

TERMS OF REFERENCE

Common Country Assessment and UN Development Assistance Framework in Myanmar

Background

The UN has provided assistance in Myanmar since its independence in 1948. Today, the UN System consists of 17 UN entities present in the country that provide support to the country within their specific mandate. The UN System in Myanmar works under the leadership of the Resident Coordinator to ensure a harmonized approach to support the achievement of Myanmar's national development priorities.

Myanmar is at a crucial point in its history. Myanmar continues its democratic transition and reform processes, following the elections in November 2015 and the establishment of a new Government, led by the National League for Democracy (NLD). While Myanmar has made significant progress in the recent past, it still faces multiple challenges, in particular in political and security areas. It could thus be expected that Myanmar will continue to look to the international community, including the United Nations, for support in this regard.

The country's determination to advance its socio-economic reforms and promote democracy, together with its endowment of natural resources give a strong basis to look at Myanmar's future with great optimism. In this context, the core values and principles of the UN, which are embedded in the human rights system, are relevant to address the needs and challenges of the Myanmar society today.

The UN has supported Myanmar through some of its milestones and challenges, such as the humanitarian assistance and emergency relief provided after the cyclone Nargis in 2008 as well as after Cyclone Komen in 2015, with noticeable accomplishments in saving lives and alleviating suffering.

In addition, the UN System also supports the People and the Government of Myanmar to achieve their national development priorities and aspirations. This support is provided through the work of the UN agencies funds and programmes on a broad range of development areas such as education, health, employment, nutrition and food security, urbanization, environment, governance and human rights.

The opening of Myanmar has attracted many development partners and private investors. The UN system in Myanmar places the high priority on coordinating efforts - the better we are at coordinating our efforts, the larger is the impact of our support has on the people living in Myanmar. The UN Country Team in Myanmar is therefore ready to coordinate closely with the Government and other development partners in line with international aid effectiveness declarations, such as the Paris Declaration.

Over the coming years, the UN will remain focused on supporting the Government and civil society to support Myanmar's reforms and transitions through four main pillars: Socio-economic development; peacebuilding; humanitarian action and human rights. This support will be guided by the principles of inclusiveness and sustainability as well as in the internationally agreed treaties and standards.

The UN is now preparing to develop the first United Nations Development Assistance Framework (UNDAF) 2018-2022 in Myanmar, as the joint response of the UN Country Team (UNCT) to continue supporting national development priorities. As a preparatory step of the UNDAF development process, the UNCT will develop a Common Country Assessment (CCA), a comprehensive assessment of the country situation that will also identify emerging national priorities that the UN can support for maximum impact on the wellbeing of the populations. The CCA will document the challenges, opportunities and priority areas for the next programming cycle. The UNDAF will then be developed based upon the CCA.



PURPOSE

The purpose of this process comprises two components: 1) the Common Country Analysis and 2) the UNDAF in Myanmar. The consultant will prepare the UNDAF document upon UN Country Team's approval of a satisfactory Common Country Analysis process. The objective of the consultancy is therefore twofold:

1. The Common Country Assessment (CCA) will provide an evidence-based strategic analysis of the situation in Myanmar.
2. The UNDAF document will articulate the strategic priorities, mechanisms, principles of UN engagement with the Government, Development Partners, Civil Society and people in Myanmar.

The Common Country Assessment

The Common Country Assessment will focus on the following specific objectives:

- Provide Strategic **analysis** that identifies the causes of development challenges and its effects on the population, particularly on excluded and vulnerable groups; To identify **persistent and emerging development challenges in Myanmar**.
- Strengthen **evidence-based** policy advocacy, contributing to **priority setting and country programme approaches**: The CCA feeds into the UN Development Assistance Framework (UNDAF) to be developed by August 2017. It sustains the selection of priorities and areas of collaboration between the UN system and the Government of Myanmar.
- A substantive contribution **to the preparation of the national development framework**, working to ensure that national priorities **reflect the SDGs** and other internationally agreed development goals and treaty obligations;

Scope and areas of analysis of the Common Country Assessment:

A comprehensive analysis of the situation in Myanmar will require analysis in a broad range of areas. The consultant, through the consultations with stakeholders and development partners will cover the following (but not limited to) areas of analysis.

- **Comparative advantage (SWOT, UN capacity in country, positive achievements)**
Mapping and analysis of UN capacities to identify the key needs for UN system support in the country.
- **Situation analysis (SDGs)**
The CCA will review Myanmar's development situation toward the achievement of inclusive and sustainable development in line with the 2030 agenda, adopted by the country in 2015. For each thematic area, the document will provide a strategic analysis, identifying causes, enabling factors and recommendations for action in line with the national development priorities.
- **Inequality trends: No one left behind.**
Analysis of the existing patterns of inequality with particular focus on excluded groups and vulnerable populations (Stateless, migrants, women, minorities).
- **Human Rights**
The CCA will make an analysis of the human rights situation in the country, looking at trends, challenges and obstacles to the protection and promotion of basic human rights and freedoms and the compliance with Myanmar's international human rights commitments.

