

Post Title:	National Consultant (Standing Order Revision)
Contract type:	Individual Contract (IC)
Duty Station:	Yangon, travel to Nay Pyi Taw and one or two States/Regions
Duration of assignment:	60 working days during (September-November 2015)
Starting date:	September 2015

Background:

Myanmar is at risk from a wide range of natural hazards, including cyclones, earthquake, floods and droughts. A total of 27 disaster events have been recorded between 1980 and 2010, causing the death of approximately 140,000 people, and affecting the lives and livelihoods of 3.9 million people; an average of 125,000 people per year.¹ Though the most devastating impact has been of the Cyclone Nargis in 2008, affecting 2.4 million people and claiming the lives of 135,000; small-scale disasters continue to impact different parts of the country on a recurrent basis and cause significant cumulative impacts on the vulnerable communities. These risks are further exacerbated by socio-economic factors such as widespread poverty, low capacity and years of conflict - contributing to overall vulnerability; and poor state of infrastructure that does not take into consideration natural hazards related risks. Climate change and variability will further add to these problems. However, since 2010, Myanmar has embarked in a far-reaching transition process— political decentralization, socioeconomic reforms, significant infrastructure-related investments, increase in foreign direct investments and rapid urbanization.

In recent years the Government of Myanmar has also taken significant steps to strengthen disaster risk management (DRM) — enactment of Disaster Management Law²; commitment to implement the Myanmar Action Plan on Disaster Risk Reduction (MAPDRR)³; undertaking risk assessments; building capacity of government officials through establishment of National Disaster Management Training Center; increasing awareness among communities through the DRR youth volunteers programme; enhancing cooperation and partnerships with the development partners through the Disaster Risk Reduction Sub-sector Working Group; and increasing response efficiency through the establishment of a national Emergency Operations Centre.

Myanmar, along with other 167 countries endorsed the Hyogo Framework for Action [HFA 2005-2015]. For the implementation of HFA at the national level, the Myanmar Action Plan for Disaster Risk Reduction (MAPDRR) was developed in 2009 and enacted in 2012 to accelerate the implementation of prioritized activities. In 2009, the Government also issued Standing Order on Disaster Management to increase the effectiveness of future preparedness and response efforts. The policy was drafted and finalized in 2009 by a 33-member drafting committee as per the directive issued by the Prime Minister's Office. It came into effect in January 2009 by order of the National Disaster Preparedness Central Committee (NDPCC) with the aim of ensuring effective execution of emergency relief and rehabilitation operations and timely mobilization of resources.

In 2013 and in line with MAPDRR priorities, the Government enacted a Disaster Management Law and the Rules under the Law are expected to be enacted in July 2015. The Law includes a provision for the regular update of the Standing Order by the Relief and Resettlement Department. As a result of the introduction of the Law and to reflect changes in the socio-economic context of Myanmar as well as in the international disaster management environment (Sendai Framework, ASEAN Agreement on Disaster Management and Emergency Response, etc.), the Relief and Resettlement Department has decided to update the National Standing Order on Disaster Management in 2015.

A group of agencies, the SO revision working group, was created formed out of the DRR WG and the HCT Emergency Preparedness Response Working Group that are willing to support the Relief and Resettlement Department in revising the Standing Order. The agencies have conducted several meetings, including with the Relief and Resettlement Department, and have jointly developed a concept note to guide the process as well as tools such as a questionnaire for state and region Governments.

¹ 2013. A Situational Analysis of Disaster Risk Reduction in Myanmar.

² 2013. Natural Disaster Management Law

³ The Myanmar Action Plan on Disaster Risk Reduction was developed in 2009 and officially endorsed in 2012 and identifies priority actions with an overall goal of making Myanmar safer and resilient against natural hazards, thereby protecting lives, livelihood and developmental gains.

The national consultant will be managed by UNDP Myanmar but will receive guidance from a committee made of representatives from UNDP, UNICEF and OCHA; and will work in direct support of RRD. Additionally, the consultant will work in close collaboration with all agencies involved in the SO working group, including Red Cross, UN, NGOs and technical experts. Finally, the national consultant will work under the guidance of an international consultant who will provide support in particular at the beginning and towards the end of the assignment.

Rationale for the consultancy:

The Standing Order defines the mandates, roles and responsibilities for national level institutions, in order for them to carry out necessary actions efficiently, with step-by-step instructions for each hazardous event on preparedness, response and recovery/ rehabilitation. The SO also guides the formation of various committees, their functions and the coordination mechanisms among government agencies at different levels to facilitate the operations. It is therefore a critical document for strengthening preparedness for a timely, coordinated and efficient response.

The SO was developed in 2009. Since then, context in Myanmar has changed and the Standing Order requires a revision in accordance with the new governance structure and recent disaster management policy changes. In general terms, the Standing Order requires a revision in accordance with the new governance structure (Constitution, decentralization and governance processes, restructuring of ministries, local level planning, etc.) and existing disaster management policies such as Disaster Management Law (DML), Rules under the DML, ASEAN Agreement on Disaster Management and Emergency Response, Sendai Framework, Institutional Arrangement for Disaster Management in Myanmar.

According to the Disaster Management Law and Rules under the DML (draft), RRD has to review and update national level Standing Order and submit it to the National Committee at least every two years (Rules – Article 12B). As per initial guidance from RRD, the revised SO will focus on inter-ministerial committees at the national level as different ministries and the Region/State Governments are now expecting to develop their own SO according to the Rules under the DML (Article 9).

