

## United Nations Development Programme



### TERMS OF REFERENCE National Consultant

Assignment Title	National Recovery Coordination Assistant
Project	Governance for Resilience and Sustainability Project
Type of Contract	Individual Contract (National)
Contract Period	160 working days (September 2019 – May 2020)
Supervisor	Head of field Office Mon, Kayin States and Taninthari Region, with secondary report to DRR Specialist, Governance for Resilience and Sustainability Project
Location	Mawlamyine with frequent travel to townships in Mon state, Yangon, Naypyitaw, and other locations in Myanmar
Country	Myanmar

#### A. BACKGROUND AND CONTEXT

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Heavy monsoon rains in July to September 2018 resulted in widespread flooding and landslides in several states and regions in Myanmar. Damages to infrastructure such as roads, public facilities, bridges and dams were reported. Agriculture was very badly affected with paddy farms as the most affected. Disaster poses a more severe impact on the livelihoods of families engaged in agriculture, with small-scale farmers and casual workers being the most affected groups. Sediments, debris and sludge covered mostly of the farms which threatens the readiness of the farms for cultivation during the winter season. All these poses the challenge and undermines the ability of the affected population to recover fast from the flood disaster.

UNDP Myanmar complemented the interventions undertaken by the Government of Myanmar by supporting the government in early recovery activities aiming at supporting resilient livelihoods recovery and developing capacities for recovery planning and coordination in Mon State. Specifically, by providing direct support to livelihoods stabilization of affected communities and develop capacities of local authorities (at State/Region and Township levels) to lead the design and implementation of early recovery and long-term recovery efforts. This support is part of the initiative 'Building Capacities for Resilient recovery – Phase 2' under the Governance for Resilience

and Sustainability Project that UNDP, along with the Department of Disaster Management, is currently implementing in the country. The initiative aims to strengthen national capacities and systems to plan and manage recovery processes. Strengthening national capacities can result in “building back better and safer” thus contributing to building the resilience of affected 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 to enhance national capacities for implementing recovery at the community level. This implies to build local capacities for recovery planning and implementation, while having in place effective mechanisms to understand local needs and address them throughout the process.

More recently, heavy rains caused extensive flooding and landslides throughout Mon State during the 2019 wet season. The latest disaster conditions exacerbate the impacts from 2018 and make the implementation of coordinated recovery activities even more critical.

In order to support these ongoing activities by maintaining the coordination network established in Mon State, ensuring effective and efficient functioning of the UNDP Mawlamyine Office and ensuring effective administrative and logistical support, UNDP is looking for a coordination officer that will:

- Monitor and oversee the early recovery and recovery intervention ongoing and planned
- Ensure dialogue and coordination with different involved stakeholders (UNDP, government counterparts, NGOs, private company, local communities)
- Support in administrative and logistic tasks

## **B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES**

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Under the overall supervision of the Head of field Office Mon, Kayin States and Taninthari Region and the Disaster Risk Reduction Specialist and under the overall oversight of the Project Manager/Chief Technical Advisor of the Governance for Resilience and Sustainability Project from UNDP Country Office, the national consultant will:

- Oversee, support and report on the recovery interventions that are ongoing in Kyaikmaraw township, and on the gathering of updated disaster impacts and recovery needs:
  - Coordinate among UNDP, local communities, engaged company and government counterparts
  - Assure the quality, safety and avoidance of environmental impacts of the interventions

