

TORs

A. Project Title

One-day sensitization training for all UN staff in Myanmar, under the Human Rights up Front initiative launched by the Deputy Secretary General and the Human Rights Mainstreaming project of the UNCT in Myanmar.

B. Project Description

- a) The UNCT, under the Human Rights Up Front and with financial support from the Human Rights Mainstreaming Project, is conducting one-day sensitization trainings for all UN staff in Myanmar. The training includes basic human rights, humanitarian principles, conflict sensitivity training and PSEA. A training of trainers was conducted in 2014, training approximately 20-25 inter-agency staff to be able trainers in the field. Three trainings were successfully conducted in 2015, but due to constraints in availability of the staff trained, the one-day sensitization could not be rolled out as quickly as envisaged. As a result, it was decided that a consultant would be engaged to support the rolling out of the one-day sensitization training.
- b) The training is of key importance, not only because it responds to an important global initiative, launched by the Deputy Secretary General, the Human Rights Up Front, aiming to raise awareness of all UN staff of the basic principles of human rights and UN standards and norms. The training is further important as Myanmar, as a country that has been closed for 60 years, the basic principles of the UN, including concepts of non-discrimination, equality, etc. are not readily understood. Since Myanmar is plagued by communal tensions and the UN is conducting some of its work in very complex and difficult settings, it is of key importance that the UN staff have the understanding of what is expected from them in terms of standards and norms.

C. Scope of Work

- a) The consultant will review the existing material prepared for the one-day sensitization training and provide recommendations to further improve the materials to respond to local contexts, throughout the rolling out of the training.
- b) The consultant will further lead the training for the remaining staff yet to be trained (approximately 2000 staff) in the field and in Yangon. A total of approximately 40 days of training is expected in Yangon (25 participants per day) and approximately days in the field, in approximately 12 locations.
- c) The consultant is expected to write a brief report of the experience conducting the training and lessons learnt

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Training to all field locations – around 35 days of training excluding travel and preparation	Around 3-4 months (not necessarily a fixed period but over a year)	At the absolute latest November 2015	Caroline Aberg, RCO (Coordination and Policy Specialist)

(approximately 12 locations)			
Training in Yangon (approximately 40 days of training)	2-3 months (not necessarily a fixed period but over a year)	At the absolute latest November 2015	Caroline Aberg, RCO (Coordination and Policy Specialist)
Submission of final report		At the latest December 2015	Caroline Aberg, RCO (Coordination and Policy Specialist)

E. Institutional Arrangement

- a) The consultant will directly report to the Coordination and Policy Specialist in the RCO throughout the assignment.
- b) The consultant will play a key role in organizing and conducting the trainings, with the support of a Project Associate located in the RCO and with support from inter-agency trained trainers.
- c) The consultant will work from home, but will be supported for logistic aspects by the Project Associate for the trainings.

F. Duration of the Work

- a) The training is expected to be conducted in Yangon and the field and a report submitted (total of approximately 75 days of training, not including preparation, and report writing) by December 2015 at the latest. The field will be prioritized.
- b) Training preparation for the approximately 75 days of training and the report preparation should not exceed 15 days. The total assignment should not exceed 90 days of work.

G. Duty Station

- a) The consultant will be based in Yangon during the preparation phase, Yangon training phase and report writing phase. The consultant will travel to approximately 12 field locations when conducting the field trainings (matrix over pending field trainings prepared)

H. Qualifications of the Successful Individual Contractor

- a) Advanced university degree or equivalent in political science, sociology, international relations, international relations, law, or other related social sciences.
- b) 10 years of experience in development, humanitarian, human rights and/or peace-building work in a governmental, multilateral or civil society organization.
- c) A track record of conducting trainings for both expert and non-expert audiences and for UN staff at senior and junior levels.
- d) Knowledge of Myanmar and the transition underway, and the complexity of issues related to peace building, human rights and communal tensions would be an advantage.
- e) Experience of the UN system is critical, ideally from a complex setting.
- f) Fluency in English required and basic understanding of Myanmar would be an advantage.

I. Scope of Price Proposal and Schedule of Payments

- a) The consultant will be paid a daily fee (all inclusive) for the trainings day and relevant preparation and report writing, as authorized by the Policy and Coordination Specialist, RCO.

- b) A time sheet has to be submitted to the supervisor before any payment is made.
- c) The consultant will also be entitled to relevant DSA/travel costs associated with the assignment.
- d) Domestic travel costs and DSA will be reimbursable. The travel costs should be the most economic fare and DSA should be per UN rate for field locations.

J. Recommended Presentation of Offer

Candidates are requested to submit a proposal for their availability, daily fee, DSA and international travel requirements together with their P11.

K. Criteria for Selection of the Best Offer

The qualified candidates will be rated based on the contract will be offered to the candidate who is considered adequate who offered the lowest price.