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- **Gender**
The CCA will examine the gender equality situation in Myanmar to identify critical issues related to gender-based barriers to economic opportunities, social services, decision making and participation in political decision making and leadership.
- **Analysis of specific approaches to engagement with States and Regions**
The CCA will identify specific approaches in the various states and regions according to relevant criteria such as poverty, conflict vulnerability, inequality, human rights, resilience, humanitarian needs, and other relevant criteria.
- **Conflict analysis**
Outline a common understanding of the causes of conflict vulnerability underlying risk and drivers of conflict in the different states and regions. The CCA will look into the linkages between the peace process and the overall development of the country.
- **Disaster Preparedness**
Analysis of the knowledge and capacities developed by government and communities in Myanmar to effectively anticipate, respond and/or recover from the impacts of natural hazards, conflict or complex emergencies.
- **Humanitarian needs and resilience**
Analysis of linkages and synergies between the UN humanitarian, development and peace building contributions and identification of collective outcomes to support the delivery of assistance to address immediate needs and build community resilience.
- **Management of natural resources and sustainability**
Analysis of the negative and positive roles that natural resources can play in development, environmental sustainability and peace consolidation in Myanmar.
- **Democratic Transition and Governance**
Analysis of the impact of the democratic transition to socio-economic reforms.
- **Economic analysis**
Analysis of the current economic trends and policies and their impact to the equity, poverty reduction and sustainable development patterns.
- **Emerging trends**
Analysis of some relevant emerging trends such as urbanization, dependence on natural resources, internal migration, etc.
- **Stakeholders analysis**
The CCA will identify the role and contributions of other development partners to the development in Myanmar, outlining strategies for engagement and collaboration between the UN system and other partners.

Methodology of the Common Country Assessment:

Multiple methodologies will be used in the formulation of the Common Country Assessment to ensure the collection and analysis of multi-disciplinary data, using primary and secondary data of both quantitative and qualitative nature. The participation of national stakeholders in the analysis is critical including Government and non-government actors. The methodology will include, but not limited to:

- Desk review and conceptual and analytical secondary research on selected topics published in existing studies, research and survey reports.

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- Analytical primary research where required using qualitative research techniques. The analysis will benefit from engagement with a broad diversity of actors from national to local levels interviews and consultative workshops.
- The analysis Human Rights Based Approach: The country analysis should adopt a human rights based approach, integrating a "rights element" into the analysis and ensuring alignment with the Secretary-General's Human Rights Up Front initiative to prevent and address serious violations of human rights.
- Conflict sensitive approach: Peacebuilding, humanitarian needs, sustainability and reducing specific disparities in realization of global goals and human rights commitments.
- Inclusive stakeholder consultations with Government, UN agencies, Development Partners, INGOs/NGOs and civil society in Myanmar.

The UNDAF in Myanmar

Based on the findings and recommendations of the CCA, and in parallel to the CCA process, the consultant will support the UNCT in developing the UNDAF for the 2018-2022 programming cycle with focus on the following specific objectives:

- Facilitation of priority setting of the next programming cycle (2018-2022) for the UNCT and drawing out a common vision for the UN in Myanmar.
- Drafting and revision of the UNDAF document.

Methodology for the formulation of the UNDAF in Myanmar:

The consultant will facilitate a consultation process with the UN Country Team to agree the scope, structure and the contents of the UNDAF document as part of the overall process. As a result of this consultation, the structure and contents of the UNDAF will be decided.

The UNDAF document is aligned to the national priorities and therefore is formulated through a collaborative process with the Government and other state and non-state actors.

The UNDAF formulation will require inclusive stakeholder consultations with Government, UN agencies, Development Partners, INGOs/NGOs and civil society in Myanmar.

Team Composition of the CCA/UNDAF

The CCA/UNDAF team will be composed of an international consultant as a Team Leader with overall responsibility for the result and a national consultant. The national consultant will be accountable to the Team Leader. He or she will be required to actively participate in adding local insight in producing relevant components of the inception and draft report, as well as address comments on the draft report with a view to finalizing it, under the guidance and the support of the Team Leader.

The process will entail travelling to states and regions, consultations at national and local levels through interviews and consultative workshops.

