



Empowered Lives
Resilient Nations

Support to the Implementation of Institutional Support Grants For Rural Women's Empowerment (Township Leading Groups of the Self Reliant Groups)

LOCATION:	Yangon, Myanmar (with domestic travel to Rakhine State and other States/Regions where projects are located, including remote areas)
APPLICATION DEADLINE:	May 8, 2015
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:	120 working days over 6 months (expected starting date May 2015 and continuing through November 2015)
Agency/Project Name:	UNDP Myanmar, Pillar 1 Local Governance Programme, Output 2 - Citizens and Communities Engaged in Local Development and Monitoring of Service Delivery

1) Background and Project Description/Objectives

Under UNDP Myanmar's Pillar 1 Local Governance Programme, Output 2 focuses on Civil Society and Media support. The effective participation of Civil Society Organizations (as representatives of the people) and the Media (as one of the organizations concerned with transparent, credible and accurate reporting of local news) is an integral element of sustainable human development and local governance. UNDP's overall programme strategy for Myanmar (2013 – 2015) is aligned with the priorities of the Myanmar government and aims to support an enabling environment for development to reach out to all, democracy to flourish and citizens to realize their basic human rights.

As highlighted by UNDP's Local Governance Mapping and other studies, women's engagement with and participation in local governance remains extremely low in Myanmar, and particularly in rural areas. This holds back achievement of Myanmar's broader development goals. Output 2 places special emphasis on empowering rural women and supporting their engagement in local development and monitoring of public service delivery, working with the leaders of federated Self-Reliant Groups (SRGs).

UNDP's earlier Human Development Initiative (HDI) programme in Myanmar for two decades focused predominantly on livelihoods and food security activities through the formation and mobilization of community based organizations, including SRGs. By the end of HDI in December 2012, over 8,000 villages in 63 townships across Myanmar received assistance and 5,503 SRGs were formed and supported with total membership of about 78,000. During the HDI transition phase (November 2012-September 2013), UNDP promoted a concept of federating SRGs to support their long term self-management and sustainability. On a voluntary basis, many SRGs federated from grassroots level to cluster level, and from cluster level to township level as Township Leading Groups (TLGs). As of December 2014, over 22,000 women members are directly participating and benefiting from approximately 2,000 federated SRGs across 31 townships in 8 Regions/States of Myanmar.

During 2014, participatory capacity assessment exercise and leadership training were undertaken for leaders of the TLGs. In line with recommendations from this capacity assessment, UNDP instituted



Empowered Lives
Resilient Nations

a program of Institutional Support Grants to the TLGs. The grants provide support for institutionalizing their township-level organizations and activities (such as training, civic education, and linkages with local administrations, other civil society organizations and private sector actors), and for strengthening TLG capacities to provide effective services to their members. The overall objective of the grants is to build the institutional capacity of TLGs so that they act as member-based civil society organizations to enhance the voices of rural women particularly in matters of local development and governance, while continuing to support the functioning of their respective cluster and village-level SRGs in their on-going work to improve living standards for member households.

The grants run for 14 months from November 2014 through December 2015. The first tranche of grant support enabled the TLGs to engage in office-set up and various training activities to improve capacities of the TLG leadership to manage the grants, and to initiate outreach activities and communications with external stakeholders. During the second tranche of the grants between now and October 2015– which is during the time frame of this consultancy – the TLGs will carry out the majority of outward-facing activities in their workplans. They will also engage deepen their sustainability planning and make arrangements for audit and performance evaluation. UNDP will continue to support the TLGs with relevant capacity development exercises so that they can successfully accomplish these tasks.

In addition, UNDP will facilitate the TLGs to plan for and inaugurate a National Network by and for rural women. Following establishment of the National Network, UNDP will support the launch of its operations and activities, such as member communications and experience sharing; outreach with potential member SRGs that have not yet engaged in federating process; outreach with national and international government departments, CSOs and donors. UNDP will also continue to strengthen linkages between the SRGs, TLGs and National Network with other on-going program activities for civil society and media support, including community radio and women's leadership training, as well as other UNDP program areas such as local development planning, access to finance, and social cohesion and livelihoods.

UNDP is thus seeking a highly talented and experienced national consultant to support successful implementation of the TLG grants and capacity development for TLG leaders. UNDP's Output 2 is led by the Program Specialist-Civil Society and Media, working with national and international Program Analyst staff in Yangon, and is implemented at field level with support of CSO Associates who are based in 4 UNDP Area Offices located in the Regions and States. The current federated SRGs include 31 TLGs located across 8 States/Regions, including 3 TLGs located in Rakhine State where there are presently no field-based Output 2 program staff. As such, the national consultant will provide direct support and liaison with TLGs in Rakhine State, as well as leadership and coordination at national level across the 31 TLGs.

