



UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

INDIVIDUAL CONSULTANT – PARLIAMENTARY TRAINING SPECIALIST

Location :	Nay Pyi Taw, MYANMAR
Application Deadline :	25 May 2016
Type of Contract :	Individual Contracts
Post Level :	National Consultant
Languages Required :	English and Myanmar
Starting Date : (date when the selected candidate is expected to start)	20 June 2016
Number of Positions :	2
Duration of Initial Contract :	June – October 2016
Expected working days for the Assignment :	88 working days

Background

A. Background of the Myanmar Legislature

The Constitution of the Republic of the Union of Myanmar (the Constitution) came into force in 2008. Chapter 4 of the Constitution establishes the Union Legislature or Pyidaungsu Hluttaw comprising two Hluttaws that are generally equal in status:

- the Pyithu Hluttaw (People's Assembly) formed with representatives elected on the basis of township as well as population and representatives being the Defence Services Personnel nominated by the Commander-in-Chief of the Defence Services. Section 109 provides that the Pyithu Hluttaw will have a maximum of 440 representatives with not more than 330 elected representatives and 110 nominated, as prescribed above;
- the Amyotha Hluttaw (Nationalities Assembly) formed with representatives elected in equal numbers from Regions and States and representatives being the Defence Services Personnel nominated by the Commander-in-Chief of the Defence Services. Section 141 provides that the Amyotha Hluttaw will have a maximum of 224 representatives with 168 representatives elected in an equal number of 12 representatives from each Region or State inclusive of relevant Union territories and 1 representative from each Self-Administered Division or Self-Administered Zone and 56 nominated, as prescribed above.

The term of the Union Hluttaw is 5 years from the day of the first session of the Pyithu Hluttaw. Following the Myanmar election held on 8 November 2015, newly elected MPs were sworn in as Members of the Pyithu Hluttaw on Monday 1 February 2016, and of the Amyotha Hluttaw on Wednesday 3 February 2016.

B. Background of the UNDP Myanmar Programme

The UNDP Country Programme (2013-17) supports the Government of Myanmar in its objective to achieve democratic transformation and poverty reduction in the country. As part of the Democratic Governance pillar of this programme UNDP and the IPU have developed a Parliamentary Strengthening component which includes a long-term, multi-faceted approach to capacity building. It covers capacity building for the Parliamentarians, the Parliamentary Administration as well as for the Regional and State Parliaments.

UNDP/IPU have assisted the Hluttaw to establish a Learning Centre to enhance the capacity of MPs and Staff. Opened in March 2015, the Learning Centre is providing a variety of activities to support the vocational training and knowledge development of MPs and Hluttaw Office staff. A Learning Centre Development Plan, aligned to the Strategic Plan of the Hluttaw, outlines a training programme structure and support services to meet the varied needs of MPs and staff, working within resources available to the Learning Centre and the Hluttaw. Training methods reflect the preference for active, participatory, experiential learning.

In 2016, the Hluttaw Learning Centre established a programme of professional development for MPs while continuing the delivery of tailored training for staff. The first step of MPs professional development was an orientation and induction programme for all MPs undertaken in February; and a programme for Committee Chairs, Secretaries and Members in June. Capacity development programming will continue throughout the year, focusing on building the knowledge and skills of MPs to help reinforce the democratisation process and shape an increasingly effective parliamentary culture. All activities are developed with feedback from MPs and in conjunction with the Hluttaw administration. The components of training for MPs are:

- Policy and issue-based seminar series;
- Master classes and short skills courses for MPs;
- Drop-in centre for MPs to access flexible and on demand training and advisory services.

The development of English language skills has been identified as a top priority by new MPs. Effective English training will necessitate a range of activities to ensure that the varied needs of MPs at different levels of proficiency, and for targeted training to assist them to undertake their parliamentary roles, are met. The Hluttaw Learning Centre has engaged with other English providers working in the Hluttaw on a coordinated programme, and will provide tailored short skills courses and an ongoing drop in communication class for MPs.

