Terms of Reference – National Consultant to conduct a diagnostic situational analysis of Kachin and northern Shan states

**Title:** National Consultant to support a diagnostic situational analysis of Kachin State and northern Shan State

**Department/Unit:** Office of the United Nations Resident Coordinator (RCO)

**Expected Places of Travel:** Yangon, Kachin State and northern Shan State

**Duration of Assignment:** 50 work days (from January 2020 to March 2020)

# Background

Myanmar has embarked on a major social and economic transition to achieve a peaceful and more democratic society with greater opportunities for prosperity. The Government is committed to aligning its national priorities with the universally applicable 2030 Sustainable Development Agenda and the Sustainable Development Goals.

While this triple transition has yielded important results in some areas, the Government and the people of Myanmar are facing challenges to end long-lasting armed conflicts and find a model of state that addresses the country’s diversity, promotes socio-economic opportunities for all and addresses the long term and the emerging urgent needs of its population.

The UN system works with the Government and the people in Myanmar across all the UN pillars to achieve peace, security and sustainable development while addressing human rights challenges and providing humanitarian assistance to the people in need.

The UN Resident Coordinator leads the UN Country Team in Myanmar. The purpose of the Resident Coordinator system is to bring together the different UN agencies to improve the efficiency and effectiveness of operational activities at the country level, helping the UN to be a more relevant partner for the government.

The UN Resident Coordinator Office (RCO) supports the roles and functions of the UN Resident Coordinator and UN Country Team. The RCO provides inter-agency coordination support to the UN Country Team (UNCT) and its various inter-agency working mechanisms, including theme groups. Key functions of the RCO include: strategic analysis, planning and positioning of the Country Team; preparation and monitoring of the United Nations Sustainable Development Cooperation Framework; support to joint UN programming and operations management; policy guidance; joint advocacy and communications in order to enhance UN coherence and improve overall programme impact of the UN System.

The UN System in partnership with the Government of Japan provides development and humanitarian assistance to communities living in areas affected by armed and/or ethnic conflict. With a focus on Rakhine, Kachin, and northern Shan states, currently eight UN agencies are delivering development and humanitarian assistance as part of the Japan Supplementary Budget Programme (JSBP) in areas ranging from health to food security, nutrition, housing, inclusive and responsive service delivery, social cohesion, empowerment of women, WASH, protection/gender-based violence, creating the conditions for return of refugees, and promoting durable solutions for internally displaced persons. In the JSBP, the RCO is tasked with inter-agency coordination for coherent programme implementation and reporting, promoting the development, humanitarian and peace nexus approach.

The UN System is partnering with the Government of Japan to provide development and humanitarian assistance to communities living in areas affected by armed and/or ethnic conflict in Rakhine, Kachin and Shan States. Under the Japan Supplementary Budget Programme (JSBP), UN agencies are currently focused on humanitarian assistance in Kachin and Shan States, in areas ranging from health to food security, nutrition, WASH, protection and gender-based violence. Development programming through various funding sources are also ongoing in these states. Under the JSBP, the RCO is tasked with inter-agency coordination for coherent programme implementation and reporting, promoting the development, humanitarian and peace nexus approach.

Kachin and Shan States face persistent and serious issues around the protection of civilians, prolonged displacement, human rights violations, and related social and economic challenges. To tackle these challenges, sustained, robust and coordinated engagement from the international community, in partnership with local actors, is required. Recent years have seen continued restrictions in humanitarian access, challenges with resource mobilization for affected communities and a significant increase in armed conflict and subsequent displacement in 2018. There has been a broad recognition that the complex and interrelated challenges in Kachin and Shan States need to receive more attention, and need to be addressed in a comprehensive manner, ensuring coherence and complementarity across humanitarian, development and peacebuilding efforts. This resulted in the RCO developing a draft concept note for the Cooperation Framework for Engagement in Kachin and Shan States in early 2019.

Against this background, the JSBP is planning to expand for development-related interventions including promotion of durable solutions in Kachin and northern Shan states in 2020. In preparation for the new programme 2020, the RCO intends to undertake a scoping study to analyse the latest situation with regards to local political dynamics, peace processes, socio-economic development, and humanitarian and development assistance, as well as to identify overall coordination needs and mechanisms on the ground.

# Objective

The National Consultant will be responsible for supporting a diagnostic situation analysis of recent developments in Kachin State and northern Shan State, covering latest political dynamics, peace processes, socio-economic development, as well as development and humanitarian assistance, peacebuilding activities by UN agencies, bilateral agencies, international non-governmental organizations (INGOs), local government and local civil society organizations, in order to identify gaps and opportunities for overall coordination needs on the ground. The Consultant will work closely with an International Consultant assigned to the complete the diagnostic situational analysis, a Coordination and Reporting Specialist in Yangon under the overall supervision of the Senior Development Coordination Officer, Strategic Planning and RCO Team Leader.

# Expected Key Deliverables

The proposed diagnostic situational analysis will serve to increase understanding and inform how the RCO could position itself for enhanced coordination through a development-humanitarian-peace nexus approach in the evolving context of Kachin State and northern Shan State. Essential elements of the situational analysis include: scanning of latest political dynamics at sub-national level and peace processes in anticipation of the election in 2020; socio-economic development and challenges; displacement of populations including those in camps or camp-like settings, and migration flows; development, humanitarian and peace-building activities by various actors; existing coordination mechanisms; and gaps and opportunities for coordination that would serve the broad spectrum of humanitarian, development and peace-related actors on the ground.