2) Scope of Work

Under the overall guidance of the Program Specialist- Civil Society and Media, and in coordination with relevant UNDP Yangon and Area Office staff, the national consultant will provide technical and program support for implementation of UNDP's rural women's empowerment work with the Township Leading Groups. Specifically, the national consultant will be responsible for the following:

- TLG Grants Management:



Empowered Lives
Resilient Nations

- In line with guidance from the Program Specialist-Civil Society and Media, provide overall coordination with UNDP Output 2 area team for TLG Institutional Support Grant management (including field monitoring, data collection, and oversight of performance and financial reporting, sustainability planning and audit planning);
 - Provide direct liaison, monitoring and capacity development support for TLGs in Rakhine State (and other areas as needed);
- TLG Capacity Development:
- Provide direct technical support to TLGs in Rakhine State (and other areas as needed), to successfully implement their work plans, achieve objectives and fulfil reporting requirements under their current Institutional Support Grants;
 - Organize and/or coordinate across all 31 TLGs, a series of TOT and training activities for identified capacity development needs – including sustainability planning, and planning for audit and performance evaluation – including training UNDP field staff in providing capacity support and assisting UNDP to mobilize additional resource persons or service provider support as needed;
 - Develop and implement plans for experience sharing and peer support among the TLGs to complement organized training support.
- National Network Formation and Capacity Development:
- Convene planning meeting(s) and support implementation of inaugural event for TLG-initiated National Network by and for rural women;
 - Support the National Network's strategic planning and implementation of initial network activities, including member communications by National Network to TLG/SRG members and coordination with national-level government officials, CSOs and Gender networks, and donor and technical resources;
 - Support National Network and/or UNDP outreach to potential member SRGs that have not yet federated and related planning for identified support activities to assist in further SRG federation as indicated;
- Other tasks:
- Document experience and support continuous learning and improvement of UNDP programming for rural women's empowerment;
 - Support project-related reports and briefings (in English and Myanmar language) for external audiences including government counterparts, donors and other development partners.
 - Identify linkages and support synergies between TLGs and other on-going UNDP activities in areas within the civil society and media output as well as other UNDP programs such as local development planning, enhancing access to finance, and deepening social cohesion and livelihood support;
 - Other tasks as agreed with Program Specialist-Civil Society and Media to support the project objectives and activities described above.

3) Deliverables and Payment Terms

The all-inclusive lump sum consultant fee shall be paid according to the following deliverables, details as below:



Empowered Lives
Resilient Nations

<u>Deliverable</u>	<u>Target Due Dates</u>	<u>Percentage</u>
1. Monthly report including: <ul style="list-style-type: none"> • Review and finalize data collection plans on TLG support baseline and impact information, and provide written plans/instruments; • Convene planning meeting(s) for National Network, and provide relevant documentation (Concept Note with agenda, budget; Report); • Conduct field visit for grants management and technical support to Rakhine State TLGs, and provide BTOR and related field monitoring reports; 	May 31, 2015	10%
2. Monthly report including: <ul style="list-style-type: none"> • Implement inaugural meeting of National Network, and provide relevant documentation (Concept Note with agenda, budget; Report; Communications products in Myanmar/English); • Collect supplemental baseline data as needed; • Develop concept note with strategy, implementation plan, and TORs as for additional resource persons or service provider support, for (i) National Network capacity building, and (ii) TLG capacity development training activities covering all 31 TLGs during July-Sept 2015. 	June 30, 2015	15%
3. Monthly report including: <ul style="list-style-type: none"> • Implement National Network and/or TLG capacity development training(s), and provide related report(s); • Conduct field visit for grants management and technical support to Rakhine State TLGs, and provide BTOR and related field monitoring reports; • Consult relevant stakeholders and develop outreach and support plans for SRGs that have not yet federated; • Synthesis analysis of field reports and data collected on 31 TLG grants, and written inputs for quarterly reporting. 	July 31, 2015	15%
4. Monthly report including: <ul style="list-style-type: none"> • Implement National Network and/or TLG capacity development training(s), and provide related report(s); • Coordinate field implementation for outreach and support for non-federated SRGs; 	August 31, 2015	15%



Empowered Lives
Resilient Nations

<ul style="list-style-type: none"> Coordinate field implementation planning for 2nd tranche TLG grant reporting, including preparation of sustainability plan, audit plan, performance plan templates and other guidance documents. 		
<p>5. Monthly report including:</p> <ul style="list-style-type: none"> Implement National Network and/or TLG capacity development training(s), and provide related report(s) including relevant data analysis on short-term impacts and continuing capacity needs; Develop plans for peer sharing and exchange activities for TLG capacity development, with timeline; Conduct field visit for grants management and technical support to Rakhine State TLGs, and provide BTOR and related field monitoring reports; Continue to coordinate and track field implementation of non-federated SRG outreach plans, and present summary table of results. 	September 30, 2015	15%
<p>6. Monthly report including:</p> <ul style="list-style-type: none"> Support Rakhine State TLGs in 2nd tranche reporting and 3rd tranche requests, and provide BTOR and related field monitoring reports and grant reporting documents; Coordinate and track field implementation of all 31 TLG 2nd tranche TLG grant reporting and 3rd tranche requests; review all 31 TLG 2nd tranche TLG reports and seek supplemental information as needed; maintain summary status table; Continue to coordinate and track field implementation of non-federated SRG outreach plans, and present summary table of results; Plan next meeting/workshop for National Network/TLG leaders and draft Concept Note with agenda, budget; Synthesis analysis of field reports and data collected on 31 TLG grants, and written inputs for quarterly reporting. 	October 31, 2015	15%
<p>7. Monthly/Final report including:</p> <ul style="list-style-type: none"> Convene meeting/workshop for National Network/TLG leaders to sensitize TLGs and UNDP staff on grant wrap-up processes (and possible next phase grant support), including reporting and data collection; Analysis and presentation of impact data; 	November 20, 2015	15%