The Learning Centre training programme for staff began in 2015 and targets progression from developing essential skills and knowledge; to meeting service standards of different departments; to specialised training to meet new priorities for the Hluttaw. The training components that the Learning Centre will deliver or coordinate are:

- Foundation skills training;
- Competency training;
- Seminar series;
- Specialised parliamentary support training;

To support sustainability of Hluttaw Learning Centre training, 2016 saw the start of a training of trainers programme for Hluttaw staff. The first step is to train staff who perform to a high level on Learning

Centre courses in facilitation skills so they can teach material by Learning Centre trainers to their peers. Staff are then mentored and empowered to incrementally take over training responsibilities. Staff graded excellent in courses delivered in the first quarter 2016 have undertaken training and will begin to work alongside Learning Centre trainers to deliver repeat and new training. UNDP has also been providing long term support to the 14 Regional and State Hluttaw and this structure will provide a resource not only for the Union Hluttaw but will also allow for integration with staff training for Region and State Hluttaw where required.

The Hluttaw Learning Centre works to meet requests from the Hluttaw for tailored training of staff to meet the needs of different departments of the Hluttaw Office. A priority in 2016 is the delivery of a series of activities for Hluttaw staff, including committee staff, to engage with international organizations and stakeholders and to support meetings of the ASEAN Inter-Parliamentary Assembly. A programme of English support and competency training will be provided to meet these needs in a sustainable and flexible manner.

UNDP is seeking two experienced Parliamentary Training Specialists to work within the curriculum design and training section of the Learning Centre to oversee and deliver training for MPs and staff. The position will involve designing original and contextualised curricula and training material, delivering training to MPs and staff, and ensuring sustainability of training by overseeing the development of a training of trainers support structure for Hluttaw staff. The parliamentary training specialists will be under the direction of the UNDP Chief Technical Adviser, Learning Centre Manager and Learning Centre Specialist, but will be expected to work independently to successfully institute new training components outlined in the Learning Centre Development Plan.

The primary duties of the Parliamentary Training Specialists are:

- Design and implement new training programme components for the Hluttaw Learning Centre for MPs and staff, delivering high-quality contextualised curricula and training material in Myanmar language unless otherwise specified;
- Directly deliver training, assess attendees, offer ongoing coaching and mentoring support to MPs and staff, and monitor progress;
- Provide ongoing quality assurance and improvement through lessons learnt;
- Advise and assist other training providers working in the Hluttaw where required;
- Monitor and evaluate the Hluttaw Learning Centre training programme, including assessing the impact of training, and implementing lessons learnt and evaluation feedback in future training activities and to inform LC development priorities.

The Parliamentary Training Specialists will also play a key role in facilitating and assisting with LC supporting services, including:

- *Working closely with MPs and the Hluttaw Offices to understand and prioritise training needs and to publicise training events;*
- *Placement testing MPs and staff to understand the training that they require;*
- *Assisting with clear and regular reporting that focuses on skills of the abilities that MPs and staff have developed;*
- *Recording details of attendees to all training and maintaining a training attendance database;*
- *Producing training materials in a format that can be distributed and permanently available to MPs and Hluttaw Office departments;*

- Delivering Training of Trainers sessions to allow staff to deliver training to their colleagues, and providing ongoing mentoring support;
- Assisting in the development and delivery of internal training for Hluttaw staff and Learning Centre staff to allow them to deliver administration and facilities management duties to support Hluttaw Learning Centre training, where required;
- Offering ongoing support and on-the-job training to staff and managers directly within Hluttaw Office departments.

C. Contract/Institutional Arrangements

A contract will be signed between UNDP and the individual contractor. Transportation related to work will be provided within Naypyitaw by UNDP.

D. Duration of Contract

88 working days commencing from 17 June 2016.

