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TERMS OF REFERENCE National Consultant

Assignment Title	Disaster Recovery Officer
Project	Building Capacities for Resilient Recovery – Phase 2 / Governance for Resilience and Sustainability Project
Type of Contract	Individual Contract (National)
Contract Period	170 working days (between September 2019 and July 2020)
Supervisor	DRR Specialist, Governance for Resilience and Sustainability Project
Location	Naypyitaw with frequent travel to Yangon and possibly other locations in Myanmar
Country	Myanmar

A. BACKGROUND AND CONTEXT

Myanmar is committed to implement the Sendai Framework for Action on Disaster Risk Reduction and meet its targets. Myanmar is co-chair of ASEAN Committee on Disaster Management Working Group on Recovery along with Indonesia and led the process of developing the ASEAN Disaster Recovery Reference Guide. To improve planning and management of recovery processes, the Government constituted the Rehabilitation and Reconstruction Working Committee. However, all the functions relating to disaster recovery were not established and defining clear roles in recovery assessments, planning, implementation, monitoring and funding has been a challenge. Lack of technical capacity, human and financial resources, awareness, lack of inter-ministerial convening power and limited presence below State /Region level make it challenging for the Rehabilitation and Reconstruction Working Committee to perform wide-ranging responsibilities and coordinate the work of line ministries. In addition, there is a high reliance on international experts for several aspects of recovery planning and implementation.

Through the Governance for Resilience and Sustainability Project (GRSP), the “Building Capacities for Resilient Recovery-Phase II” initiative will contribute to the strengthening of national capacities and systems to plan and manage recovery processes. Strengthening national capacities will result

in “building back better and safer” thus contributing to building the resilience of the country and its communities in the face of disaster and restoring sustainable development pathways.

Output 1 of this initiative aims to improve the enabling environment for recovery through enhanced institutional arrangements and streamlined mandates. This is achieved through reviewing existing institutional arrangements, capacity and mandates (functions, roles and responsibilities of the Government authorities) to identify options for improvement. This includes also to analyse the existing policy framework, including financial and monitoring mechanisms to support recovery, to identify any gaps and provide technical support to the development of new or improved policies and mechanisms.

Output 2 aims at strengthening capacities of government authorities and other relevant stakeholders in implementing a resilient recovery. This output aims to enhance the Government capacity through training, awareness, development of tools and guidelines and testing tools in practice. Small-scale exercises will be carried out as case studies for learning.

Under Output 3, the initiative aims to enhance national capacities for planning and implementing recovery at community-level, ensuring that a bottom up approach is pursued and ground needs are prioritized in the recovery processes.

Output 4 promotes South-South cooperation and exchange for recovery management as well as better knowledge development, management, good practices and lessons learned sharing for effective recovery programmes.

Under this initiative and following the work that has been already initiated during the first phase of the project implementation, , the national recovery officer will support UNDP to:

- Support the government counterparts and in close collaboration with the International consultant, in the process of drafting, finalizing, consolidating (in both English and Myanmar versions) and endorsing the Myanmar National Disaster Recovery Guidelines
- Organizing discussions and multi-stakeholders’ consultations with key government departments at national and subnational levels, relevant development partners and other actors, including the private sector
- Support the dissemination, including contributing to a dissemination strategy once the Guidelines will be finalized
- Support the finalization of a State level Recovery Plan in Mon State and the selection and implementation of activities, part of the plan in coordination with the local Mawlawmyine UNDP office
- In coordination with the international consultant, with UNDP staff in Yangon and with relevant government departments, support the adaptation of the PDNA methodology in Myanmar
- Support the setting up of baseline information in order to facilitate the adaptation of the PDNA methodology in Myanmar
- Support coordination among different stakeholders involved in the process

- Support the organization and eventually, facilitation of trainings and training of trainers on recovery and/or recovery related issues.
- Support in documenting good practices and lessons learnt, providing recommendations and drafting knowledge products related to recovery issues
- Support South-South cooperation exchange, meetings and high-level fora

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Under the supervision of the Disaster Risk Reduction Specialist and with the whole oversight of the Project Manager/Chief Technical Advisor of the project Governance for Resilience and Sustainability Project from UNDP Country Office, the national consultant will:

- Support the Department of Disaster Management in the process of finalization, endorsement and dissemination of the Myanmar National Disaster Recovery Guidelines:
 - Assisting DDM facilitate, and participating in, the technical working group meetings overseeing the consolidation of the Recovery Guideline
 - Facilitate coordination and dialogue among different involved stakeholders, including development partners and private sector
 - Work closely with other UNDP staff and support in organizing one to one consultation with key involved staff from different departments at national and sub-national level for finalizing the guidelines
 - Preparing summaries, minutes and reports of the technical working group discussion and other meetings
 - Overseeing and quality checking of Myanmar/English translations, including translation of short documents, when required.
 - Provide technical inputs to include in the development of a zero draft, in close collaboration with the International Consultant
 - Support the revision of the translation from English to Myanmar of the final Draft, in close collaboration with DDM
 - Follow up with government counterparts in the process of endorsement of the Guidelines
 - Provide necessary administration, logistic and coordination support during consultations meeting and, in the Guidelines' launch
 - Support the layout designer and coordinate with him, in the finalization of the guidelines
 - Support DDM in the process of reviewing the Disaster Management Law, if required
 - Ensure that considerations related to gender equality and inclusion are mainstreamed within the overall process for developing, and the content of, the National Recovery Guideline, including assuring a balanced representation in the consultation process
 - Support the dissemination, including contributing to a dissemination strategy once the Guidelines will be finalized
- Support the finalization of a State level Recovery Plan in Mon State and the selection and implementation of activities, part of the plan in coordination with the local Mawlawmyine UNDP office