Qualification of the Successful Individual Contractor

The international consultant should possess the following competencies:

- Master Degree in development studies, economics or relevant fields;
- Knowledge of the UN system and UN common country programming processes;

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- Outstanding research, analytical, response programming and report writing skills;
- Familiarity with participatory methods of data gathering, and UN five Programming Principles (HRBA, Gender Equality, Environmental Sustainability, RBM and Capacity Development);
- Minimum 10 years of experience in working with government agencies (central and local), civil society organizations, international organizations, UN Agencies, and Donors. Direct experience working in Myanmar is an asset;
- Understanding of policy-making, capacity development issues and Government systems in Myanmar
- Good interpersonal and cross-cultural communication skills;
- Experience working in policy and advocacy works on development issues, particularly in developing countries, experienced in Myanmar context is an advantage;
- Ability to work efficiently and independently under pressure, handle multi-tasking situations with strong delivery orientation;
- Experience in leading teams and facilitation of team/group discussions. A good team player committed to enhancing and bringing additional value to the work of the team as a whole;
- Fluent written and oral English.

Accountability and Reporting

The UNCT will provide strategic direction to the process and will be responsible for the endorsement of the final documents.

The consultant will work closely with and report to the UNDAF working Group.

The UNDAF Working group, headed by a head of agency, will work closely with the CCA/UNDAF team to provide technical advice, gather information and support the stakeholder consultations.

UN agencies will support to the process through the UNDAF work group as well as individual consultations.

The RCO will provide a secretariat support to the UNDAF working group, including the management of recruitment processes, coordination of meetings, travel etc.

Deliverables

- An initial report including a review of existing available data and analysis reports undertaken by agencies to inform a draft work plan outlining methodology and approaches (detailed revised ToR and roadmap for both CCA and UNDAF) by end August 2016.
- The data sets collected for analysis (qualitative).
- Record of the consultations with stakeholders including workshops and relevant interviews.
- Draft reports/presentations to the UNCT and partners for their review and comments as per revised work plan agreed by UNCT at end of August 2016.
- Draft RRF and management mechanism for UNDAF by January 2017
- Final CCA by end of June 2017 and UNDAF by September 2017.

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- Facilitation of workshops with UN, Government and other stakeholders. These will include workshop concept notes, agendas, methodologies, expected outputs, list of participants, minutes and other records of the workshops.
- The CCA/UNDAF Team will undertake any other agreed duties related to this assignment and ensure its satisfactory conclusion.

Duration: August 2016 – September 2017 (168 days of work over a period of 14 months) for individual consultants

Duty station: home-based and Yangon, with in-country travel

Recommended Presentation of Offer

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Brief Description** of why the individual considers him/herself as the most suitable for this assignment, and a methodology on how the assignment will be completed
3. **Financial Proposal** indicating an all-inclusive fixed total contract price, supported by a breakdown of costs. 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.
4. **Personal CV and P11-form** indicating all past experience from similar projects, as well as the contact details (email and telephone numbers) of the candidates and at least three professional references.

Scope of Price Proposal and Schedule of Payments:

The consultant will be paid on a lump sum basis including fees, living allowance, international travel cost (most direct least economy air fare) to and from the duty station, terminals, communication and other fee related to the assignment. For the local travel, travel costs shall be paid on actual basis.

Deliverable	Timeline	Payment
CCA Inception Report	End of August 2016	10% of total contract value
CCA Data collection	End of October 2016	20% of total contract value
CCA 1 st Draft report	Mid-December 2016	10% of total contract value
Facilitation of UNDAF working groups (UN and Government) – priority setting	December 2016 – March 2017	
1 st draft RRF and management mechanism for the UNDAF	January 2017	10% of total contract value
Validation workshop and finalization of UNDAF outcomes	February 2017	
CCA 2 nd Draft report	End of March 2017	20% of total contract value
1 st Draft UNDAF	Early May 2017	
2 nd Draft UNDAF	Early June 2017	
Final CCA report	End of June 2017	20% of total contract value

UNDAF Document and UNDAF Validation workshop with Government	End of September 2017	10% of total contract value
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Criteria for Selection of Best Offer

A combined scoring method will be employed – where the qualifications and technical proposal will be weighted 70% and combined with the price offer which will be weighted 30%, as shown below. The offer who obtains 70% of the technical evaluation will be considered for the financial evaluation.

International Consultant

- Master Degree in development studies, economics or relevant fields; 5 points
- Knowledge of the UN system and UN common country programming processes and background in development; 10 points
- Outstanding research, analytical, response programming and report writing skills; 10 points
- Familiarity with participatory methods of data gathering, and UN five Programming Principles (HRBA, Gender Equality, Environmental Sustainability, RBM and Capacity Development); 5 points
- Understanding of policy-making, capacity development issues and Government systems in Myanmar; 10 points
- Experience working in policy and advocacy works on development issues, particularly in developing countries, experienced in Myanmar context is an advantage; 15 points
- Experience in leading teams and facilitation of team/group discussions. A good team player committed to enhancing and bringing additional value to the work of the team as a whole; 15 points

Approved by


Pablo Barrera
Head of Development Cluster Coordination
Office of the UN resident Coordinator