Objectives of the consultancy:

The overall objective of the consultancy is to support the Relief and Resettlement Department in revising the national Standing Order on Disaster Management to reflect the changing context of Myanmar; as well as developments in national, regional and global disaster-management related discussions.

The Specific objectives include:

1. Identify lessons learnt from the implementation of SO, focusing on these key questions:
 - Levels of awareness of the SO amongst key ministries and departments and adherence to the standards during past responses.
 - Existence of ministry-specific and sub-national level SOPs to complement the National SO and coherence between the documents.
 - Alignment of SO with international and regional standards – IASC EPR guidelines and AADMER SASOPs and with the international humanitarian architecture.
 - Effectiveness of SO in guiding and boosting investments in preparedness at national and sub-national level by the Government.
2. Conduct national and sub-national consultations through the leadership of the inter-ministerial task force.
3. Draft SO covering roles and responsibilities of committees at national level.
4. Work together with an international consultant

The national consultant is expected to work on a full-time basis over a 3-months period whilst the international consultant will only work for 30 working days throughout the 3 months, with a particular emphasis at the beginning and towards the end of the assignment. The national consultant will work on the basis of a detailed work plan developed jointly by the consultants and endorsed by Relief and Resettlement Department, the Standing Order Revision Working Group including UNDP, UNICEF and OCHA.

Duty Station:

The consultant may be in Nay Pyi Taw (70%) and Yangon (30%).

Duration of the assignment:

60 working days over 3 months (Sept. – Nov.)

Institutional Arrangement

The national consultant will work under the guidance of Director General of Relief and Resettlement Department or his designated official, and be supervised by the Programme Specialist (Disaster Risk Reduction) of UNDP. Additionally, the consultant will be guided by and technically supported by UNICEF, OCHA and the members of the SO Revision Working Group. UNDP will oversee the management of the contract and provide liaising with the key stakeholders, logistics support in Yangon and Nay Pyi Taw. RRD will be responsible for quality assurance and the final endorsement of the Standing Order. UNDP, UNICEF, UNOCHA and SO Revision Working Group will provide support in the facilitation of the workshops and consultations required for the assignment.

During his/her assignment in Myanmar, the working space will be at RRD Office in Nay Pyi Taw and at UNDP Office in Yangon.

Domestic travels between Yangon and Nay Pyi Taw, and transportation will be arranged and provided by UNDP.

1. Description of assignment:

Tasks	End Product/deliverables	Duration/ Deadline
1.1 Desk Review on the relevant documents (Law, Rules, AADMER, etc.)	1.1 Draft Situational Analysis	3 working days
1.2 Information collection from local level for identifying gaps and needs to be addressed by the revised SO NB: the role of the international consultant will be to develop the format and schedule for sub-national consultations whilst consultations will be carried out by the national consultant	1.2 Final situational analysis	11 working days
1.3 Develop detailed SO framework the revised SO	1.3 Draft SO framework	5 working days
1.4 Facilitate 1 st Consultation Workshop on the Revision of Standing Order (involving inter-ministerial task force and SO revision working group)	1.4 Workshop report	3 working days
1.5 Bi-lateral Consultations NB: the role of the international consultant will be to develop the format and schedule for consultations and join a few key consultations whilst the majority of consultations will be carried out by the national consultant	1.5 Consultation report	25 working days
2.1 Develop the 1 st draft of the revised SO	2.1 Draft 1 of the SO	7 working days
2.2 Facilitate 2 nd consultation workshop on draft 1 of SO	2.2 Workshop report	3 working days
2.3 Finalise the SO, incorporating all comments and feedback	2.3 SO	3 working days

2. Payment schedule

The payment will be made upon the satisfactory accomplishments of the respective deliverables as per following payment schedule;

1. The first payment (30% of total consultancy fees) will be provided by UNICEF, after acceptance of the deliverables 1.1, 1.2, 1.3, 1.4.

2. The second payment (35% of total consultancy fees) will be provided by UNDP, after acceptance of the deliverables 1.5.
3. The third payment (35% of total consultancy fees) will be provided by UNDP, after acceptance of the deliverables 2.1, 2.2, 2.3.

3. Qualification and specialized knowledge/experience required for the assignment:

- Post-graduate degree in relevant subjects, such as social science, disaster management, development studies.
- A minimum of 5 years' working experience in the development field of work.
- Work experience in the field of disaster management and emergency response.
- Demonstrated experience of leading strategy development processes
- Experience of coordination with and capacity development of Government counterparts
- Excellent communication skills in English

4. Criteria for Selection of the Best Offer

Combined scoring method – where the qualifications will be weighted 70 % and combined with the price offer which will be weighted 30%. The criterial for qualifications obtainable score: 100 points.

Relevant education : 20 points

Minimum of 5 years working experiences : 20 points

Working experience in the field of DM & ER : 20 points

Demonstrated experience of leading strategy development process : 20 points

Experience of coordination with and capacity development of Government counterparts: 20 points

5. Other conditions:

The consultant is requested to have his/her own equipment such as personal laptop to complete the assignment.

The consultant will be supported by a UNDP national staff for coordination purposes.

Confidentiality:

The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNDP.

The contract signed with the consultant will include the other general terms defined by UNDP.