Empowered Lives
Resilient Nations

• Lessons learned and recommendations.		
--	--	--

The contract anticipates a level of input of approximately 120 working days over 6 months. The deliverables are expected to be implemented on a May 2015 to November 2015 timeframe which corresponds with related deliverables and deadlines under TLG grant agreements. Travel and meetings on weekends will be counted as working days.

Payment will be certified by the Output 2 Lead based on review and acceptance of the completed deliverables presented with required IC consultant contract paperwork.

Financial proposal should be all-inclusive of consultant fees and costs. When required to travel outside Yangon, UNDP will make travel/accommodation arrangements or provide travel allowances as per applicable UNDP rules and regulations.

4) Institutional Arrangements

The national consultant will work under the direct supervision of the UNDP Program Specialist-Civil Society and Media (Output 2 Lead) to support TLG and National Network women leaders. Field support to the 3 TLGs located in Rakhine State will be coordinated closely with the UNDP Early Recovery Manager/Head of Office based in Sittwe. The National TLG Coordinator (Women's Empowerment) will work with and develop capacity of field-based UNDP staff in providing effective grant management and capacity support with TLGs.

In addition to periodic in person meetings, the consultant will provide a monthly summary report and final report as described in the deliverables above.

The Consultant will be based in Yangon, with frequent domestic travel for field visits to TLGs in Rakhine State (and other States/Regions as needed). A list of TLG township locations is provided in attached Annex 1.

For facilities, UNDP will provide a desk as well as printer and internet access in Yangon, but it is required that the consultant will have access to own computer and software necessary to complete this assignment. When in the field, Area offices will also provide access to printer and internet; however the Consultant will be required occasionally to facilitate own internet and work space access. Assistance of UNDP Yangon-based and Area Office-based Office Assistants for logistical and administrative support will be facilitated to the extent possible.

5) Qualifications of Successful Individual Contractor

The successful Individual Contractor will play a key role in capacity building and grant implementation support for UNDP's women's empowerment work with women rural leaders in TLGs in Rakhine State and across Myanmar. UNDP is thus seeking a highly talented, senior level national consultant with the following qualifications:

Education

- First level University Degree (Bachelor) in relevant Social Sciences area, e.g., Development, Economics, Gender Studies, Government.



Empowered Lives
Resilient Nations

Experience

- At least 5 years post-degree relevant work experience.
- Successful track record of civil society capacity development, including organizational development, network- or association-building, sustainability planning, leadership development.
- Significant experience and demonstrated effectiveness in designing and delivering trainings, training of trainers, and face to face capacity development.
- Strong experience with grants implementation and/or grants management, including results-based management, work planning, performance reporting, financial reporting, and monitoring and evaluation of results.
- Demonstrated familiarity with women's issues and women's empowerment approaches. Ability to draw on strong networks of women's organizations and women leaders.
- Previous working experience in support of Self-Reliant Groups or similar self-help groups is an advantage.
- Experience and knowledge in different development sectors at local and sub-national levels is desirable.
- Strong analytical capacity. Excellent communications and advocacy skills.
- Experience in the usage of computers and office software packages.

Language Requirement

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

6) Recommended Presentation of Offer

- a) Confirmation of Interest and Availability;
- b) Personal CV or P11, indicating all past experiences from similar projects, as well as contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment; and a Technical Proposal with methodology on how they will approach and complete the assignment;
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

7) 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.

Qualifications and Technical Proposal will be scored according to the following:

Qualifications – total 50 points

- Education (5) points
- Experience in civil society capacity development and trainings design and delivery (15 points)
- Experience with grants implementation and/or grants management (15 points)



Empowered Lives
Resilient Nations

- Experience with women's empowerment, women's networks, SRGs (15 points)

Technical Proposal – total 50 points

- Methodology (15) points
- Use of resources to achieve deliverables (15) points
- Implementation approach (20) points

Only candidates obtaining a minimum 70 points would be considered for financial evaluation.

A handwritten signature in blue ink, appearing to read 'Allison Moore', written over the printed name.

This TOR is Approved by: Allison Moore, Output 2 Lead

April 8, 2015

Individual Technical Evaluation Scoring Sheet

Title: National TLG Coordinator (Women's Empowerment)

1 S/N	2 Applicant Name	Qualifications				Technical Proposal			8 TOTAL
		Education	Experience in civil society capacity development and trainings design and delivery	Experience with grants implementation/ grants management	Experience with women's empowerment, women's networks, SRGs	Methodology	Use of resources to achieve results	Implementation approach	
1		10 points	15 points	15 points	15 points	15 points	15 points	20 points	100 points

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

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	Kanna	DRY	42	C
26	Mawlamyain 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