- Coordinate with local authorities and UNDP local office to finalize and endorse the Plan
- Coordinate with local authorities, UNDP staff and UNDP local office, in designing a recovery intervention on the basis of the priority activities identified in the plan
- Collect success stories, content for blogs, articles, etc. from the field works
- Support the setting up of baseline information in order to facilitate the adaptation of the PDNA methodology in Myanmar
- In coordination with the international consultant, with UNDP staff in Yangon and with relevant government departments, support the adaptation of the PDNA methodology in Myanmar
- Support the organization of trainings on recovery and/or recovery related needs in consultation with DDM and other relevant stakeholders:
 - Facilitate dialogue with DDM for the selection of participants and for fixing the date
 - Support the logistics for training and coordination
 - Support the facilitators with necessary arrangements
 - Preparing summaries, minutes and feedback (in Myanmar language and/or English, as required) from the training conduction
- Support the formulation of a sectorial recovery guidelines, in collaboration with an international consultant, on a prioritized sector, based on the selection of government counterparts
 - Support the facilitation with government counterparts on the selection of the prioritized sector
 - Facilitate dialogue between UNDP and government counterpart and eventually, with other involved partners
 - Support in the organization, facilitation and conduction of bilateral and group consultations
 - Review existing literature, policies, laws, regulations, practices that are relevant for the drafting of the sectorial guidelines
 - Provide necessary coordination support for organizing meetings, workshops and consultations with key government and non-government stakeholders
 - Based on the MNDRG and on the collected information, provide inputs in the drafting of the sectorial guidelines
 - Support in the consolidation and finalization
 - Mainstream issues related to gender, conflict sensitivity, environmental sustainability in the process of formulation and make sure that those considerations are integrated in the final draft
- Support in documenting good practices and lessons learnt, providing recommendations and drafting knowledge products related to recovery issues
- Provide support in Support South-South cooperation exchange, meetings and high-level fora

The consultant is expected to fully support the Department of Disaster Management and will be based in the same building, if possible. Considering the fluidity of the nature of work, it is expected from the consultant to have a certain degree of flexibility and to carry out additional tasks, if required. The consultant is expected to have a good command of English and Myanmar language, both written and oral.

During this assignment, the national consultant is expected to deliver:

1. Finalized Recovery Plan for Mon State for the 2018 floods
2. Baseline information for adaptation of PDNA methodology in Myanmar
3. PDNA methodology adapted for Myanmar
4. Zero draft of Myanmar National Disaster Recovery Guidelines
5. Final draft of Myanmar National Disaster Recovery Guidelines
6. Zero draft of Sectoral Disaster Recovery Guidelines, for one sector selected in accordance with government counterparts
7. Knowledge products on recovery good practices and lessons learnt
8. Concept notes of consultations workshops
9. Summaries of technical group discussions, bilateral consultations and multi stakeholders' meetings, including recommendations

C. EXPERTISE AND QUALIFICATIONS REQUIRED

The successful applicant should have the following expertise and qualifications:

- Master's Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field
- At least 4 years of relevant work experience in Myanmar, in Disaster Risk Reduction and recovery
- Proved understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation.
- Experience in coordination with different range of stakeholders and mostly government counterparts.
- Experience working with government agencies, UNDP, INGOs, UN agencies and civil society.
- Strong and proved command of both written and oral Myanmar and English Language.
- Previous experience in oral and written translation of technical material between Myanmar and English languages will be an asset.
- Must be a Myanmar national

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The consultant will report to the DRR Specialist, under the overall supervision of 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 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 deliverable, detailed time sheet and certification of payment form, and acceptance and confirmation by the supervisor

E. DUTY STATION

- The consultant will be based in Naypyitaw with frequent travel to Yangon and to other locations in Myanmar, 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 170 working days between September 2019 and July 2020.

G. PAYMENT SCHEDULE

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

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

Deliverable No.	Description of deliverables	Timeline	Indicative n. days inputs
Deliverable 1	Finalized Recovery Plan for Mon State for the 2018 floods	30 th September 2019	20 working days
Deliverable 2	Zero draft of Myanmar National Disaster Recovery Guidelines	30 th October 2019	20 working days
Deliverable 3	Final version of Myanmar National Disaster Recovery Guidelines in Myanmar and English language; and First draft of database for baseline information for adaptation of PDNA methodology in Myanmar	31 st November 2019	20 working days
Deliverable 4	Second draft database for baseline information for adaptation of PDNA methodology in Myanmar; and Summaries of technical group discussions, bilateral consultations and multi	31st January 2020	30 working days

	stakeholders' meetings, including recommendations		
Deliverable 5	Knowledge products on recovery good practices and lessons learnt; and Outline of sectoral Disaster Recovery Guidelines, for one sector selected in accordance with government counterparts	30th April 2020	30 working days
Deliverable 6	PDNA methodology adapted for Myanmar	31st May 2020	20 working days
Deliverable 7	Zero draft of Sectoral Disaster Recovery Guidelines, for one sector selected in accordance with government counterparts	31st July 2020	30 working days

H. RECOMMENDED PRESENTATION OF OFFER

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

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- 2) **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
- 3) **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 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
 - Master's Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field

- Relevant Experience: 55 points
 - Proved understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation (15 points)
 - At least 4 years of relevant work experience in Myanmar, in Disaster Risk Reduction with a focus on recovery (20 points)
 - Experience in coordination with different range of stakeholders and mostly government counterparts (15 points)
 - Experience working with government agencies, INGOs, UNDP, UN agencies and civil society (5 points)

- English language skills: 5 points
 - Excellent command of written and spoken English and Myanmar language

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.