



**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE**

I. Post Information

Job Title:	National Consultant for Stakeholder Participation & Research
Duty Station:	Home based in Yangon, Myanmar, with travel to Nay Pyi Taw and Mandalay Region
Type of Contract:	Individual Contract
Duration:	(90) working days; November 2015 to March 2016

II. Background and Context

UNDP Myanmar has been implementing UNDP Country Programme for 2013-2017 with the aim of promoting local governance, growth and sustainable development with the emphasis on rights-based, gender sensitive, inclusive and equity. This goal will be pursued through three complementary components; Local Governance, Environmental Governance and Disaster Resilience, and Democratic Governance.

The Environmental Governance and Disaster Resilience Component focuses on strengthening capacities at local, regional and national levels to manage and utilize natural resources in a sustainable way, and to enhance resilience and adaptive capacity to long-term climate change including variability impacts and to reduce the associated risk of natural disasters.

The Poverty-Environment Initiative (PEI) Myanmar is a project within the Environmental Governance and Disaster Resilience Component. PEI Myanmar is part of the joint UNDP-UNEP PEI global programme that assists countries to integrate environmental issues of poor women and men into national and sub-national development planning, budgeting and monitoring and evaluation systems.

PEI Myanmar is working with the Department of Mines, Ministry of Natural Resources and Environmental Conservation (MONREC) to carry out an assessment of mine sites in 2-3 townships in Mandalay that provides an overview of the cumulative environmental, social and economic impacts of mining activities in an integrated way.

For this purpose, PEI Myanmar is seeking a Stakeholder Participation & Research National Consultant who can lead stakeholder engagement during the integrated assessment and carry out research in the field in cooperation with an institutional team to be recruited separately.

III. Scope of assignment

The Coordinator & Researcher is responsible for two components under the following output:
Integrated Assessment of Environmental, Social and Economic Impacts of Mining in 2-3 townships in Mandalay

The assessment will provide an overview of the direct, indirect and cumulative impacts (both positive and negative) of the current and planned mining investment projects in 2-3 selected townships in Mandalay region.

The first component is leading stakeholder engagement and assessment-related communication. It would be carried out in collaboration with the PEI Coordinator. This would include:

- i. Arranging information sharing, preparatory and other meetings with government counterparts, civil society organisations, private sector companies and other partners.
- ii. Setting agenda for meetings and visits.
- iii. Facilitating meetings and making presentations in Myanmar language; providing interpretation and ensuring clear communication when meetings involve non-Myanmar speaking participants.
- iv. Collaborating with an institutional team to develop an assessment methodology
- v. Organising an inception workshop with key stakeholders to agree the research methodology, including designing participant questionnaires and scenario building exercises as necessary.
- vi. Collaborating with an institutional team to identify any additional research recruitment needs to conduct field research.
- vii. Supporting document translation from English to Myanmar for dissemination at meetings or for use during the field research; providing review of documents being translated from English into Myanmar.
- viii. Organising and facilitating a validation workshop with key stakeholders in Mandalay Region.

The second component is carrying out the research and field visits in 2-3 proposed townships in Mandalay, in cooperation with an institutional team. This would include:

- ix. Reviewing relevant documents and any available data from existing studies or reports on the environmental and social impacts of mining in Myanmar.
- x. Developing necessary materials such as surveys and questionnaires with the institutional team.
- xi. Carrying out interviews, surveys and other research methods in the field with the institutional team in order to provide a) an overview of social impacts of mining on mine workers and communities; b) an assessment of water and soil quality around mine sites; c) an overview of revenue generated and jobs created directly and indirectly from mining activities.
- xii. Coordinating any additional researchers recruited for the purpose of the field visits.
- xiii. Facilitating on-site training activities led by the institutional team for key stakeholders from government, civil society and private sector
- xiv. Documentation of impacts with the institutional team.
- xv. Identification of most critical social/health, environmental and economic impacts on mine workers and communities and review of the findings with the institutional team.
- xvi. Provide input into a draft integrated assessment report and final integrated assessment report developed by the institutional team, with the objective of identifying the most critical social and environmental impacts and providing recommendations for how to create multi-stakeholder solutions.

- xvii. Provide review of the quality of the translated Myanmar language draft and final versions of the report.

IV. Deliverables

The key deliverables of the National Consultant are:

Deliverable 1) Stakeholder engagement activities in Yangon, Nay Pyi Taw and Mandalay

Engaging in coordination activities with government, civil society and private sector by email, telephone, arranging meetings as necessary, reading and preparing documents, exploring methodologies

Deliverable 2) Preparatory Stakeholder & Scoping Meetings in Mandalay

Organising separate, formal stakeholder meetings with government, civil society and private sector to share information, discuss the planned activities and possible methodologies and identify key stakeholders to lead steering committee for integrated assessment and stakeholders to participate in the assessment, carrying out initial scoping of sites and piloting methodologies

Deliverable 3) Inception Workshop

Organising an inception workshop with the key stakeholders pre-identified through the preparatory stakeholder meetings and the institutional team, to discuss the planned integrated assessment, the logistics of field visits, and agree on methodologies to be used and other details. Identify needs for recruiting additional researchers, conduct any further necessary piloting. Provide input to Inception Report developed by the institutional team.

Deliverable 4) Field visits to mine sites in Mandalay & facilitation of on-site trainings

Participating in carrying out research in the 2-3 townships, coordinate and lead interactions between recruited additional researchers and the institutional team, facilitate on-site trainings by the institutional team with stakeholders from government, civil society and private sector as necessary.

Deliverable 5) Validation Workshop & Comments on draft Integrated Assessment report

Provide input to first draft integrated assessment report developed by the institutional team. Organise a validation workshop with all stakeholders at Mandalay region level and other levels as appropriate in order to share the findings from the assessment.

Deliverable 6) Comments on final Integrated Assessment report

Provide input to final draft integrated assessment report revised by the institutional team.

V. Duration of assignment

The consultancy will be carried out from November 2016 to February 2017 with a total of 90 working days. The consultancy will be home based with as many missions to Mandalay as necessary.

VI. Institutional Arrangement

- The National Consultant will work with the PEI Coordinator (Natural Resource Management Output, UNDP Myanmar Country Office) on a daily basis as necessary

and report to the National Project Coordinator (Environmental Governance) on a monthly basis as work against deliverables progresses. He/she will be accountable to UNDP on the timeliness and quality of the deliverables.

- The National Consultant is expected to work closely and collaboratively with UNDP staff in Yangon and Mandalay as necessary for the duration of this assignment.
- UNDP will secure government (and other counterpart) cooperation for this assignment, including visas and travel authorization, and will assist as necessary in the facilitation of introduction letters and/or requests for meetings upon request with stakeholders and beneficiaries.
- The National Consultant will be entitled to apply for reimbursement of costs associated with necessary work-related in-country travel in accordance with UNDP's travel policy.
- UNDP will provide administrative and logistical support with travel and transport arrangements, and processes necessary for successful completion of the assignment.

The National Consultant will also work closely working with government partners, other international and national consultants, and the multi-stakeholder taskforce.

UNDP will provide the travel arrangements and logistic supports for all domestic travel related to the assignment.

UNDP will provide liaising with the key stakeholders and logistics support in the facilitation of the workshops and consultations required for the assignment.


VII. Payment Arrangements

Consultancy fees will be paid as daily fees which are "all-inclusive." One working day shall consist of 8 hours. The consultancy fees for the working days in each month will be paid by monthly basis (at the end of each month) upon the submission of the Time Sheet along with the monthly progress report against the deliverables mentioned below, which shall be checked by PEI Coordinator and duly approved by the National Project Coordinator (Environmental Governance) under the Natural Resource Management Output of UNDP Country Office in Myanmar. The Time Sheet shall serve as the basis for the payment of fees.

Deliverable No.	Description of the deliverables	Timeline	Payment
Deliverable 1	Stakeholder engagement activities in Yangon, Nay Pyi Taw and Mandalay	By Nov. 30 th , 2016	Monthly
Deliverable 2	Preparatory Stakeholder & Scoping Meetings in Mandalay		
Deliverable 3	Inception Workshop	By Dec. 31 st , 2016	Monthly
Deliverable 4	Field visits to mine sites in Mandalay & facilitation of on-site trainings	By Jan. 31 st , 2017	Monthly
Deliverable 5	Comments on draft Integrated Assessment report & Validation Workshop	By Feb 28 th , 2017	Monthly
Deliverable 6	Comments on final Integrated Assessment report report	By March 31 st , 2017	Monthly

VIII. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> Bachelor's degree or above is required; diploma or certifications in social research, social work, development studies or other related fields is an asset.
Experience:	<ul style="list-style-type: none"> At least 3 years of demonstrable experience in carrying out research in Myanmar in fields related to environment, health, social sciences, mining or any other relevant field is required; Some working experience in carrying out mining impact related research is required; Ability to facilitate meetings in Myanmar language, work in a multi-cultural team, and support document translation from English to Myanmar is required; Computer proficiency is required.
Language Requirements:	<ul style="list-style-type: none"> Fluency in spoken and written Myanmar language Good ability to work in spoken English language
Other	<ul style="list-style-type: none"> Myanmar national

IX. Criteria for Selection of the Best Offer
<p>Combined Scoring method – where the qualifications and technical proposal will be weighted 70% and combined with the price offer which will be weighted 30%. The criteria for technical evaluation and obtainable score: (100 points)</p> <p>Relevant education – 20 points</p> <p>4 years of demonstrable experience in carrying out research in Myanmar in relevant fields – 35 points</p> <p>Some working experience in carrying out mining impact related research – 10 points</p> <p>Ability to facilitate meetings in Myanmar language, work in a multi-cultural team, and support document translation from English to Myanmar – 35 points</p> <p>Only candidates obtaining a minimum 70 points would be considered for the financial evaluation.</p>

X. Signatures- Post Description Certification		
Incumbent (if applicable)		
Name	Signature	Date
Supervisor		
	Signature	Date 18/10/2016
May Nwe Soe, Programme Analyst, Pillar II, UNDP		
	Signature	Date