

TERMS OF REFERENCE
National Gender Consultant:

Common Country Assessment and UN Strategic 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. UNDAF for Myanmar is expected to be a strategic document to demonstrate UN joint commitment to support government priorities, the first to be signed with the government of Myanmar since the establishment of the UN system in Myanmar. As a preparatory step of the UNDAF, a situation analysis is being prepared to identify emergency national priorities that the UN can support for maximum impact on the wellbeing of the populations until a more comprehensive and in-depth Common Country Assessment (CCA) is prepared later next year.

A team of national and international gender consultant will be a part of CCA/UNDAF consultant team which provides support to UNCT in preparation of a situation analysis paper, UNDAF strategic priority setting, and CCA process. Given that SDG has a central objective to realize the human rights of all and to achieve gender equality and the empowerment of all women and girls, additional technical and facilitation support will be placed to the consultant team to ensure gender dynamics are incorporated throughout the process and final documents.

The purpose of this consultancy comprises four components:

Scope of Work

The purpose of this consultancy comprises the following components:

UNDAF:

1. Contribute to the finalisation of a situation analysis paper that identifies the causes of development challenges and its effect on the population, particularly women and girls in Myanmar;
2. Assist the team leader in facilitating a series of priority setting consultation with key stakeholders, such as the government, national and international civil society groups, development cooperation groups, ASEAN countries, private sector, etc. Gender team is expected to play a greater role in providing technical assistance to ensure international norms and standards in relation to women's rights, and ensuring voices of women and girls heard through these consultations.
3. In consultation with UN Gender Theme Group, provide technical support to the review and finalisation of UNDAF document.

CCA:

4. In coordination with UN Gender Theme Group, collect updated quantitative and qualitative gender related data and information, facilitate stakeholder consultation and analysis at national and sub-national and local level, and contribute in CCA to provide an evidence-based strategic analysis of situation in Myanmar. Gender consultants will ensure CEDAW perspectives are incorporated in the analysis.

Qualification and Experience

- Master Degree in gender studies, development studies, or relevant fields;
- Basic Knowledge of the UN system and UN common country programming processes;
- Familiarity with participatory methods of data gathering, and UN Four Programming Principles (1. Human Rights, gender equality and women's empowerment, 2. Sustainable Development and Resilience, 3. Leave no one behind, and 4. Accountability);
- Minimum 5 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 Myanmar cultural norms and social practices, as well as policy-making, capacity development issues and Government systems in Myanmar
- Good interpersonal, networking and cross-cultural communication skills; and
- Good written and oral command of English

Accountability and Reporting

The gender national and international consultant will work closely with UN Gender Theme Group and UNDAF working group and report to the UNDAF/CCA lead consultant.

Deliverables

- Inputs to the final draft of a situation analysis by mid-February
- Record of the consultations with stakeholders including workshops and relevant interviews.
- The gender related data set collected for analysis
- Inputs to draft UNDAF outcome documents by March 2017
- Final CCA by end of June 2017
- Facilitation of workshops with UN, Government and other stakeholders, assigned by the team leader. These will include workshop concept notes, agendas, methodologies, expected outputs, list of participants, minutes and other records of the workshops.

Duration of the Work

National Gender Consultant: 1 February 2017 – 30 July (6 months)

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

Recommended Presentation of Offer

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a) Duly accomplished **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 [*Note: this is optional 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.

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
Inputs to the final draft of a situation analysis	End of January 2017	10% of total contract value
Record of the consultations with stakeholders including workshops and relevant interviews.	End of July 2017	10% of total contract value
The gender related data set collected for analysis	End of July 2017	20% of total contract value
Inputs to draft UNDAF outcome documents by March 2017	March 2017	20% of total contract value
Final CCA by end of June 2017	End of June 2017	20% of total contract value
Facilitation of workshops with UN, Government and other stakeholders, assigned by the team leader. These will include workshop concept notes, agendas, methodologies, expected outputs, list of participants, minutes and other records of the workshops.	End of July 2017	20% of total contract value

Criteria for Selection of Best Offer

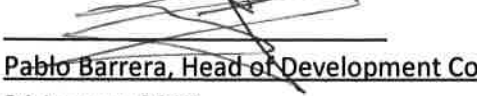
A combined scoring method will be employed – where the qualifications and technical proposal will be weighted 70% and combined with the price offer which will be weighted 30%, as shown below. The offer who obtains 70% of the technical evaluation will be considered for the financial evaluation.

National 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 four Programming Principles (1. Human Rights, gender equality and women's empowerment, 2. Sustainable Development and Resilience, 3. Leave no one behind, and 4. Accountability); 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

Approval

This TOR is approved by: *[indicate name of Approving Manager]*

- Signature: 
- Name and Designation: Pablo Barrera, Head of Development Coordination Cluster, UN RCO
- Date of Signing: 24 January 2017