

## United Nations Development Programme



### TERMS OF REFERENCE International Consultant

Assignment Title	Environmental Management Fund – Financial Management Trainer
Project	Governance for Resilience and Sustainability Project
Type of Contract	Individual Contract (International)
Contract Period	20 days (25 Oct 2019 to 31 Dec 2019)
Supervisor	Project Manager/CTA, Governance for Resilience and Sustainability Project
Location	Home based, with two trips to Naypyitaw, Myanmar
Country	Myanmar

#### A. BACKGROUND AND CONTEXT

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UNDP Myanmar has commenced implementation of 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) leverages existing AF/GEF/REDD/GCF vertical funding and links up to horizontally and vertically with UNDP Country Programme key priority areas working at national and sub-national levels. 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 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.

The increased emphasis on public infrastructure investments and foreign direct investments in recent years require matching increases in environmental management and resilience. At the same time, the potential of green investments as wealth and employment generators needs to be supported and promoted by the GoM. The Union Government has promulgated a series of policies to address these challenges including the National Environmental Policy, Green Economy Policy Framework, Myanmar Climate Change Strategy and Action Plan, and Myanmar Action Plan on DRR (MAPDRR). These policies now require enabling mechanisms for effective implementation and enforcement so that they deliver benefits for all people.

Over the 5-year period of the new CPD, GRSP aims to enable the GoM mainstream environment, climate change and DRR considerations into planning and project appraisal systems of at least three key sectors (out of renewable energy, mining, tourism, agriculture and fisheries) and three States and Regions (beginning with Rakhine, Bago and Sagaing). It will also support key counterparts implement the new policies, including by promoting an integrated environmental financing framework by helping develop comprehensive organisational and human resources development plans. GRSP also aims to help promote green investments in environmental goods and services to protect natural resources, minimize and manage waste more effectively, while simultaneously creating sustainable wealth and employment.

As part of the work on environmental financing, GRSP is collaborating with the Environmental Conservation Department (ECD) of the Ministry of Natural Resources and Environmental Conservation (MONREC) on the development of an Environmental Management Fund (EMF) in accordance with the Environmental Conservation Law (2012) and Environmental Conservation Rules (2014). Following detailed dialogue, consultation, scoping and appraisal, the broad architecture and design of the EMF has been agreed with ECD, and draft regulations have been prepared to give effect to the EMF and govern its operation. In anticipation of the EMF shortly being initiated, ECD has subsequently requested assistance to prepare the first EMF strategic plan and other guidelines to enable its rapid start-up, as well as training for the staff who will be working in the fund management team once it is established.

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

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With the technical guidance of the Project Manager/Chief Technical Advisor (GRSP) from UNDP Country Office, the international consultant will prepare and deliver initial financial management trainings for key ECD staff and other relevant members of the inter-ministerial Fund Preparation Working Group to build the capacity of staff to manage the fund once it is established, as well as designing a long-term training plan for the EMF management unit once it is fully operational.

In particular, the international consultant will work closely with ECD to:

- Design and deliver two four-day training sessions for key government officials involved in the creation and management of the EMF (approx. 10 participants) covering financial management issues (including but not limited to accounting, reporting, transparency and accountability)
- Prepare a long-term training plan for the EMF management unit to ensure it has sufficient capacity to manage the fund in accordance with best practices and in compliance with

relevant Myanmar laws, drawing on lessons learnt through the two four-day training sessions and from discussions with ECD.

In undertaking these tasks, the international consultant will also provide technical advice and inputs to the preparation of the EMF operations manual and associated guidelines, being developed under a separate consultancy.

Key deliverables are:

1. Training plan and materials for two five-day training sessions
2. Completion of two four-day training sessions in ECD
3. Long-term training plan for the EMF management unit
4. Final report detailing inputs provided

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

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The successful applicant should have the following expertise and qualifications:

- Masters degree in relevant field, including law, public finance or accounting.
- At least 7 years of relevant experience in financial management and accountability, preferably with a focus on fund management and with experience delivering capacity building trainings.
- Demonstrated understanding of the strategic use of environmental funds, as well as the governance and fiduciary obligations as they would relate to fund managers, and of the detailed financial controls necessary for such funds.
- Demonstrated ability to design and deliver financial management and accountability training.
- Demonstrated capacity to work in a consultative manner, good networking and capacity to deal well with people.
- Past working experience in Myanmar with government agencies will be considered an asset.
- Excellent oral and written communication skills.
- Must be an international expert prepared to travel to Myanmar.

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

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- The consultant will report to the Project Manager/CTA, Governance for Resilience and Sustainability Project, of the UNDP Country Office in Myanmar.
- The consultant is also required to comply with the UN security directives set forth under <http://dss.un.org>
- The duty travel in Myanmar will be to Nay Pyi Taw, and will be undertaken in agreement with the Project Manager/CTA, GRSP.
- UNDP will provide economy class air fares and living allowance rates prevailing at the time of sourcing, for the duty station and all other cities indicated in the TOR as part of duty travel destinations, in line with UNDP's travel policy for consultants.
- 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 home based, with two trips to Naypyitaw, 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 25 days between October and December 2019.

#### **G. PAYMENT SCHEDULE**

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

- 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>
1	Upon satisfactory submission of a training plan and draft materials for two five-day training sessions	15 November 2019	40 %
2	Upon satisfactory: <ul style="list-style-type: none"> <li>- completion of two four-day training sessions in ECD</li> <li>- submission of a long-term training plan for the EMF management unit</li> <li>- submission of a final report detailing inputs provided and feedback from the validation meeting</li> </ul>	20 December 2019	60 %

#### **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
    - Masters degree in relevant field, including law, public finance or accounting.
  - Relevant Experience: 55 points
    - At least 7 years of relevant experience in financial management and accountability, preferably with a focus on fund management and with experience delivering capacity building trainings. (15 points)
    - Demonstrated understanding of the strategic use of environmental funds, as well as the governance and fiduciary obligations as they would relate to fund managers, and of the detailed financial controls necessary for such funds. (15 points)
    - Demonstrated ability to design and deliver financial management and accountability training. (10 points)
    - Demonstrated capacity to work in a consultative manner, good networking and capacity to deal well with people. (10 points)
    - Past working experience in Myanmar with government agencies will be considered an asset. (5 points)
  - English language skills: 5 points
    - Excellent command of 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.