

TERMS OF REFERENCE

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| Assignment Title | Local Consultant, Township Democratic Local Governance Project in Rakhine State |
| Type of Contract | IC, Local |
| Start/End Dates | 1st November 2019 to 15 April 2020 |
| Working Days | 120 days |
| Level of input | Maximum of 120 days |
| Supervisor(s) | Senior Technical Specialist, Rakhine State |
| Duty Station | Thandwe, Rakhine state with travels to project townships in Rakhine State |

1. Background

The Rakhine Area-Based Project contributes to the new UNDP Country Programme 2018-2022 and its flagship projects, including the Support to Effective and Responsive Institutions Project (SERIP), Strengthening Accountability and Rule of Law Project (SARL), Governance for Resilience and Sustainability Project (GRSP), and Peace and Access to Justice Project. The Township Democratic Local Governance project (TDLG project) contributes to UNDP Country Programme (2018-2022) *Output 1.1. Effective public institutions enabled to develop and implement evidence-based policies and systems that respond to the needs of the people*, and Support to Effective and Responsive Institutions Project (SERIP).

The TDLG component of the RABP covers 5 townships (Thandwe, Ponnagyun, Gwa, Toungup, Ramree) but has been requested by Rakhine state government to expand the project to two additional townships, Munaung and Pauktaw in FY 2019/20. UNDP is therefore looking for a local Consultant to by providing technical support (a) in the expansion to the two new townships, and (b) in implementing the activities in Thandwe township.

The Consultant will work under direct supervision of Senior Technical and Management Specialist based in Rakhine State Government Office in Sittwe and in close collaboration with UNDP Field Office in Sittwe, UNDP TDLG team in Yangon, Government officials, technical advisors and experts, implementing partners, beneficiaries and civil society to support implementation of activities envisaged in Thandwe, as well as in Munaung and Pauktaw townships. The Consultant will be based in Sittwe with travels to Thandwe, Pauktaw and Munaung and other TDLG Townships in Rakhine, as required.

2. Objectives of the Assignment

The Consultant will be responsible for providing technical assistance in engaging with Township department officials and to some extent Civil Society Organizations (CSOs) based in Thandwe township, Rakhine State. S/he will report directly to the Senior Technical Specialist in Rakhine State, who will provide overall guidance and direction on the assignment. The incumbent will be required to operate in challenging environments and demonstrate his/her ability in dealing with sensitive issues and building effective partnerships in support of the project's outputs and strategic objectives. The scope of work for this assignment will include:

- Provide technical support to Thandwe Township Planning and Implementation Committee from November 2019 to February 2020;
- Provide coordination support to the government counterparts and Civil Society Organizations as part of the extension to Two New Townships in Rakhine State, from December to end of March 2020.
- To produce the work outputs as mentioned in detail deliverables of each month from November 2019 to end of March 2020.

3. Expected Outputs and Deliverables

| Deliverables/ Outputs | Estimated Duration to Complete | Target Due Dates | Review and Approvals Required |
|--|--------------------------------|--------------------------|--|
| <p><u>A progress report covering the following outputs (Thandwe township):</u></p> <p>Support to TPICs:</p> <ul style="list-style-type: none"> - At least two monthly TPIC and four bi-weekly W/VTAs meetings are organised; - Verbal and written translation services are provided during the meetings, as required; - Technical inputs are provided (background data is collected and inputs are collected/compiled) for TPIC in submission of monthly progress reports; - Substantive support is provided in planning and organising the 2nd round of planning workshops covering 2020-21; <p>Support to TRACs and QAVCs:</p> <ul style="list-style-type: none"> - Technical support (translation, data collection, data processing, field monitoring visits, etc) to TRACs and QAVCs in undertaking their regular functions is provided; - Support to TPICs and QAVCs in regular monitoring of activities is provided. - Technical inputs from local governance perspective are provided in activities related to mainstreaming of DRR under TDLG project and capacity development activities for the Township Disaster Management Committee (TDMC). | 45 working days | November – December 2019 | <p>Senior Technical and Management Specialist (Rakhine State),</p> <p>CTA, Local Governance (technical approval)</p> <p>Project Manager (payment approval)</p> |

