

United Nations Development Programme



TERMS OF REFERENCE International Consultant

Assignment Title	Social & Environmental Safeguards and Resilience-Building Advisor
Project	Governance for Resilience and Sustainability Project (GRSP)
Type of Contract	Individual Contract (international)
Contract Period	5 months (October 2019 to February 2020)
Supervisor	Project Manager/CTA, GRSP
Location	Yangon, with travel to other locations in Myanmar (Sittwe, UNDP area offices and select townships in the Township Democratic Local Governance project)
Country	Myanmar

A. BACKGROUND AND CONTEXT

UNDP Myanmar is implementing 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) 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 the 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.

Through GRSP, UNDP will continue to support the implementation of the new National Environmental Policy (NEP), Myanmar Action Plan for Disaster Risk Reduction (MAPDRR) and Myanmar Climate Change Policy and Climate Change Strategy and Master Plan (MCCSMP) at the Union and sub-national levels. The NEP, MAPDRR and MCCSMP all advocate for the mainstreaming of environment, climate and DRR considerations throughout all sectors.

Promoting township governance, improving public financial management and enhancing public service delivery is one of the outputs under UNDP's Township Democratic Local Governance (TDLG) project. To fulfill this key result, UNDP is currently supporting Bago region, Mon and Rakhine states government in putting in place a more participatory annual township planning process, by providing a discretionary township development grant, with the aim to get township administration more responsive to people's needs and effectively and efficiently provides basic services to its population, in an inclusive, accountable and transparent manner.

Taking into account the complexities and overlapping development challenges in different parts of Myanmar, UNDP understands that it is necessary to put into place a multidimensional approach to development. UNDP is pioneering an area-based programme approach working closely with all levels of the government, the UN system, civil society and communities. The Rakhine Area Based Programme (RABP) is under implementation, while a new area based programme is being explored for Kachin State.

As part of the RABP, UNDP Myanmar together with UNHCR and UN Women, and with support from the UN Resident Coordinator's Office (RCO), is implementing a joint project – *'the Project for humanitarian and development assistance to help create conditions conducive to the return of displaced persons from and within Rakhine State and to promote resilience-based development'* in Rakhine State. The joint project is aligned with the Rakhine Advisory Commission recommendations, the committed support to the Tripartite Memorandum of Understanding on creating conditions conducive to the return of displaced persons from and within Rakhine State, and at supporting recovery and resilience-based development for the benefit of all communities living in the state, and the United Nations' long-term engagement towards Myanmar and Rakhine. The project seeks to contribute to addressing the roots of displacement, under-development and poverty, and of the lack of trust between people and government, while providing humanitarian support to displaced individuals and preparing the possible return of refugees to Rakhine. The intervention aims to strengthen participatory governance and the rule of law, to promote social cohesion and the development of resilient livelihoods, and to provide direct humanitarian support to displaced populations in a manner that empowers women and promote gender equity. It will further provide critical humanitarian support to ensure dignified living conditions in camps solutions to displacement are in place.

Across UNDP Myanmar's Country Programme, and with specific emphasis on the area based programme and other key projects including TDLG, there is a need to increase awareness amongst all implementing partners of UNDP's social and environmental safeguards (SES) policy and requirements.

To support efforts to raise awareness of SES within UNDP project teams and partners, and to assist with the design of new area-based programming with advice on SES and resilience-building, an international expert is to be engaged to provide trainings and targeted advice.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

With the technical guidance of the Project Manager & Chief Technical Advisor, Governance for Resilience and Sustainability Project (GRSP) from UNDP Country Office, the consultant will:

- provide at least 4 trainings on SES policy and practical application for the entire country office focused on the Country Programme in its entirety (at least 1 training session in Yangon, Naypyitaw, and Sittwe)
- provide at least 3 additional training sessions for select project teams, with an increased emphasis on dialogue with the project teams about potential risks based on their current and planned activities
- provide at least 1 training on SES principles for state/region governments and concerned departments in the field locations where the above trainings are delivered
- provide detailed advice to the UNDP staff involved in the scoping and design of the Kachin area based programme on the application of SES policy at the earliest possible stage, including reviewing existing risk and vulnerability assessments (and other relevant available data) to support the identification and analysis of potential risks and any information gaps
- provide technical guidance and advice (including remote assistance over Skype and email) to the national consultants engaged to support application of SES in the TDLG township planning processes, including in relation to
 - Preparing training materials and/or presentations for the different stakeholders at state/region and township level
 - Providing advice on the application of SES requirements for potential projects identified through the township planning sessions
 - Reviewing selected TDLG-funded projects to identify key considerations for appropriate SES application during the design and implementation phase, including providing recommendations for the engineering/construction contractors responsible for detailed design and construction
- in consultation with the national consultants engaged to support application of SES in the TDLG township planning processes, prepare:
 - brief checklists of key risks that could arise in relation to the common types of projects funded by TDLG (including roads, bridges, schools and health clinics), along with potential mitigation measures, for use in support of the township planning process
 - brief, practical inputs for an addendum to the TDLG township grants manual to capture SES principles and key risks for consideration as conditions of project funding (to be prepared following detailed consultation with the TDLG Chief Technical Advisor)

- support evaluation of past TDLG-funded projects to identify lessons learnt and opportunities and approaches for enhanced SES application
- provide recommendations on strategies for resilience-building activities in Rakhine, in coordination with the RABP team, and programming ideas for further developing UNDP Myanmar's resilience-building portfolio
- provide additional assistance, as required, to the implementation of GRSP and the broader portfolio of activities under UNDP's Sustainable and Inclusive Growth unit focused on resilience-building in Rakhine

The trainings related to the TDLG project are to be completed between October and December 2019, in preparation for supporting the township planning processes between December 2019-March 2020.

