



**TERMS OF REFERENCE**

<b>Assignment Title</b>	<b>Development Coordination and Strategic Planning Consultant</b>
<b>Type of Contract</b>	<b>Individual Contract</b>
<b>Start/End Dates</b>	<b>2 September 2019 – 29 November 2019</b>
<b>Working Days in this Mission</b>	<b>63 Days</b>
<b>Supervisors</b>	<b>Resident/Humanitarian Coordinator</b>
<b>Duty Station</b>	<b>Yangon, with in-country missions in Myanmar</b>

**1) Background**

With the 2030 Agenda for Sustainable Development at its core, and in response to the General Assembly resolution 71/243 on the quadrennial comprehensive policy review of operational activities for development of the United Nations System, the UN Secretary General’s report (December 2017) “ Repositioning the United nations system to deliver on the 2030 Agenda: our promise for dignity , prosperity and peace on a healthy planet” puts forward a comprehensive proposal on further improvements to the resident coordinator system to ensure more coherent, accountable and effective support for the 2030 Agenda. This was further reinforced by General Assembly resolution 72/729 of 1 June 2018, which gave the Secretary-General the mandate to implement the repositioning.

A reinvigorated resident coordinator system is at the centre of a repositioned United Nations development system, and while the system has been instrumental in driving coherence on the ground over the past four decades, it is now insufficiently robust to respond to the needs of the 2030 Agenda. The report stresses that resident coordinator’s offices (RCO) will need to be adequately staffed to ensure sufficient substantive capacities to lead United Nations Country Teams (UNCT). The UN Development Coordination and Strategic Planning Consultant will be part of this new generation of resident coordinator offices, who will perform the role of the interim Strategic Planner/Team Leader of the RCO.

Under the guidance and direct supervision of the UN Resident/Humanitarian Coordinator (RC), the UN Development Coordination and Strategic Planning Consultant manages the Development Coordination Cluster (DCC) of the RCO. UN Development Coordination and Strategic Planning Consultant supervises and leads the DCC staff ensuring key activities are undertaken and completed in a timely manner. In addition to working closely with DCC staff, UN Development Coordination and Strategic Planning Consultant works in close collaboration and consultation with the Political Engagement and Outreach Cluster (PEOC) of the RCO, with UNCT members, programme and operations teams of the agencies, DOCO staff and Government officials, advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful and transparent coordination and implementation of UNCT activities.

**2) Objectives of the Assignment**

The objective of the assignment is for UN in Myanmar to have a UN Development Coordination and Strategic Planning Consultant who will lead the coordination of activities emanating from the RC Office, setting priorities, and ensuring follow-up and feedback; and identifying and recommending proposals and actions for enhancing inter-



agency coordination in line with UN reform objectives, the simplification and harmonization procedures and, as appropriate, initiating actions for implementation.

### 3) Scope of Work of the Mission

The key functions expected from the UN Development Coordination and Strategic Planning Consultant are as follows:

1. **Lead strategic advice to the Resident Coordinator (RC) and UN Country Team (UNCT) to ensure effective, quality and timely UN support to the programme country in the implementation of the 2030 Agenda through a new generation CCA/UNDAF**
2. **Promote external partnerships and oversee joint resource mobilization efforts for the new generation UNDAF.**
3. **Advise on and provide oversight of business innovations and Business Operations Strategy**
4. **Promote knowledge management and capacity development in and outside the UN System**
5. **Overall management of the RCO to ensure efficient and effective substantive coordination support to the RC/ UNCT, and adherence to organizational policies and procedures.**

#### Description of the key functions

1. **Lead strategic advice to the Resident Coordinator (RC) and UN Country Team (UNCT) to ensure effective, quality and timely UN support to the programme country in the implementation of the 2030 Agenda through a new generation CCA/UNDAF**
  - Advise the RC/UNCT in articulating and actively communicating a credible and convincing strategic vision for the UN in country, articulated through the UN Development Assistance Framework, which is consistent with national development goals and priorities UN values, aligned with the 2030 Agenda and committed to the principles of universality, equality and leaving no one behind.
  - Provide strategy advice and develop recommendations to inform decision-making by the RC/UNCT in relation to repositioning of the UN System in country, especially related to the Standard Operating Procedures for Delivering as One;
  - Advise the RC/UNCT on the development implementation, monitoring, reporting and evaluation of the new generation CCA/ UNDAF as the most important instrument for the planning and implementation of UN development activities in country;
  - Guide the RC/UNCT in asserting vision and accountability for the UN to operate as a nimble, innovative and enterprising development partner, demonstrating characteristics of a knowledge organization and thought leader.
  - Lead strategic design of UN's policy and programmatic offer, signature services, operational capabilities and partnership mechanisms.
  - Ensure close engagement across the humanitarian, development and peace domains, as maybe required by the country context.
  - Based on analysis carried out by the Economist, lead the identification, analysis and prioritization of joint programmatic work of UN entities in response to national priorities and in line with the UNDAF and the 2030 Agenda.
  - Promote the UNDAF and the joint workplans, ensuring that the UNDAF M & E Framework is followed-through and well reported upon through UNINFO and annual One UN Country Results Report is provided to the Government and other stakeholders.