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| <p><u>A progress report covering the following outputs (Thandwe township):</u></p> <p>Support to TPICs:</p> <ul style="list-style-type: none"> - At least two monthly TPIC and four bi-weekly W/VTAs meetings are organised; - Verbal and written translation services are provided during the meetings, as required; - Technical inputs are provided (background data is collected and inputs are collected/compiled) for TPIC in development and submission of quarterly and annual report; - Substantive support is provided in planning and organising the 3rd round of planning workshops covering 2020-21; <p>Support to TRACs and QAVCs:</p> <ul style="list-style-type: none"> - Technical support to TRACs and QAVCs in planning and undertaking project monitoring is provided; - Substantive support in preparing the Annual Township plan book for 2020-21 is provided; - Support to QAVCs in planning and conducting field monitoring is provided. <p><u>A progress report covering the following outputs:</u></p> <ul style="list-style-type: none"> - Planning process is launched in 2 new townships (Munaung and Pauktaw); - Technical support to 2 new townships in initiating the planning process, is provided; | <p>45 working days</p> | <p>January – February 2020</p> | <p>Senior Technical and Management Specialist (Rakhine State),</p> <p>CTA, Local Governance (technical approval)</p> <p>Project Manager (payment approval)</p> |
| | <p>30 working days</p> | <p>March – 10 April 2020</p> | <p>STS (Rakhine State),</p> <p>CTA, Local Governance (Technical approval)</p> <p>Project Manager (payment approval)</p> |

4. Duration of work

Number of working days: 6 months (120 working days) from the date the contract is signed

5. Required Skills and Expertise:

Academic qualifications:

Bachelor's degree in development studies, peace and conflict, Laws, international relations, public administration or related field.

Experience:

- Minimum 3 years of relevant experience with a Bachelor's degree
- At least 3 years of experience working with the Government, international organizations and/or civil society organizations in local governance field is required;
- Prior working experience with Myanmar Government's General Administrations Departments is a strong advantage;
- Solid knowledge of the local context.
- Flexibility to travel within Rakhine State;

Language:

- Good written and verbal English is required;
- Fluency in Myanmar and local language spoken in Rakhine is a must.

6. Administrative and Logistical Arrangements

- There is no international travel assumed for this ToR, given that the ToR is looking for experts who are already based in Myanmar.
- UNDP will book and arrange in-country travels.
- When missions outside the specified duty stations are agreed between UNDP and the expert, UNDP will arrange and cover the transportation.
- UNDP will arrange translator(s) and interpreter(s) if and when required.

7. Evaluation

Individual consultants will be evaluated based on the cumulative analysis of the technical proposal evaluation (weight 70%) and financial criteria (weight 30%). Only candidates obtaining a minimum of 49 points from the technical evaluation will be considered for the financial evaluation.

| Technical (from Technical proposal and CV/P11) points max | 70 points |
|--|-----------|
| Bachelor's degree in development studies, peace and conflict, Laws, international relations, public administration or related field | 10 |
| At least 3 years of experience working with the Government, international organizations and/or civil society organizations in local governance field is required | 20 |



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| Prior working experience with Myanmar Government's General Administrations Departments is a strong advantage | 10 |
| Technical proposal of the candidate and his/her understanding of the deliverables outline in the ToR | 15 |
| Good written and verbal English is required. Fluency in Myanmar and local language spoken in Rakhine is a must | 15 |

Individual consultants will be evaluated based on the cumulative analysis of the technical proposal evaluation (weight 70%) and financial criteria (weight 30%). Only candidates obtaining a minimum of 49 points from the technical evaluation will be considered for the financial evaluation.

8. Consultant Presence Required on Duty Station/UNDP Premises

☐ PARTIAL

☐ INTERMITTENT

☒ FULL TIME