

United Nations Development Programme



TERMS OF REFERENCE 3 National Consultants

Assignment Title	Social & Environmental Safeguards and DRR Mainstreaming Advisor
Project	Governance for Resilience and Sustainability Project (GRSP)
Type of Contract	Individual Contract (National)
Contract Period	5 months
Supervisor	Project Manager/CTA, GRSP Chief Technical Advisor, Local Governance
Location	Sittwe, Mawlamyine and Bago (1 consultant in each location) with travel to townships in the Township Democratic Local Governance project
Country	Myanmar

A. BACKGROUND AND CONTEXT

UNDP Myanmar is implementing its Country Programme for 2018-2022. Integrated programming has guided the design of the new programme in order to better address the inter-linkages between peace-building, governance, natural resource management and disaster resilience, inclusive growth, and the vertical linkages between subnational and national governance levels.

The Governance for Resilience and Sustainability Project (GRSP) is designed to help the Government of Myanmar (GoM) implement recent policy reforms related to environmental governance, climate change and disaster risk reduction (DRR), to ensure that economic growth in Myanmar is more inclusive, resilient and sustainable. The project recognises that environmental degradation, when combined with natural disasters and the effects of climate change, undermines the attainment of inclusive and sustainable growth. It also recognises that Myanmar's environmental assets present unique opportunities for green economic development, which can directly support women's economic empowerment and community resilience.

Through GRSP, UNDP will continue to support the implementation of the new National Environmental Policy (NEP), Myanmar Action Plan for Disaster Risk Reduction (MAPDRR) and Myanmar Climate Change Policy and Climate Change Strategy and Master Plan (MCCSMP) at the Union and sub-national levels. The NEP, MAPDRR and MCCSMP all advocate for the mainstreaming of environment, climate and DRR considerations throughout all sectors.

Promoting township governance, improving public financial management and enhancing public service delivery is one of the outputs under UNDP's Township Democratic Local Governance (TDLG) project. To fulfill this key result, UNDP is currently supporting Bago region, Mon and Rakhine states government in putting in place a more participatory annual township planning process, by providing a discretionary township development grant, with the aim to get township administration more responsive to people's needs and effectively and efficiently provides basic services to its population, in an inclusive, accountable and transparent manner.

With the purpose to integrate the principles of DRR and social and environmental safeguards (SES) in the township annual development planning, UNDP will organize a series of trainings and workshops covering the 20 TDLG townships to provide conceptual understandings and practical guidance on how to integrate DRR and SES considerations when planning, designing and implementing the infrastructure projects selected in the participatory planning processes. Specific objectives of the trainings are three-fold:

1. To discuss key disaster risks in the townships and how they might impact development projects and sensitize the various stakeholders involved in the preparation of annual development plans to Myanmar's regulatory requirements for safeguards and to UNDP's SES requirements.
2. To sensitize the various stakeholders involved in the preparation of annual development plans to the linkages between DRR and development planning, and to disseminate knowledge about Myanmar's legal and policy framework for environmental sustainability and resilience building.
3. Based on the above, to identify potential opportunities, challenges and barriers, as well as specific information and knowledge gaps, related to DRR and application of SES in Rakhine State which would contribute to improved township annual development planning processes and implementation of the projects.

The trainings will target both the State/Region responsible departments, the Township Planning and Implementation Committees (TPICs), Township Disaster Management Committees (DMCs) and UNDPs staff at state/region and township levels.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

With the technical guidance of the Project Manager & Chief Technical Advisor, Governance for Resilience and Sustainability Project (GRSP) from UNDP Country Office, and working in close

collaboration with the UNDP Chief Technical Advisor, Local Governance, and the TDLG team in the field, the national consultants will:

- provide trainings on SES and DRR (at least 1 training session) during the development of the annual plans)
- provide at least one training for the state/region government and concerned departments
- hold dedicated discussions with the DMCs in these townships to raise awareness of DRR and the distinctions between DRR, disaster management and SES
- provide on the job support to the TPIC and concerned departments in the TDLG townships in liaison with the TDLG team (at least 2 times to each township), including:
 - Preparing training materials and/or presentations in Myanmar language as relevant for the different stakeholders at state/region and township level
 - Delivering and facilitating trainings in the abovementioned townships
 - Preparing summaries of stakeholders' discussions and inputs in Myanmar language so as to further integrate them in the situational analysis for ongoing interventions
- be available as a resource person to support the township planning processes (both in person, and in communication with other UNDP staff supporting the processes) by providing advice on the application of SES requirements – participation in township planning sessions will be coordinated through the TDLG team to maximise the number of sessions at which the consultant will be physically present
- review proposed TDLG projects in collaboration with responsible departments to identify key considerations for appropriate SES application during the design and implementation phase, including providing recommendations for the engineering/construction contractors responsible for detailed design and construction
- support evaluation of past projects to identify lessons learnt and opportunities and approaches for enhanced SES application

The trainings are to be completed between October and December 2019, in preparation for participation in the township planning processes between December 2019-March 2020.