- Ensure that all agencies – resident and non-resident and other relevant UN entities including at HQ and (sub - ) regional level, are engaged in the inter-agency for a and in discussions with external partners.
  - Facilitate coherence in the different intra-agency coordination bodies, including with Humanitarian Country Teams and the Security Management Team;
- 2. Promote external partnerships and oversee joint resource mobilization efforts for the new generation UNDAF**
- Establish effective working relationships with national and international public and private partners and manage the partnerships effectively to facilitate knowledge sharing in support of the CCA/UNDAF development, implementation, and monitoring and evaluation.
  - In consultations with a broad range of stakeholders, advise on positioning the UN as a key provider of integrated services and as a platform in support of the SDGs
  - In close collaboration with the Partnership and Development Finance Specialist, ensure the formulation and implementation of the UN Partnership Strategy as well as Resource Mobilization Strategy, and initiatives in support of SDG achievement through the UNDAF;
  - Lead on and/or support design, formulation and implementation, monitoring and reporting of joint programmes, and joint programming processes amongst UN entities.
  - Based on UNDAF and joint programmes, facilitate and undertake joint resource mobilization and partnering efforts at country level.
  - Manage the SDG Country Fund (where relevant) in support of the UNDAF and SDG acceleration.
  - Support strategic messaging and communication initiatives by RC/UNCT.
- 3. Advise on and provide oversight of business innovations and Business Operations Strategy**
- In collaboration with the Operations Management Team (OMT), advise RC/UNCT on business innovations for the UN in country;
  - Advise and support in formulating, implementing and monitoring the UN Country Business Operations Strategy;
  - Advise and support MOT in implementing common premises, and in establishing a common back office for location-dependent services.
  - Promote a culture of continuous improvement and client-orientation in operational service delivery.
  - Provide guidance on the establishment of common services arrangements to participating organisations/agencies at the country level.
- 4. Promote knowledge management and capacity development in- and outside the UN System**
- Transfer knowledge and communicate effectively across different UN and non-UN entities.
  - Lead in the sharing of best practices, trends, knowledge and lessons learned across the UN system and with external partners.
  - Lead in designing thematic activities and knowledge-sharing forums and encourages others to participate.
  - Contribute to knowledge sharing (notably through training and facilitating peer exchange) amongst UN staff on issues related to UN strategic planning frameworks, methodologies and tools
  - Draw upon other UN experiences, lessons learned and knowledge networking to provide contributions to strategic planning processes



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**5. Overall Management of the RC Office to ensure efficient and effective substantive coordination support to the RC and UNCT and adherence to organizational policies and procedures**

- Oversee the management of activities undertaken by the RCO, ensuring that programmed activities undertaken by the RCO, ensuring that programmed activities are carried out in a timely fashion and coordinates work in the different areas.
- In close collaboration with UNDP, and under the corporate Service Level Agreement (SLA), oversee processes related to inter alia human and financial resource management, procurement, general administration, security, information technology for the RCO.
- Manage, guide and train staff under his/her supervision; foster teamwork and communication among staff in the RCO and across organizational boundaries.
- Promote a work environment in the RC Office and across UN entities that is conducive to innovation and engagement with a diverse set of stakeholders and delivering results in line with the 2030 Agenda for Sustainable Development.

**4) Duration of Assignment & Duty Station**

The period of the assignment will be 2 September 2019 to 29 November 2019. During this period the consultant will spend 89 calendar days in Myanmar, of which 63 will be fee days. The duty station for the assignment is Yangon with possible in-country missions in Myanmar.