E. Selection Criteria (Knowledge, skills and experience required)

The individuals will have extensive experience in:

- Extensive experience with a proven record in developing training curricula and delivering training for specialised purposes, including Training of Trainers experience;
- Minimum eight (8) years of progressively responsible experience in curriculum design and delivering flexible and innovative training to adults in Myanmar, including designing and delivering original and tailored English-language material using a variety of methods;
- Experience delivering tailored training to MPs and parliamentary staff;
- Understanding of the role of Parliament and the system of government in the Union of Myanmar;
- Ability to work under pressure and meet strict deadlines;
- Ability to produce a high volume of quality content;
- Demonstrated willingness to work as part of a team in a multicultural environment;
- Good information management skills including ability to use and manage a range of computing software.

F. Qualifications and Language Requirements

- Masters Degree in Education or Linguistics or other relevant field
- Recognised Teaching English as a Foreign Language (TEFL) qualification
- The individual contractor must be fluent in written and spoken English and Myanmar

G. Deliverables

<i>Deliverables/Outputs</i>	<i>Target Due Dates</i>	<i>Percentage</i>
Upon arrival at duty station payment of related cost to join duty station and arrangements for accommodation	June	10%
<ul style="list-style-type: none"> - 1st mission report giving summaries of key activities - Deliver first phase of AIPA preparation training for Hluttaw staff - Develop, coordinate and deliver first phase of drop in centre services – English communication class for MPs 	31 August 2016	30%

<ul style="list-style-type: none"> - Deliver Training of Trainers courses to Hluttaw staff, including development of a support structure and ongoing mentoring programme for trained trainers - Develop and deliver short skills courses for MPs 		
<ul style="list-style-type: none"> - 2nd mission report giving summaries of key activities - Deliver and monitor regular English communication class for MPs - Develop and deliver short skills courses for MPs - Deliver second phase of English for AIPA training for Hluttaw staff - Develop and deliver staff competency training courses, including lessons plans, course material, assessment exercises, and M&E guidelines - Mentor Hluttaw staff in the ongoing delivery of foundation and competency training courses 	31 October 2016	30%
<ul style="list-style-type: none"> - 3rd mission report giving summaries of key activities - Deliver and monitor regular English communication class for MPs - Develop and deliver two short skills courses for MPs - Develop and deliver staff competency training courses, including lessons plans, course material, assessment exercises, and M&E guidelines - Develop and deliver short skills courses for MPs - Deliver a report on trained trainers, identifying the staff in each Hluttaw with the skills and ability to independently deliver foundation and competency training courses - Conduct a review of staff training and make suggestions for the future of staff training programming - Assist Hluttaw staff with delivery of staff training programme for Region and State Hluttaw 	31 December 2016	30%

Proposal

Scope of Price Proposal and Schedule of Payment

- Lump sum amount with all costs inclusive, except for the support provided by UNDP as mentioned in under institutional arrangements.
- The contract price will be fixed regardless of changes in the cost components;
- Include information about actual cost of travel to duty station.

Presentation of Offer

The following should be included in the offer;

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the 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 methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services ;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Criteria for Selection of Proposal

Combined Scoring method – where the qualifications will be weighted 70% and combined with the price offer which will be weighted 30%. Qualifications and technical proposal should 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 institutional development and/or transition, 20% on knowledge and experience of working with parliament.

Review Time Required

Payment can be released after the submission and approval of the deliverables as listed above. The review time will be 10 working days.

For more detail visit following links:


http://procurement-notice.undp.org/view_notice.cfm?notice_id=16315

<http://www.mm.undp.org/content/myanmar/en/home/operations/procurement.html>

If you are experiencing difficulties with online job applications, please contact jobs.help@undp.org.

This TOR is approved by: Emma Morley, Team Leader Democratic Governance Programme, UNDP Myanmar

Signature



Name and Designation



Date of Signing