- Prepare summaries of discussion, notes, minutes, report formulation, etc.
  - Support in developing communication and visibility materials (posts, articles, short video, etc.)
  - Support in English-Myanmar and Myanmar-English translation, if needed
  - Support in the closure of the initiated activities
  - Support in ongoing monitoring and follow-up to understand results of activities on long-term resilience
- Support in the finalization of longer-term recovery planning and implementation of planned initiatives:
    - Support in the actual finalization and endorsement of the plan
    - Work with stakeholders to determine updates to the plan that may be necessary in the context of the 2019 floods and landslides
    - Support efforts to undertake a post-disaster needs assessment for Mon State following the 2019 floods and landslides
    - Coordinate with government counterparts, local communities, UNDP and relevant stakeholders to identify interventions to be undertaken and support in the planning
    - Support in the identification of implementing partners, if needed
    - Make sure needs of the most vulnerable are included and addressed
    - Support gender sensitive approach to the planning and implementation
    - Support the actual implementation and monitoring of the plan
    - Monitor progress of interventions, manage possible grievances and risks and promptly communicate to UNDP staff
    - Support capacity building activities on recovery
    - Provide feedback on on-ground recovery needs and activities to contribute to the development of the National Disaster Recovery Guidelines
- Ensure effective and efficient functioning of the recovery efforts through support for administration and logistics in the UNDP field office in Mawlamyine:
    - Facilitate contacts with visitors and staff, including arrangement of appointments and meetings, acting as an interpreter when required, and/or taking minutes.
    - Preparation of necessary documentation and implementation of follow-up actions
    - Assist with data gathering and entry, in coordination with relevant government departments
    - Administration and logistic supports to conferences and workshops, promoting environmentally friendly practices
    - Follow up on deadlines, commitments made, action taken and coordination of collection and submission of the reports to Head of Office
    - Translation of simple correspondences, when needed.
    - Provides strong coordination support to UN Agencies, national authorities and other local stakeholders

For these tasks, the national consultant's inputs will be up to 160 working days. The consultant is expected to fully support the UNDP field office work and its staff and to have a certain degree of flexibility to carry out additional tasks, if required.

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

1. Workplan for the UNDP interventions in Mon State
2. Regular progress reports on the activities on the ground
3. Meeting Minutes as required
4. Photo Documentations

### **C. EXPERTISE AND QUALIFICATIONS REQUIRED**

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The successful applicant should have the following expertise and qualifications:

- A bachelor's degree in development studies, Social Science, Geography, International Relations or a related field
- At least 3 years of relevant work experience in Myanmar, in project implementation, logistic and administration
- Experience in coordination with different range of stakeholders and mostly government counterparts
- Experience working with government agencies, INGOs, UN agencies and civil society will be an advantage
- Excellent command of written and spoken English and Myanmar language and good writing skills
- Previous experience in recovery, disaster risk reduction, environmental management will be considered a strong asset
- Master's degree will be considered an asset
- Must be a Myanmar national

### **D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS**

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- The consultant will report to the Head of field Office Mon, Kayin States and Taninthari Region, of UNDP in Myanmar and to the DRR Specialist, Governance for Resilience and Sustainability Project, 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 a detailed time sheet and certification of payment form, and acceptance and confirmation by the supervisor

## E. DUTY STATION

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- The consultant will be based in Mawlamyine with frequent travel to townships in Mon state, Yangon, Naypyitaw and other locations in Myanmar;
- Any necessary missions must be approved in advance and in writing by the supervisor

## F. TIMEFRAME

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The consultancy will be carried out for 160 working days between September 2019 and May 2020.

## G. PAYMENT SCHEDULE

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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

<b>Deliverable No.</b>	<b>Description of deliverables</b>	<b>Timeline</b>	<b>Payment</b>
Deliverable 1	Upon satisfactory completion of workplan, and initial summary of 2019 recovery needs for Mon State	30 September 2019	20 %
Deliverable 2	Upon satisfactory completion of progress report, including recommendations for the National Recovery Guidelines based on Mon State experience	31 October 2019	20 %
Deliverable 3	Upon satisfactory completion of progress report, including support provided to the finalization of the Mon State recovery plan	15 December 2019	20 %
Deliverable 4	Upon satisfactory submission of progress report, including status of 2019 recovery interventions	31 January 2020	20 %
Deliverable 5	Upon satisfactory submission of final report summarizing all inputs provided	31 March 2020	20 %

## H. RECOMMENDED PRESENTATION OF OFFER

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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**

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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
    - A bachelor's degree in development studies, Social Science, Geography, International Relations or a related field
  - Relevant Experience: 55 points
    - At least 3 years of relevant work experience in Myanmar, in project implementation, logistic and administration
    - Experience in coordination with different range of stakeholders and mostly government counterparts
    - Experience working with government agencies, INGOs, UN agencies and civil society will be an advantage
    - Previous experience in recovery, disaster risk reduction, environmental management will be considered a strong asset
    - Master Degree will be considered an asset
  - Language skills: 5 points
    - Excellent command of written and spoken English and Myanmar language and good writing skills

**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.