

TERMS OF REFERENCE

Assignment Title	MSME Training and Capacity Development Officer
Project	Economic Empowerment of Women and Youth in Myanmar Project.
Type of Contract	Individual Contract (National Consultant)
Contract Period	45 days
Supervisor	Project Manager, Economic Empowerment of Women and Youth in Myanmar Project.
Location	Yangon, with travel to Shan State, Rakhine State, Dry Zone Region
Country	Myanmar

A. BACKGROUND

Myanmar is undergoing an unprecedented and complex transition process from conflict to peace, from military rule to a democratic civilian Government and from a largely closed economy to an open market economy. Currently, it is categorized as a Least developed Country with imperatives of creating an enabling environment for foreign investments and economic reforms to foster inclusive and employment rich economic growth. The transformation of Myanmar is driven by a fast-paced growth in the private sector. As a rapidly growing regional economy in a dynamic neighbourhood surrounded by ASEAN, China and India, Myanmar needs to undertake structural and economic diversification by nurturing transformative and competitive micro, small and medium enterprises (MSMEs) and building up economy wide productive capacities.

Dynamic MSMEs are widely acknowledged as a key driver of sustainable and inclusive economic growth leading to reduction of poverty and inequality. MSMEs account for bulk of job creation and national economic output in most developing countries. Their contribution becomes even more significant if the informal businesses are included in the calculations. MSMEs have a significant role to play in poverty reduction and bringing about rural transformation including participation in value and supply chains. The Myanmar Private Sector Development Framework and Action Plan produced by the Ministry of Industry refers to MSME's as enabling 'poor and disadvantaged populations, and especially women and ethnic groups, to work their way out of poverty and for the economy to experience inclusive growth'. However, the presence of dynamic future aligned MSMEs particularly women owned and led, is neither automatic nor assured and requires an enabling business environment, conducive policies and systematic capacity building efforts.

UNDP under its Country Programme (2018-2022) has a mandate to promote more inclusive economic growth and economic empowerment with a focus on women and vulnerable groups. UNDP under its newly launched Project Initiation Plan on Promoting the Economic Empowerment of Women and youth is seeking to strengthen the capacities MSMEs on SDGs in general and on setting up inclusive businesses, setting up sustainable and responsible business practices as also to support a more enabling environment for micro and small businesses to benefit from national, regional and global economic opportunities.

This initiative is aligned to the SDGs 2030 agenda and resonates with a number of SDGs including SDG 1 (No Poverty), SDG 8 (Decent Work and Employment), SDG 9 (Industry, Innovation and Infrastructure), SDG 17 (Partnerships for the SDGs) as well as to Pillar 2 and Goal 3 of the Myanmar Sustainable Development Plan (MSDP) 2018-2030 on Job Creation and Private Sector Led Growth. The MSDP notes that SMEs are vital for private sector-led economic growth and essential for sustained, broad-based job creation. Development of SMEs, including small-to-medium industries (SMIs) is considered as policy priority in this MSDP.

Together with a MSME capacity building service provider, UNDP will be organizing a series of training sessions targeting a wide range of MSMEs in 4 States/Regions in Myanmar (Rakhine State, Shan State, Yangon and Dry Zone Region). The service provider will undertake a training needs assessment based on which the training methodology and curriculum will be developed. The training programme shall encompass, but not be limited to the following specific areas:

- Concept and basic principles of entrepreneurship including entrepreneurs' characteristics, importance of entrepreneurship in the market economy;
- Personal skills and business planning tools – introduction and development of entrepreneurial competencies, identification of personal entrepreneurial characteristics, SWOT analysis, development of own business idea, etc;
- Marketing plan – concept, techniques for development; and
- Business operations – basic knowledge for the operational costs and profitability, initial investments for business start-ups, financial planning, sales techniques and forecast of the company income, etc.

Each training session is expected to include not more than 25 participants, and each session to provide at least 48 hours of class. At least 200 participants are anticipated to be provided with capacity building support over a three-month period

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Under the guidance of Chief, Sustainable and Inclusive Growth Unit, and direct supervision of the Project Manager, Economic Empowerment of Women and Youth in Myanmar Project, the National Training/Capacity Building Officer shall work closely with the International Training/Capacity Building Coordinator to support the following:

- Oversee the implementation, monitoring and quality assurance of the workplan and training methodology/content of UNDP's identified capacity building service provider;
- Identify and liaise with relevant organizations and institutions (government and non-government) to ensure their inputs in the training methodology and their involvement/collaboration with UNDP's MSME capacity building programme;
- Identify and liaise with organizations providing business development support services, mentoring services, and access to finance to ensure post-capacity building support for participants successfully completing UNDP's programme;
- Develop a system to maintain data of the training participant and track their progress following the completion of training;
- Report on the quality and progress of the trainings to UNDP in coordination with the service provider.

Expected deliverables

- Inception Report with clear methodology, work plan and monitoring plan
- A database of the organizations and institutions providing MSME related capacity building programmes and support in the 4 locations
- A tracking system to monitor the progress of the training participants
- Training monitoring reports (at least two comprehensive reports)
- Overall training quality assessment report with recommendations for future programming

C. EXPERTISE AND QUALIFICATIONS REQUIRED

Academic Qualifications/Education:

Master's degree in economics, business administration or in any other related field

Experience:

- Around 6-8 years of relevant work experience in Myanmar with a demonstrated track record of successful engagement with the private sector with a focus on MSMEs;
- Demonstrated experience in facilitating and managing MSMEs related trainings/programmes in Myanmar.
- Demonstrated understanding of the SDGs and ongoing innovative programming and capacity building of in partnership with the private sector with special reference to UN agencies;
- Advanced IT skills, excellent analytical, report writing and presentation skills.

Language skills:

- Fluency in written and spoken English and Myanma.

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- 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 will be responsible to bring his/her own laptop computer for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission/completion of prescribed deliverables and certification of payment form, and acceptance and confirmation by the supervisor

E. DUTY STATION AND DURATION OF ASSIGNMENT

This consultancy will be based in Yangon, and with domestic travels to Rakhine, Shan and Mandalay as required; any necessary missions must be approved in advance and in writing by the supervisor. The consultancy will be carried out for 45 days from 1 October 2019 until 31 January 2020.

F. PAYMENT ARRANGMENT

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

- a) The contract price is fixed regardless of changes in the cost components
- b) Payments will be made upon submission of timely deliverables and certification of payment form, and acceptance and confirmation by the supervisor

Deliverable No.	Description of deliverables	Timeline	Payment (USD)
Deliverable 1	Inception Report with clear methodology, work plan and monitoring plan	10 October 2019	20%
Deliverable 2	A database of the organizations and institutions providing MSME related capacity building programmes and support in the 4 locations A tracking system to monitor the progress of the training participants	30 November 2019	30%
Deliverable 3	Upon successful submission of monitoring progress reports	31 December 2019	20%
Deliverable 3	Overall training quality assessment report with recommendations for future programming	20 January 2020	30%

G. 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

H. 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 in economics, business administration or in any other related field

Relevant Experience: 55 points

- Around 6-8 years of relevant work experience in Myanmar with a demonstrated track record of successful engagement with the private sector with a focus on MSMEs;
- Demonstrated experience in facilitating and managing MSMEs related trainings/programmes in Myanmar.
- Demonstrated understanding of the SDGs and ongoing innovative programming and capacity building of in partnership with the private sector with special reference to UN agencies;
- Advanced IT skills, excellent analytical, report writing and presentation skills.

English language skills: 5 points

- Fluency in written and spoken English

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.