

INTERNATIONAL CONSULTANT FOR TOWNSHIP DEVELOPMENT PLANNING

Location:	Yangon with travel to state and region capitals and 2-3 townships (as required), MYANMAR
Reporting line::	Local Development Specialist
Type of Contract:	Individual Contract
Post Level:	International Consultant
Languages Required:	English
Duration of Initial Contract:	50 days intermittent over a period between 15 May and 30 November 2016

Background

Planning plays an important role for service delivery and local development and since 2013 a number of initiatives has been taken to improve participation and people centered development.

The overarching national framework for sectorial planning is the “*National Comprehensive Development Plan*” (NCDP). The NCDP takes a 20-year perspective and will be implemented in four successive 5-year Development Plans (DP). It's undertaken by the Ministry of National Planning and Economic Development (MNPED), which is the central coordinating body for policy, planning, programming and budgeting.

Over the past years, several initiatives of village and village tract level planning have been undertaken by different project and organizations, the most significant, in terms of financial volume and coverage being the National Community Driven Development program (NCDDP) implemented by the Department for Rural Development with support from the World Bank.

An important challenge in the fast changing institutional and organizational landscape of the public sector in Myanmar, is to find ways and means of linking the national and state level policy and plans with the planning processes at the local level (township and below) and such a way that implementation at township level is based on local priorities yet contributes to national/state level objectives. To date little has been done to link, bottom-up, village and village tract level planning to the township level as well as higher level planning processes. The limited institutional coordination – vertical as well as horizontal - makes it difficult to get a comprehensive picture of both size and operations of public sector service delivery within a township.

Another challenge in the context of local planning is the townships' lack of experience and limited capacity in facilitating broader participation in development planning. Procedures and systems have not been developed sufficiently for establishing a comprehensive and integrated development planning process. Overall, the current framework of township planning, coordination of the committees, cross-sectoral coordination and management, needs to be further strengthened and integrated. From a strategic planning purpose the lack of overview of the total annual investments in a township (all capital and recurrent investments from both Union and state/region level budgets) is a challenge for inclusiveness and equity as well as policy development.

A third challenge is institutionalization and operationalization of citizen's participation in lieu of local representative governments. The township and village tract level committees established in 2013 (Township Development Support committee, Township Municipal Affairs committee and Village tract development support committee) foresee elected members representing citizens and interest groups. In reality those committees are often not representative and sometimes mistrusted by the citizens.

The assignment UNDP now envisages builds on past work at the township level and the initiated reforms, with a view to prototype a more participatory and integrated way of township planning, that will allow learning by doing, will produce better consolidated and responsive township plans and will allow for drawing of lessons learnt that can support the

policy direction the new government wish to take.

On the bases of concrete support to planning processes in 2-3 townships that already benefit from the CDD program and with the aim to subject, as much as possible, the available discretionary funds available at the township level to one planning process that also is responsive to request form lower levels, the UNDP will distill lessons for policy dialogue and up-scaling.

Results will practically support policy considerations of the government of Myanmar for further decentralization of part of its service delivery functions to the local (township) level.

Duties and Responsibilities

UNDP is seeking to engage an international development and local development planning expert to facilitate the process described above and work on planning processes at township level to:

- Strengthen the township planning system and its relation to planning at state/region and village/village tract level and to establish a planning process that is participatory and results-oriented and addresses the important linkages between planning, and budgeting at township level;
- Provide substantive input and support to the process of preparation of township planning documents, including district development plans, if appropriate;
- Support and advice on committee representation and the consultative process which involves the township development support committees, the township municipal affairs committee, village tract development support committee and the VTAs in the planning process;
- Support planning-related capacity developing activities for the staff at the township departments (in particular Planning, General Administration, Development Affairs and Rural Development department) at township levels by the development of training material and guidelines for inclusive planning, budgeting and procurement;

Scope of Work:

With regards to the township planning processes:

