

Terms of Reference (TOR)

National Consultant - Grants Implementation Field Support (Chin)

LOCATION:	Home-based (with domestic travel to Yangon and to grantees in Chin)
APPLICATION DEADLINE:	4 July 2016
TYPE OF CONTRACT:	Individual Contract (IC)
Post Level:	National Consultant
Languages required:	English, Myanmar
Duration of Contract:	100 Days during July-December 2016
Agency/Project Name:	UNDP Myanmar, Pillar 1 Local Governance Programme, Output 2 – Civic engagement for social accountability, peacebuilding and human rights

1) Background and Project Description

Under UNDP Myanmar's country programme, the Local Governance/Local Development Programme (called "Pillar 1") aims to strengthen democratic institutions at the sub national level through the provision of an integrated package of development assistance for improvements of local governance and local development in rural areas of Myanmar with high poverty incidence and post conflict settings. Within this programme, one output (called "Output 2"), supports the overall Local Governance/Local Development pillar programme by strengthening the capacities of Civil Society Organizations (CSOs) and media actors through engagement in partnerships to help contribute to the effectiveness of local development interventions and to an overall strengthening of social accountability.

To date, Output 2 has facilitated the formation of representative CSO and media network associations in 5 states/regions. In addition, the Output has provided leadership, organizational training, and small grants for women's Self-Reliant Groups to federation as registered Township-level CBOs in 31 townships. Within the grants portion of the programme, the Output currently has 10 CSO/media network grantees at state/region level, and 31 CBO grantees at township level. Grant support enables these state/region networks to develop their capacities as representative associations and become resource centers for local training and leadership development, coordination and information sharing, and collective advocacy and dialogue with government on locally identified development, governance and peace-building priorities. Grant and technical support to the 31 Township CBOs (federations of women's Self Reliant Groups) enables them individually and collectively to further develop sustainable organizational capacities as CBOs working to empower poor women in some of Myanmar's most remote and underdeveloped areas and to implement initiatives on women's rights and GBV response.

In 2016, these various initiatives under Output 2 are sharpening their focus on strengthening engagement capacities and opportunities of civil society for social accountability of local development planning and public service provision, and deepening their connection to demand-led and participatory governance across multiple other areas of the UNDP country programme. This are linked with local initiatives under the grants for social accountability, Township Dialogue and Information Centers/Initiatives (TDIC), as well as GBV prevention and response initiatives.

The Output is led by an international Programme Specialist and supported by a national Programme Analyst and Programme Assistant based in Yangon.

2) Scope of Work

National consultants for Grants Implementation Field Support are required to assist with grant implementation of the 10 CSO/media network grants and 31 township women's CBO grants, in both a technical assistance and monitoring and reporting role.

Under the supervision of the Programme Specialist – Civil Society and Media and Programme Analyst – Civil Society and Media, the National Consultants for Grants Implementation Field Support are responsible for the following:

- (1) Maintaining regular communications with and providing technical assistance on project management to grantee partners to monitor and ensure their strategic implementation of grant results – with specific attention on results for social accountability/Township Dialogue and Information Centers and on GBV initiative - and to produce documentation and information these results for UNDP and support grantees' timely and accurate reporting to UNDP;
- (2) Regular schedule of field visits to grantee partners to identify additional needs and provide technical assistance in person for achievement of grant results and longer term sustainability, including facilitating liaison with state/region and local government, and other relevant actors;
- (3) Support Output 2 programme country initiatives with regular reporting, information, communications and linkages to the field; and
- (4) Other related tasks as requested by Output 2 Lead or Programme Analyst.

The work of the National Consultants for Grants Implementation Field Support contributes to Output 2's achievement of the following:

Activity result 2.1: Local level mechanisms and capacities for improve social accountability strengthened -- including experience and prototypes developed locally for increased public information, civil society participatory monitoring on public funds and service performance, CSO and media monitoring and advocacy on Parliamentary proceedings, Township-level dialogue and information platforms for civic engagement on various issues, State-level coordination forums for CSOs-Government-Parliament; emerging local leaders on social accountability identified and supported to participate in national activities; and local experience, prototypes, content, results, lessons documented;

Activity result 2.2: Increase women's rights awareness and protection, and promote inclusive participation in peace-building – including increased knowledge and awareness on women's rights and GBV, improved GBV prevention and response at community level; increased public awareness on legal rights, ROL; increased community information on and participation in peace process and women's participation and leadership strengthened in civil society peacebuilding (equal numbers, equal leadership roles, attention to women's inputs in agenda-shaping); and

Activity result 2.3: State/Region civil society and media networks, and May Doe Kabar national network and its 31 TLGs develop mechanisms and capacities for institutional sustainability – including further developing well-functioning networks with regular

governance meetings, broad representation of members, active communications channels, and accountable leadership; sustainability plans leading to diversified financial support for sustainability; regular organizational governance meetings; expansion of federated SRGs and overall membership in TLGs and May Doe Kabar, as well as expansion of users of iWomen app.

