacity building of the 31 TLGs with the intention that they evolve into more stable and recognized Community Based Organizations (CBOs). A recent study¹ in 2014 further compliments the logic of the approach and sees potential for these TLGs to play leading roles in advocating specific issues on improving rural development and the advancement of women in leadership roles. It also proposes the formation of a national network of TLGs that will give national level prominence and visibility to these TLGs. However there are various limitations in the capacity of the TLG leaders to receive and implement the grant to achieve the intended outcomes. Thus the primary objective of this consultancy is to create awareness amongst the beneficiaries (i.e. the 31 TLGs) on the requirements of the grant support mechanism and the criteria in which they would qualify to receive this support. Further the registration of the TLGs and the setting up of bank accounts is seen as the primary outputs of this assignment.

2) Objectives

Specific Objectives of the assignment includes:

- To sensitize the members of the 31 TLGs on the purpose and arrangements of the grant support facility.

¹ Tetlay/Aung (2014) "Enhancing Capacity Building Support to the Federations of Self Reliant Groups"

- To ensure that registration documents for the respective TLGs are filed with the relevant Township Authorities and interim operational certificates are obtained.
- To oversee the process leading to the compilation for each of the 31 TLGs, a grant proposal that defines their needs, reporting obligations and timelines, and the capacity assessment based on corporate template.
- To support and as needed under supervision of the programme specialist, coordinate activities leading the preparation and roll out of capacity building and training package for TLGs, and support defining the concept and preparations for supporting the setting up of a national convention of the TLGs.
- To support any other initiatives under the Output II as directed by the Output Lead.

3) Scope of Work

To sensitize the members of the 31 TLGs on the purpose and arrangements of the grant support facility.	Oversee the process leading to the compilation for each of the 31 TLGs, a grant proposal and the capacity assessment based on corporate template.
<ul style="list-style-type: none"> ➤ Together with the Area Based CSO Associates and Area Coordinators, organize initial strategy meeting on how to sensitize TLG members on the purpose of the proposed grant support, what it can be used for and what will be the reporting requirements from the TLGs. ➤ Evaluate progress made since initial leadership training including number of CLG and SRG members trained. ➤ Assist TLG executives in compiling registration documents and obtaining interim operational certificates. ➤ Establish bank accounts for TLGs to receive funding 	<ul style="list-style-type: none"> ➤ Provide assistance to TLG members to submit their proposals in Myanmar language, and conversion of the same to English for UNDP Purposes. ➤ Add M&E Indicators. ➤ Carry out capacity assessments
To coordinate activities leading to the second national TOT and first national convention of the TLGs.	Any other task assigned by Output Lead.
<ul style="list-style-type: none"> ➤ Collaborate with the training institution on the preparation of materials for the second training of trainers. This will include but not limited to: <ul style="list-style-type: none"> ○ Review of previous training materials developed under the HDI programmes. ○ Compilation of a TOT manual for the TLGs focusing on the capacity needs of the 3 categories (refer annex 1) of the TLGs. ○ Preparation of a TOT training programme for both national and township level audience. ➤ Assist UNDP staff in preparing for the first national convention of the TLGs. Tasks include: <ul style="list-style-type: none"> ○ Inputs into preparing and finalization of the meeting agenda. ○ Initial sensitization to TLG members and preparation of nomination forms for the election national level office bearers. ○ Preparation of the Articles of Association for the National Network. ➤ Provide briefing and hand over to the National TLG coordinator who will be recruited by UNDP. 	<ul style="list-style-type: none"> ➤ Coordinate with other Pillar and cross pillar activities.

4) Deliverables, Timeframe and Level of Inputs

<u>Deliverable</u>	<u>Dates/Timing</u>	<u>Level of Input</u>
- Interim Report to reflect on issues relating to how sensitization, registration, proposal presentation has been carried out for the 31 TLGs.	August 30	20 Days*
- Second interim report to reflect on the proposal preparation and capacity assessment of the 31 TLGs.	September 30	20 days
- Final Report on the activities completed under the TOT and follow up to the National Convention.	October 30	20 days
*Travel and meetings held on weekends will be counted as working days		

5) Institutional Arrangement

a) Under the overall supervision of the Pillar 1, Team Leader, the incumbent will report directly to the Acting CSO Specialist for the duration of the contract.

b) The contractor will be required to provide a weekly update (verbal) to the Pillar 1 Team. In addition, a written monthly report (format of which will be discussed with the CSO Specialist and the Contractor) is required. The written reports will form the basis of performance assessment and payment as per deliverables/milestones above.

c) The Contractor will primarily engage with the 31 Township Leading Groups (TLGs) to fulfill the objectives of this terms of reference. The incumbent will also be required to participate in the identification of, and interact with the training institution for the capacity building component of this initiative.

d) The Pillar 1 Team Leader and the acting CSO Specialist will be the primary approving authority for this assignment. The contractor will also be required to engage with Field Based Civil Society Specialists and assists them in their interaction with the TLGs.

e) UNDP under the Pillar 1 will provide a desk as well as printer and internet access, both in Yangon and in their 6 Area Offices. However the contractor will be required occasionally to facilitate own internet access and office space. Access to Area Based and Yangon based Office Assistants will be facilitated to the extent possible.