During this assignment, the national consultants are expected to deliver:

1. Training work plan and schedule in collaboration with the TDLG senior technical specialists in Bago, Mon and Rakhine
2. Final agendas and materials for trainings and workshops
3. On the job support to TPICs and concerned departments
4. Final report including:
 - a. Details of all trainings and on the job support provided to TPICs, DMCs, concerned departments and participants in the planning workshops
 - b. Summaries of discussions during these trainings
 - c. Summaries of questions asked, and inputs provided, on SES application during township planning processes, presentations and on the job support

C. EXPERTISE AND QUALIFICATIONS REQUIRED

The successful applicant should have the following expertise and qualifications:

- A masters degree in social science, disaster management, environmental conservation, policy advocacy, natural resource management, engineering or a related field
- Familiarity and good understanding of DRR and SES and at least 4 years of relevant work experience in Myanmar
- Experience in working with senior government officials
- Experience in teaching/training environment related courses and facilitation of consultations, workshops and trainings which include government staff, and local communities
- Working experience in environmental safeguards in Myanmar will be an advantage
- Experience working with government agencies, INGOs, UN agencies and civil society
- Excellent command of written and spoken English and Myanmar language
- Must be a Myanmar national

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The consultant will report to the Project Manager/CTA, Governance for Resilience and Sustainability Project, of the UNDP Country Office in Myanmar as necessary against the deliverable progress for administrative purpose.
- The consultant is also required to comply with the UN security directives set forth under <http://dss.un.org>
- The consultant will be given access to relevant information necessary for the execution of the tasks under this assignment;
- The consultant is responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission of a detailed timesheet and certification of payment form, and acceptance and confirmation by the supervisor

E. DUTY STATION

- The consultants will be based in Sittwe, Mawlamyine and Bago with travel to the TDLG townships in respective state/region as required;
- Any necessary missions must be approved in advance and in writing by the supervisor

F. TIMEFRAME

The consultancy will be carried out for 5 months between October 2019 and March 2020.

G. PAYMENT SCHEDULE

Interested persons are requested to submit their financial proposals quoting their **daily fees** noting the following conditions:

- a) Payments will be made upon submission of certification of payment form, and acceptance and confirmation by the supervisor

Deliverable No.	Description of deliverables	Timeline	Payment
Deliverable 1	Upon satisfactory: <ul style="list-style-type: none"> • submission of training work plan and schedule prepared in close coordination with TDLG senior technical specialists • submission of standard training agenda and materials and • completion of first training session 	30 October 2019	20 %
Deliverable 2	Upon satisfactory submission of progress report documenting: <ul style="list-style-type: none"> • discussions with the DMCs to raise awareness of DRR and the distinctions between DRR, disaster management and SES • completed trainings in advance of the township planning process commencing 	15 December 2019	30 %
Deliverable 3	Upon satisfactory submission of progress report detailing: <ul style="list-style-type: none"> • all training sessions and on the job inputs completed in accordance with the agreed work plan • ongoing inputs required for providing advice to concerned government departments and TPICs on design and implementation of selected projects 	31 January 2020	30 %
Deliverable 4	Upon satisfactory submission of completion report providing: <ul style="list-style-type: none"> • Details of all trainings and on the job support provided to TPICs, DMCs, concerned departments and participants in the planning workshops 	15 March 2020	20 %

	<ul style="list-style-type: none"> • Summaries of discussions during these trainings • Summaries of questions asked, and inputs provided, on SES application during township planning processes, presentations and on the job support • Reviews of proposed TDLG projects in collaboration with responsible departments to identify key considerations for appropriate SES application during the design and implementation phase, including any recommendations for the detailed design and construction • Support provided for the evaluation of past TDLG-funded projects to identify lessons learnt and opportunities and approaches for enhanced SES application 		
--	---	--	--

H. RECOMMENDED PRESENTATION OF OFFER

Interested persons are requested to submit the following documents as part of their application:

- 1) **Brief description/ cover letter** of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the 'Resume and Motivation' section of the electronic application
- 2) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- 3) **P11 Form** indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP
- 4) **Financial Proposal** that indicates the daily fees as per the template provided by UNDP

I. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as a basis for evaluating offers:

Combined Scoring Method:

- Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

Technical Evaluation of Proposals:

- All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):
 - Educational background: 10 points
 - A masters degree in social science, disaster management, environmental conservation, policy advocacy, natural resource management, engineering or a related field
 - Relevant Experience: 55 points
 - Familiarity and good understanding of DRR and SES and at least 4 years of relevant work experience in Myanmar (20 points)
 - Experience in working with senior government officials (10 points)
 - Experience in teaching/training environment related courses and facilitation of consultations, workshops and trainings which include government staff, and local communities (15 points)
 - Working experience in environmental safeguards in Myanmar will be an advantage (5 points)
 - Experience working with government agencies, INGOs, UN agencies and civil society (5 points)
 - English language skills: 5 points
 - Excellent command of written and spoken English and Myanmar language
 - Must be a Myanmar national

Financial Evaluation of Proposals:

- The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$

The contract shall be awarded to the applicant who receives the highest cumulative score.