3) Deliverables, Timeframe and Level of Inputs

Geographic portfolio: Chin

Grantees:

- (2) Networks: Chin Civil Societies Network, Hakha; Chin Media Network, Hakha; and Network TDIC subprojects in Hakha, Mindat;
(6) TLGs in Hakha, Falam, Mindat, Matupi, Kanpetlet, Tonzang

<u>Deliverable</u>	<u>Expected Date of Completion</u>	<u>Level of Input</u>
1) Grantee progress against performance targets updated and monitoring reports produced; 2) Through field visits and communications with (2) TDICs, workplans are produced and activities implemented (at least 2 dialogue and information activities, documented well on discussion points, and extended public outreach via report, media); 3) At least (1) meeting in Chin State organized/facilitated to discuss establishing State Level Coordination Mechanism between State CSO Network, State Government and Hluttaw; 4) Registration submission of remaining unregistered grantee partners facilitated; 5) Tracking system for number and regularity of Networks' communications with members is developed and report produced on number and regularity of communications; 6) (6) TLG field visits conducted for the following objectives: (i) produce documentation and communications of key achievements; (ii) provide technical assistance to TLGs resulting in complete and accurate timely reporting of grant tranche 1; (iii) make spot check on financial records and equipment use for each TLG grantee; (iv) facilitate meetings for TLG with each respective Local Administration to complete registration and to advocate for donation of land or office space for TLG premises (as needed, for those who have note yet accomplished); (v) identify and other needs/challenges for grant implementation and provide technical assistance 7) Participated in Yangon Output 2 Team meeting; 8) UNDP contracting and quality assurance of	August 15, 2016	20 days

<p>translation of <i>iWomen</i> app materials into relevant ethnic language(s) in Chin State facilitated;</p> <p>9) Other related tasks as requested by Output 2 Lead or Programme Analyst.</p>		
<p>1) Grantee progress against performance targets updated and monitoring reports produced;</p> <p>2) Through field visits and communications with (2) TDICs, further activities implemented (at least 1 additional dialogue and information activity, documented well on discussion points, and extended public outreach via report, media);</p> <p>3) (6) TLGs supported to make complete and accurate timely reporting of grant tranche 1 and request tranche 2;</p> <p>4) Follow up (as needed) on establishment/meetings of Chin State Level Coordination Mechanisms between State CSO Network, State Government and Hluttaw;</p> <p>5) Based on grantee partner achievements to date, at least 6 emerging leaders on social accountability in Chin are identified, and written profiles are produced;</p> <p>6) Other related tasks as requested by Output 2 Lead or Programme Analyst;</p>	September 10, 2016	20 days
<p>1) Grantee progress against performance targets updated and monitoring reports produced;</p> <p>2) Through field visits and communications with (2) TDICs, further activities implemented (at least 1 additional dialogue and information activity, documented well on discussion points, and extended public outreach via report, media);</p> <p>3) Roll-out of (6) TLG township TOTs on GBV initiative supported and results documented (e.g. GBV coordination group established in all 5 townships; referral pathways mapped and case tracking of relevant assistance provided and outcomes);</p> <p>4) Based on grantee activities, at least 1 case study example of social accountability experience drafted;</p> <p>5) Follow up (as needed) on establishment/meetings of State Level Coordination Mechanisms between Chin State CSO Network, State Government and Hluttaw;</p> <p>6) Other related tasks as requested by Output 2 Lead or Programme Analyst</p>	October 15, 2016	20 days
<p>1) Grantee progress against performance targets updated and monitoring reports produced;</p> <p>2) Through field visits and communications with (2)</p>	November 15, 2016	20 days