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

1. Training work plan and schedule in collaboration with the various UNDP area offices and project teams, and with the national consultants supporting the TDLG planning processes in Bago, Mon and Rakhine
2. Final agendas and materials for trainings, tailored to the various audiences
3. Advice and recommendations on the practical application of SES policy in the design of new area based programmes
4. Practical checklists of key risks and potential mitigation measures relating to at least 5 project types for use in township planning processes
5. Draft addendum to the TDLG township grants manual to capture SES principles and disaster risk reduction strategies
6. Concept note for programming resilience building activities in Rakhine State and Kachin State
7. Final report including:
 - a. Details of all trainings provided, summaries of key issues arising during trainings, and recommendations for further capacity building work within UNDP and partners
 - b. Details of all inputs provided to support the national consultants facilitating SES application during township planning processes
 - c. Inputs provided into, and recommendations arising from, the evaluation of past TDLG-funded projects to identify lessons learnt and opportunities and approaches for enhanced SES application

C. EXPERTISE AND QUALIFICATIONS REQUIRED

The successful applicant should have the following expertise and qualifications:

- A masters degree in social science, disaster management, environmental conservation, policy advocacy, natural resource management, engineering or a related field
- At least 10 years of directly relevant experience in the application of SES principles

- Familiarity and good understanding of practical application of SES principles, DRR and resilience-building
- In-depth knowledge of, and practical experience with, UNDP SES Policy
- Experience in designing and delivering teaching/training on SES matters for diverse stakeholders including UNDP staff, implementing partners, government staff, and local communities
- Experience working with senior government officials
- Experience working with UN agencies, INGOs and civil society
- Working experience in SES in Myanmar or other south-east Asian countries will be an advantage
- Excellent command of written and spoken English

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The consultant will report to 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 the 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 timesheet and certification of payment form, and acceptance and confirmation by the supervisor

E. DUTY STATION

- The consultant will be based in Yangon, with frequent travel to Sittwe, UNDP's area offices and the TDLG townships 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 5 months between October 2019 and February 2020.

G. PAYMENT SCHEDULE

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

Deliverable No.	Description of deliverables	Payment
Deliverable 1	<p>Upon satisfactory:</p> <ul style="list-style-type: none"> • submission of training work plan and schedule in collaboration with the various UNDP area offices and project teams, and with the national consultants supporting the TDLG planning processes in Bago, Mon and Rakhine • submission of training agenda and materials and • completion of first training sessions for UNDP Country Office 	20 %
Deliverable 2	<p>Upon satisfactory:</p> <ul style="list-style-type: none"> • submission of progress report documenting: <ul style="list-style-type: none"> ○ Advice and recommendations on the practical application of SES policy in the design of new area based programmes ○ inputs provided to support the national consultants facilitating SES application during township planning processes • completion of practical checklists of key risks and potential mitigation measures relating to at least 5 project types for use in township planning processes • Completion of trainings on SES principles for state/region governments and concerned departments • Completion of detailed training sessions on SES for select UNDP project teams 	30 %
Deliverable 3	<p>Upon satisfactory:</p> <ul style="list-style-type: none"> • submission of progress report documenting: <ul style="list-style-type: none"> ○ Advice and recommendations on the practical application of SES policy in the design of new area based programmes 	30 %

	<ul style="list-style-type: none"> ○ inputs provided to support the national consultants facilitating SES application during township planning processes ○ inputs and recommendations on reviews of selected TDLG-funded projects to identify key considerations for appropriate SES application during the design and implementation phase • completion of remaining training sessions in accordance with the agreed work plan 	
Deliverable 4	<p>Upon satisfactory submission of:</p> <ul style="list-style-type: none"> • Concept note for programming resilience building activities in Rakhine State and Kachin State • Final completion report including: <ul style="list-style-type: none"> ○ Details of all trainings provided, summaries of key issues arising during trainings, and recommendations for further capacity building work within UNDP and partners ○ Details of all inputs provided to support the national consultants facilitating SES application during township planning processes ○ Inputs provided into, and recommendations arising from, the evaluation of past TDLG-funded projects to identify lessons learnt and opportunities and approaches for enhanced SES application 	20 %

H. 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

I. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as a 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 masters degree in social science, disaster management, environmental conservation, policy advocacy, natural resource management, engineering or a related field
 - Relevant Experience: 55 points
 - At least 10 years of directly relevant experience in the application of SES principles (10 points)
 - Familiarity and good understanding of practical application of SES principles, DRR and resilience-building (10 points)
 - In-depth knowledge of, and practical experience with, UNDP SES Policy (10 points)
 - Experience in designing and delivering teaching/training on SES matters for diverse stakeholders including UNDP staff, implementing partners, government staff, and local communities (10 points)
 - Experience working with senior government officials (5 points)
 - Experience working with UN agencies, INGOs and civil society (5 points)
 - Working experience in SES in Myanmar or other south-east Asian countries will be an advantage (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.