- Assess the effectiveness and efficiency of the existing planning processes at township level and produce an action plan for establishing an improved planning and monitoring structure at the township level linked to planning activities at the regional/state level and village tract level;
- Develop a model for participatory planning procedures that addresses the important linkages (upwards and downwards) and feedbacks between various departments at township level and produce / develop;
 - (a) a participatory planning process for existing funding schemes for local development which is harmonized with the sector departments at township level;
 - (b) training materials on participatory planning processes, budget and procurement
 - (d) and review and update existing UNDP CO planning documents to fit into this planning exercise
- Examine and analyze the linkages between planning and budgeting at township and state/region and propose changes and improvements in a policy paper;

With regard to supporting the consultative planning process:

- Design, organize and facilitate consultative meetings with key stakeholders (union/state/region and township level) and workshops (state/region and township

level administrations and concerned committees) on local development planning and budgeting and produce relevant background material in collaboration with UNDPs local governance team.

With regard to capacity development activities:

- In cooperation with the departments at township and State level, prepare training components on local development planning concepts and methods, as well as on conducting consultations and participatory methods and techniques.

Deliverables, timing and level of effort:

Deliverables	Indication of timing	Level of input
• Consultations with relevant union, state/region level ministries and township departments on how to harmonize a timeline and budget procedure for local development planning	• May-June 2016	5 days
• Propose a model for participatory and inclusive planning at the township level (with all steps defined) , that is aligned and integrated with both the village tract/village as well as state/region level planning processes and agreed on with participating TS	• June 2016	• 5 days
• Prepare the following documents: 1) training material on participatory planning supporting the agreed model, 2) grants manual stipulating the minimum conditions and grant modality requirement	• June-July	• 15 days
• Provide backstopping support (on the job training/facilitation) to the selected townships during their planning processes leading to a strategic township development plan of reasonable quality prepared in a participatory manner- focusing on people centered service delivery	• July-October 2016	• 20 days
• An end of assignment report, documenting lessons learnt and a forward looking policy for an integrated township level planning procedure to be presented and discussed in a national level workshop	• November 2016	5 days
TOTAL	• May-November 2016	• 50 days

Payment milestones:

Submission of initial report with planning model: 20%

Delivery of approved documents: 30%

End of assignment report and policy paper: 50 %

Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and 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.

Required Skills and Experience

Education:

- Advanced university degree (minimum Master's level) in development economics, local development, economics, or equivalent qualifications.

Experience:

- At least 15 years post Master's relevant experience at the national or international 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;
- Strong analytical and organizational skills;
- Substantial experience with local development grants and planning processes as well as poverty reduction strategy processes in developing country contexts is required. Excellent analytical skills as demonstrated, for example, by prior experience in policy-oriented analyses preferable with UNDP and/or World Bank;
- Experience and knowledge in local development planning and grant design and processes, monitoring and overseeing the implementation of local plans and a deep understanding of M&E as well as links between local and regional planning;
- Experience and knowledge in different development sectors at local or sub-national levels desirable;
- Experience in designing and delivering training programs on planning concepts, methodologies as well as participatory techniques in developing countries desirable.
- Previous experience of working in Myanmar is a requirement
- Experience of designing local development grant schemes is a requirement

Language Requirements:

- Full working knowledge of English, including excellent writing skills.

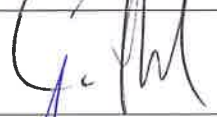
6) Selection criteria

Individual consultants will be evaluated based on the cumulative analysis of the technical proposal evaluation (weight 70%) and financial criteria (weight 30%). Only candidates obtaining a minimum of 75 points from the technical evaluation will be considered for the financial evaluation.

Technical (from Technical proposal and CV/P11) points max	100
Understanding from the technical proposal: i) scope of work; ii) comprehensiveness and relevance of the methodology/approach and iii) context specific challenges	30
Demonstrated regional experience in providing technical advisory services and/or capacity development to national and sub national level governments improve their administration, planning or efficiency	30
Demonstrated experience of local development planning, grant modalities and local governance for improved service delivery at sub-national level in Myanmar.	30
Demonstrated experience of working with public sector management	10

7) Consultant Presence Required on Duty Station/UNDP Premises

PARTIAL x INTERMITTENT FULL TIME
 IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION

Mr. Christian Hainzl	Team Leader, Local Governance Pillar, UNDP Myanmar	
Ms. Anki Dellnas	Programme Specialist, Local Development and Governance, UNDP	