<p>TDICs, further activities implemented (at least 1 additional dialogue and information activity, documented well on discussion points, and extended public outreach via report, media);</p> <p>3) (2) Network grant partners and (2) TDIC township pilots field visits conducted for the following objectives: (i) produce documentation and communications of key achievements (including on TDIC/social accountability); (ii) provide technical assistance to partners on reporting resulting in complete and accurate timely reporting of grant tranche 2; (iii) provide technical assistance on developing written sustainability plan, resulting in draft plans for each partner; (v) identify other needs/challenges for grant implementation and provide technical assistance;</p> <p>4) At least 1 additional case study example drafted of social accountability experience, and (as needed) documentation of selected case studies in film or photo-documentary format facilitated;</p> <p>5) Through technical assistance to Network partners, at least (1) written proposal (each Network) for external funding produced;</p> <p>6) Follow up (as needed) on establishment/meetings of Chin State Level Coordination Mechanisms between State CSO Network, State Government and Hluttaw;</p> <p>7) Follow-up support as needed on (6) TLG GBV initiatives and document tangible results;</p> <p>8) (If applicable) Preparations and implementation for 2nd national convention of rural women supported;</p> <p>9) Participate in Yangon Output 2 Team meeting;</p> <p>10) Other related tasks as requested by Output 2 Lead or Programme Analyst;</p>		
<p>1) Grantee progress against performance targets updated and monitoring reports produced;</p> <p>2) Through field visits and communications with (2) TDICs, further activities implemented (at least 1 additional dialogue and information activity, documented well on discussion points, and extended public outreach via report, media);</p> <p>3) (6) TLG field visits conducted for the following objectives: (i) produce documentation and communications of key achievements (including on GBV initiatives); (ii) provide technical assistance to TLGs resulting in complete and accurate timely reporting of grant tranche 2; (iii) facilitate further meetings for TLG with each respective Local Administration to advocate for donation of land or</p>	<p>December 15, 2016</p>	<p>20 days</p>

office space for TLG premises; (iv) identify and other needs/challenges for grant implementation and provide technical assistance 4) (As needed) Follow up assistance for Network partners to make complete and accurate timely reporting of grant tranche 2 and request tranche 3; 5) Follow up (as needed) on establishment/meetings of State Level Coordination Mechanisms between Chin State CSO Network, State Government and Hluttaw; 6) Other related tasks as requested by Output 2 Lead or Programme Analyst; 7) Final synthesis reports for grantee partner activities in Chin produced, documenting relevant capacity building and social accountability initiatives carried out by Network partners and what are the results.		
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4) Payment Terms

Payment will be certified by the UNDP Programme Specialist-Civil Society and Media (Output 2 Lead) based on review and acceptance of the completed deliverables presented with required IC contract paperwork. Full-day work and meetings on weekends will be counted as working days. **Costs for planned field visits and Yangon meeting as noted in deliverables should be budgeted and included in all-inclusive financial proposal.** When required to travel above and beyond expected field visits and Yangon meetings listed in deliverables, UNDP will make travel/accommodation arrangements or provide travel allowances as per UNDP rules/regulations for national consultants.

The contract anticipates a level of input of approximately 100 working days over July-December 2016.

Payment breakdown of the all-inclusive fixed contract total price is as follows:

Upon completion of Deliverable #1	20%
Upon completion of Deliverable #2	20%
Upon completion of Deliverable #3	20%
Upon completion of Deliverable #4	20%
Upon completion of Deliverable #5	20%

Total	100%
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5) Institutional Arrangements

The National Consultant will work under the direct supervision of the UNDP Programme Specialist-Civil Society and Media (Output 2 Lead) and with the guiding coordination of UNDP Programme Analyst-Civil Society and Media, under the overall guidance of the Local Governance (Pillar 1) Team Leader. The National Consultant also coordinates with other Output 2 consultants and other relevant UNDP staff such as Area Office Coordinators.

The National Consultant will be home-based, with possible access to UNDP Area offices (where applicable) and/or to grantee office space. Significant expected domestic travel in-country is required for field visits to grantees within the respective geographic portfolios, and to Yangon for quarterly team meetings with Output 2.

6) Qualifications

Education

- Bachelor Degree

Experience

- At least 4 years' professional experience with at least 2 years in the area of civil society development
- At least 1 year experience with grant management and reporting
- Experience working for UNDP or other international development organization preferred
- Demonstrated technical knowledge of results-based management and at least one of the following knowledge areas: local governance, local development planning, women's empowerment
- Demonstrated knowledge and understanding of local civil society context in the geographic areas of the relevant portfolio applied for
- Myanmar Language native speaker with advanced English communication skills (written and spoken).

7. Recommended Presentation of Offer

Applicants should submit:

- Signed P11 with at least three (3) professional references
- Cover letter with brief description of most relevant experience against the Qualifications required
- Financial proposal that indicates all-inclusive fixed total contract price, supported by breakdown of costs, as per template provided. **(template provided)**

8) 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%. Only candidates with passing score of 70 on Qualifications and Technical Proposal will be considered for Price offer.

Qualifications and Technical Proposal will be assessed as per following criteria: Education (10 points), Professional Experience (25 points), Grant management and reporting experience (25 points), Results Based Management and other relevant Knowledge Area (25 points), Knowledge of local civil society context (15 points). See Annex.



Approved by: Allison Moore

Programme Specialist- Civil Society and Media (Output 2 Lead)

Date: 17 June 2016