**5) Qualifications**

Education:	Master’s Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field.
Experience:	<ul style="list-style-type: none"> <li>▪ At least 7 years of relevant experience at the national or international level in management hands-on experience in design, monitoring and evaluation of development projects, and social, economic, and political analysis and advisory services.</li> <li>▪ Professional, with at least seven years work experience in development and/or humanitarian operations, including at the country level.</li> <li>▪ Good knowledge of UN system, procedures and operational activities for development. Previous experience in management and UNDAF development/planning will be considered a plus.</li> <li>▪ Knowledge about the UN and RC systems would be an advantage.</li> <li>▪ International work experience in developing countries, preferably in Asia will be an added advantage.</li> <li>▪ Work experience with UN/UNDP/other development partners will be preferable.</li> <li>▪ Excellent writing skills, as well as strong analytical aptitude, communication and presentation skills is required.</li> <li>▪ Experience in the usage of computers and office software packages.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Excellent command of written and spoken English.</li> </ul>

**Competencies:**

**Corporate Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards
- Advocates and promotes the vision, mission, and strategic goals of UN
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

**Functional Competencies:**

Knowledge and Learning Management

- Shares knowledge and experience from within and outside the UN Country Team.
- Encourages UN staff to share knowledge
- Develops deep understanding UNDAF, UN System reform and SDGs.

Coordination effectiveness

- Ability to lead the design and implementation of UN programme activities, strengthening of strategic partnerships for UNDAF implementation.
- Ability to build and sustain effective partnerships with UN Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies.

Management and Leadership

- Focuses on impact and result for the client
- Leads teams effectively and shows conflict resolution skills
- Establishes priorities for self and other members of the RC office; schedules activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course
- In providing advice to the RC, has the capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates excellent oral and written communications skills
- Builds strong relationships with clients and external actors
- Manages conflict and stress, remaining composed and working as a mediator in crisis or antagonistic situations
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view
- Solicits feedback from staff about the impact of his/her own behavior

**6) Institutional Arrangements**

The Contractor will report to UN Resident/Humanitarian Coordinator. For management and operational matters, the Contractor will be connected to the relevant project managers.



**7) Deliverables & Payment Schedule**

No.	Deliverables	Estimated Completion Date	Payment instalments (Percentage of Total Price)
1.	<p><b>September</b></p> <ul style="list-style-type: none"> <li>- Preparation of UNCT monthly meetings (Agenda, invitations, minutes)</li> <li>- Preparation of briefing package for the incoming RC/HC</li> <li>- Organize UNDAF consultations                             <ul style="list-style-type: none"> <li>- meetings with Government</li> <li>- consultations with Regional directors</li> </ul> </li> </ul>	By End September	40%
2.	<p><b>October</b></p> <ul style="list-style-type: none"> <li>- Preparation of UNCT monthly meetings (Agenda, invitations, minutes)</li> <li>- Organize UNDAF consultations                             <ul style="list-style-type: none"> <li>- meetings with Government</li> <li>- consultations with Regional directors</li> </ul> </li> </ul>	By End October	30%
3.	<p><b>November</b></p> <ul style="list-style-type: none"> <li>- Preparation of UNCT monthly meetings (Agenda, invitations, minutes)</li> <li>- Implementation of UN reform                             <ul style="list-style-type: none"> <li>- recruitments</li> <li>- MAF</li> <li>- UNCT reporting</li> </ul> </li> <li>- Organize UNDAF consultations                             <ul style="list-style-type: none"> <li>- meetings with Government</li> <li>- consultations with Regional directors</li> </ul> </li> </ul>	By End November	30%



**8) Scope of Price Proposal**

The consultant will be paid on a lump sum basis including fees, living allowance, international travel cost (most direct economy airfare based on the UNDP travel policy ([available in this link](#)) 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.

**9) 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 experience from similar projects, as well as the contact details (email and telephone numbers) of the candidates and at least three professional references.

**10) Selection Method**

Individual consultant will be evaluated based on the cumulative analysis of the technical evaluation (weight: 70%) and financial criteria (30%). Only candidates obtaining a minimum of 70 point from the technical evaluation would be considered for the financial evaluation.

Technical qualification evaluation criteria:

- Relevance of education – Max 5 points
- Experience in providing strategic advise and ensuring effective, quality and timely coordination and management support to development activities – Max 30 Points
- Knowledge of institutional mandates, policies and guidelines relating to the United Nations work in the area of promoting partnership and overseeing joint resource mobilization – 25 points
- Experience in promoting knowledge sharing and effective communications across different UN and non-UN entities and knowledge of UN and Myanmar contexts – Max 10 points

Financial proposal evaluation criteria:

The following formula will be used to evaluate financial proposal:  $\text{Lowest Financial proposal/price of the proposal being evaluated} \times 30\%$ . Lowest Financial Proposal refers to the lowest price offered by Offerors scoring at least 50 points in the technical evaluation.

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

Signature \_\_\_\_\_  
Name and Designation \_\_\_\_\_  
Date of Signing \_\_\_\_\_



**Annex. Template for Financial Proposal**

<b>Cost Components</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total Rate for the Contract Duration</b>
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Total</b>			