5) Criteria for Selection of the Best Offer

Combined Scoring method – where the qualifications and technical proposal will be weighted 70% and combined with the price offer which will be weighted 30%. Qualifications and technical proposal will be equally counted 50% each.

For qualifications relevance 10% will be put on education, 50% on experience in conducting similar types of activities, 20% on experience of working in developing and/or transition countries, 20% on knowledge and experience of working in the region or knowledge of the region. In the technical proposal equal amount of focus will be put on methodology, use of resources to achieve deliverables and the plan for implementation.

6) Competencies

Core competencies

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of the UNDP;
- Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional Competencies

- Ability to advocate and provide timely policy advice;
- Ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems;
- Ability to work under extreme pressure in a highly stressful environment.

7) Required Skills and Experience

Education

- First level University Degree in development economics; local development, economics, or equivalent qualifications.

Experience

- At least 10 years post degree relevant experience at the national level;
- Strong analytical capacity, including the ability to analyze and articulate differences of positions among a large number of stakeholders and develop acceptable solutions;
- Excellent communication and negotiation skills;
- Previous multiyear working experience in support of self reliance groups (SRGs) or similar self-help groups, women's empowerment and capacity development is essential. Experience in Myanmar is essential.
- Knowledge of the UNDPs capacity building approach is desirable. Substantial experience with poverty reduction strategy processes in developing country contexts. Excellent analytical skills as demonstrated, for example by prior experience in policy oriented analysis;
- Experience and knowledge in designing participatory planning processes;
- Experience and knowledge in different development sectors at local and sub-national levels desirable;
- Experience in designing and delivering training programmes on planning concepts. Methodologies as well as participatory techniques in developing countries desirable.

Language Requirements

- Full working knowledge of English and Myanmar, including excellent writing skills.
- Knowledge of other dialects will be advantageous.

Annex 1: TLGs in Myanmar as of April 2014

S. No.	TOWNSHIP	STATE/ REGION	% Score	TLG Category
1	Thibaw	SHAN	89	A
2	Naung Cho	SHAN	87	A
3	Kyaiklatt	DELTA	81	A
4	Kyaukmae	SHAN	75	A
5	Loikaw	KAYAH	74	A
6	Nga Pudaw (South)	DELTA	73	A
7	Bogalay	DELTA	72	A
8	Pakkoku	DRY	72	A
9	Pyinsalu	DELTA	70	A
10	Laputta	DELTA	69	B
11	Sinbaungwae	DRY	66	B
12	Falam	CHIN	64	B
13	Yakyi	DELTA	64	B
14	Winemaw	KACHIN	63	B
15	Kyaik Hto	MON	62	B
16	Myitkyina	KACHIN	58	B
17	Belin	MON	58	B
18	Tongzun	CHIN	56	B
19	Nyaung Shwe	SHAN	51	B
20	Kyaik Taw	RAKHINE	50	B
21	Hakha	CHIN	50	B
22	Kanpetlet	CHIN	45	C
23	Nga Pudaw (North)	DELTA	45	C
24	Thayet	DRY	44	C
25	Kanma	DRY	42	C
26	Mawlamyaine Gyun	DELTA	41	C
27	Mindat	CHIN	40	C
28	Rathaedaung	RAKHINE	40	C
29	Mrauk Oo	RAKHINE	39	C
30	Putao	KACHIN	32	C
31	Matupi	CHIN	18	C



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Annex 2

UNDP Myanmar
Individual Technical Evaluation Scoring Sheet

Title: Support to TLGs (Local IC)

1	2	3	4	5	6	7	8	9	10
S/N	Applicant Name	Qualifications				Technical Proposal			Total
		Relevance of Education / Degree	Experience in conducting similar types of activities (min. 10 years)	Experience of working in developing and/or transition countries	Knowledge and experience of working in the region or knowledge of the region of Myanmar	Methodology	Use of resources to achieve deliverables	Plan for implementation	
		10 points	50 points	20 points	20 points	34 points	33 points	33 points	200 points
1									

Notes on Review of the Technical Proposals of the Consultants (to provide detail notes on strengths and weaknesses for each criteria; please use extra sheet if space below is not enough)

Review Member

Signature and Name:

Date: