

Terms of Reference

National Specialist on Public Investment Planning

1. Post Information

Title:	National Specialist on Public Investment Planning
Type of Contract:	Individual Contract (local consultant)
Duty Station:	Home-based with travel to Nay Pyi Taw and 2-3 cities of the other states/regions
Duration of Assignment:	115 working days during 7 th Feb. 2017– 30 st Sept. 2017
Starting Date:	7 th Feb. 2017

2. General Background

Natural hazards continue to cause significant loss of life and property in Southeast Asia. However, investments to strengthen disaster resilience remain a low priority. This is partly because of limited understanding of the socioeconomic ramifications of disasters, as the damage and losses caused by historical disasters are often not fully recorded; and limited understanding of the opportunities available to reduce disaster risk by integrating measures into development investments. Given the intricate linkages between disasters and development, the Outcome 5 of UNDP's Strategic Plan (2014-17)¹ emphasizes on reducing the risks from natural disasters and climate change². The UNDP Strategic Plan asks for supporting policies and long-term planning and investment frameworks that are risk sensitive to minimize adverse development impacts.

The Sixth Asian Ministerial Conference on Disaster Risk Reduction (AMCDRR) in 2014 called for improved public investments in disaster risk management (DRM) by strengthening the capacity of institutions to develop, analyze, and use risk information in development planning and implementation. UNDP in partnership with the World Bank and the USAID organized a technical session on 'Improving Public Investments for Disaster and Climate Risk Management to Protect and Sustain Development Gains' which emphasized a) all development plans at all levels to include risk-sensitive investments measured for accountability, b) development of capacities of key institutions to analyze and incorporate institutions in development planning processes, c) mitigation of financial impacts of disasters by incorporating the benefits of financial protection strategies into budget decisions, and d) prioritization of resilient public investments in the area of current and future risks.

Several countries in the Southeast Asian region have been undertaking disaster risk assessments, which vary in terms of scale, attributes, and purpose. However, few of these assessments have been used to inform public investment decisions. While the quality and availability of data remains an issue, the use of

¹ UNDP Strategic Plan (2014-17), available online at <http://goo.gl/H3DRpz>

² Outcome 5 of the UNDP Strategic Plan - "Countries are able to reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change".

disaster risk information in decision making processes faces additional challenges: (i) limited understanding of the development processes that underlie and drive the generation of disaster risk, (ii) lack of a policy and regulatory mandate to consider disaster risk for investment planning, and (iii) limited DRM capacity within line agencies. Considerable capacity building is required to address these issues.

UNDP BRH is implementing an ADB (Asian Development Bank) Regional Capacity Development Technical Assistance project on 'Enhanced Use of Disaster Risk Information for Decision Making in Southeast Asia'. *Output 2 of this project aims to take stock of existing disaster risk information, and provide guidance on how such information can be used for the public investment planning processes in each of the three project countries, viz. Cambodia, Lao PDR, and Myanmar.* This Output 2 is expected to provide the scope and recommendations for integration of disaster risk information in public investment planning processes and will include sharing of experiences across the countries.

3. Objectives of the Assignment

The main objective of the assignment is to review the existing public investment planning processes in the country and identify opportunities for the integration of disaster risk information in these processes. Specifically, the assignment will:

1. Undertake review of existing public investment planning processes in consultation with the international expert on Public Investment Planning and Disaster Risk Management,
2. Consult with relevant officials and agencies in the country to review the public investment planning processes and existing institutional arrangements for the investment planning,
3. Develop a country report based on the review of the public investment planning processes at national and sub-national levels and assessment of the extent to which disaster considerations can be factored into existing processes, and
4. Provide inputs to the international expert on Public Investment Planning and Disaster Risk Management on the Final report of the Output 2.

4. Scope of Work

As a public investment planning specialist, the scope of the work for the assignment includes:

- a) Support the engagement of national agencies involved in public investment planning to initiate dialogue on risk-sensitive investment planning,
- b) Develop a work-plan for the implementation of the Output 2 in the country including consultations with relevant agencies, review of the existing investment planning processes and institutional capacities,
- c) With technical guidance of *the international expert on Public Investment Planning*, organize consultations with relevant agencies to seek information on public investment planning processes, associated challenges, gaps for integrating disaster risk information in these processes,
- d) Work closely under the technical guidance of the international expert on Public Investment Planning and the international expert on Disaster Risks, systematically engage key stakeholders, undertake review and assessment, and make recommendations on policy, regulations, tools, and guidelines used for public investment planning to integrate disaster risk considerations,

- e) Coordinate with international expert on Disaster Risks and support necessary information collection and coordination with relevant agencies as required by the Output 2.
- f) Organize national dissemination workshop to share the findings and recommendations of the analysis, with technical guidance of *the international expert on Public Investment Planning* in design and scope of the workshop.
- g) Develop a country report reviewing the public investment planning process and identify scope for integrating disaster risk considerations.

5. Deliverables

- 1) Work plan for the Output 2 activities in the country detailing various activities and consultations,
- 2) Inception report including methodology, work-plan, and initial findings,
- 3) Monthly progress reports against the work-plan, including the summary from the consultation meetings with key stakeholders,
- 4) The draft Report on integration of disaster risk considerations in the public investment planning process in Myanmar
- 5) Facilitation of a National dissemination workshop to disseminate findings to key stakeholders including government and development partners,
- 6) Final report, including executive summary, institutional and policy findings and recommendations on opportunities for integrating disaster and climate risk information in public investment planning processes.

6. Duration of Assignment, Duty Station and Expected Places of Travel

The consultant will work as home-based. If requested by the consultant, UNDP will provide a work-place at UNDP Yangon Office or at the DRR project office of UNDP based at RRD Nay Pyi Taw. The consultant may need to travel to 2-3 selected cities of the states/regions, as necessary. He/she will work with relevant national and sub-national government agencies. The assignment is expected to take 115 working days, during Feb.-Sept. 2017.

7. UNDP Management Arrangements

- 1. The consultant will report to the Programme Specialist (Disaster Risk Reduction and Climate Change Adaptation) of UNDP Bangkok Regional Hub who will supervise the consultant and assure the quality of the deliverables including certification for consultancy fees payment.
- 2. The consultant will be provided technical guidance by the international expert on Public Investment Planning and the international expert on Disaster Risks who based remotely.
- 3. UNDP will coordinate feedback on deliverables, which will take a minimum of seven working days. For final report, the required review time is between two to four weeks after submission of the final document.
- 4. The consultant is expected to work closely and collaboratively with UNDP staff in Yangon and Nay Pyi Taw for the duration of this assignment.
- 5. If requested by the consultant, UNDP Country Office will provide a work-place at UNDP Office in Yangon or the DRR project office of UNDP based at RRD Nay Pyi Taw. UNDP CO will also support in

requesting the meetings with government (and other counterparts/stakeholders), and other logistical support for successful completion of the assignment.

6. If the consultant is required to travel to other states/regions other than Nay Pyi Taw for delivering this assignment, the travel plan should be agreed by UNDP in advance. UNDP will provide travel cost and daily subsistence allowance for the travel as per UN rates.
7. The consultant shall agree that all outputs of this TOR are deemed as the property of UNDP.

8. Payment schedule

The consultancy fees will be made upon the satisfactory accomplishments of the respective deliverables and the submission of Monthly progress reports as per the following schedule.

Deliverable No.	Description of the deliverables	Estimated working days	Expected completion date	Payment
1	Submission of the inception report including methodology, work-plan, and initial findings	20	by end of Feb.	15%
2	Summary from the consultation meetings with key stakeholders	20	by end of March	15%
3	The draft report, on opportunities for integrating disaster and climate risk information in public investment planning processes	48	By end June	30%
4	Organize and facilitate a national dissemination workshop on findings of the Final Report to government and key stakeholders	7	By end July	15%
5	The final Report, including executive summary, institutional and policy findings, and recommendations on integration of disaster risk considerations in the public investment planning process in Myanmar	20	By end Aug.	25%

9. Degree of Expertise and Qualifications

- Advanced degree in public investment planning, disaster risk management, social sciences or relevant field is preferable.

- At least 5 years of relevant professional experience in
 - public investment planning processes in the country;
 - related DRM policy analysis and the provision of advisory support for senior government stakeholders; and
 - knowledge of the DRM policy landscape, institutional setup, and implementation practice in the country;
- Demonstrated experience in formulation and implementation of policies and programmes related to disaster risk management and mainstreaming disaster risk management in development processes
- Demonstrated experience of working with the government agencies and other key stakeholders in the country
- Excellent communication skills, both written and oral in English. Knowledge of local language is an advantage.
- Ability to write clearly and compellingly in English.

10. Criteria for Selection of the Best Offer

Combined scoring method – where the qualifications will be weighted 70 % and combined with the price offer which will be weighted 30%. The criteria for qualifications obtainable score: 100 points. Only candidates obtaining a minimum 70 points would be considered for the financial evaluation.

- Relevant Personnel Education: 10 points
- Minimum experience: 20 points
- Demonstrated experience in the required field of work: 30 points
- Previous experience in with the government agencies and other key stakeholders in the country: 10 points
- Proposed methodology: 30 points

11. Signatures- Post Description Certification

Lat Lat Aye

Team Leader (Env. Governance and Disaster Resilience)

UNDP Office in Myanmar

Name

Signature

Date 18 Jan 2017