In order to fulfill the above, the diagnostic situational analysis will involve the following:

1. Completion of a desk review of existing data and publicly available information including background papers, MIMU website, related news and reports to gather basic facts and figures as well as latest trends on political dynamics, peace processes, conflict, socio-economic development, development needs and challenges.
2. Identification of information gaps and create a list of key stakeholders to interview in Yangon, Kachin and northern Shan who could provide relevant information, including but not limited to, UN agencies, INGOs, donors, local government officials and local civil society organizations.
3. Collection of data in the field focused on, but not limited to, existing UN capacity in the field in each location, existing coordination mechanisms and information flows, as well as any coordination needs.
4. Provision of detailed context analysis and an overall snapshot mapping of who does what and where in Kachin State and northern Shan State.
5. Analysis of gaps and opportunities for the RCO’s coordination role in the given context, considering its mandate to promote synergies and linkages among UN agencies and beyond through a development, humanitarian and peace nexus approach.
6. Recommendations to improve system and coordination mechanisms for Kachin State and northern Shan State.

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| Ref | Key Tasks | Deliverables | Estimated Timelines |
| 1 | Support for the collection and review available publications (relevant to the scope & breadth of the situational analysis ToR), and identify key gaps in the information base. | Summary of publications relevant for the situational analysis | 5 days |
| 2 | Support for the preparation of a final and agreed conceptual and analytical framework for the situational analysis based on this ToR. | Conceptual and analytical framework for the situational analysis | 2 day |
| 3 | Support the review of all relevant data sources and preparation of a situational analysis inception report that summarizes the following:   1. methodology; 2. availability of data sources, clustered by thematic focus areas; 3. information gap analysis; and, 4. schedule of activities and timeline | An inception report | 3 days |
| 4 | Support data collection in the field and additional research and analysis as required and production of a paper, according to methodology agreed in a conceptual and analysis framework. | Field work in Kachin and northern Shan states and analysis | 22 days |
| 5 | Support production of a draft of situational analysis report. | Draft report available for review by UNRCO | 5 days |
| 6 | Support a process to validate the situational analysis findings through a participatory approach with a cross-section of stakeholders in Myitkyina, Lashio and Yangon. | Facilitation of meetings | 3 days |
| 7 | Support production of a final report of the situational analysis, integrating inputs from the validation meetings and comments on the first draft, according to an agreed format. | Draft situational analysis report for review by UNRCO | 5 days |
| 8 | Support completion of a situational analysis report, including main findings and recommendations. | Final report | 5 days |

# Resources and working arrangements

The consultant will need to use his/her laptop and be provided with a working space and connectivity when required.

# Education, experience, competencies & language skills

## Education and experience

* Bachelor’s degree with minimum of five years of demonstrated experience in stated field or master’s degree in social sciences (such as political sciences, economics, peace and conflict studies, international relations, public policy, sociology, development studies) or related fields relevant for the assignment with minimum of three years of experience.
* Proven experience in writing analytical papers and/or reports.
* Excellent facilitation and interview skills.
* Proven ability to gather relevant information and analyze fragile contexts including conflict and/or post conflict situations.
* Familiarity with the UN’s work at the country level, particularly around inter-agency coordination highly desirable.
* Familiarity with development-humanitarian-peace nexus approach an asset.
* Familiarity with Kachin State and northern Shan State an asset.

## Competencies

* Excellent communication, networking and negotiation skills;
* Ability to deliver quality reports in line with established timelines;
* Demonstrated ability to work with minimum supervision, be dynamic, proactive and creative;
* Understanding of key issues in the delivery of development and humanitarian assistance and coordination;
* Ability to work in diverse teams with cultural, gender, religion, race, nationality and age sensitivity;
* Demonstrated openness to change and ability to manage complexities; and
* Excellent computer skills.

## Language skills

* Fluency in oral and written English and Myanmar languages.

The consultant will be asked to submit 2 samples of previous comparable work produced and at least 3 references.

# Evaluation

## Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring.

The proposal with the highest cumulative scoring will be awarded the contract.

Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below: When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

1. Responsive/compliant/acceptable, and
2. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical Criteria weighting: 70%

Financial Criteria weighting: 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation.

Interviews may be conducted as part of technical assessment for shortlisted proposals.

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| **Criteria** | **Points** | **Percentage** |
| **Qualification** | A close up of a logo  Description automatically generated | **30%** |
| * Advanced university degree in social sciences or other related field and 3 years of experience or bachelor’ degree and 5 years of experience. | 30 |  |
| **Experience** | A close up of a logo  Description automatically generated | **30%** |
| Proven experience in writing analytical papers and/or reports. | 10 |  |
| Proven ability to gather relevant information and analyze fragile contexts including conflict and/or post conflict situations. | A close up of a logo  Description automatically generated  10  A close up of a logo  Description automatically generated |  |
| Familiarity with the UN’s work at the country level, particularly around inter-agency coordination highly desirable. | 10 |  |
| **Competencies** | A close up of a logo  Description automatically generated | **10%** |
| * Excellent communication, networking and negotiation skills; * Ability to deliver quality reports/analysis and results in line with established deadlines; * Demonstrated ability to work with minimum supervision, be dynamic and proactive; * Understanding of key issues in the delivery of development and humanitarian assistance; * Ability to work in diverse teams with cultural, gender, religion, race, nationality, and age sensitivity; * Demonstrated openness to change and ability to manage complexities; and * Fluency in oral and written English and Myanmar languages. | 1  1  1  2  1  1  3 |  |

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| **Technical Criteria** *\*If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.* |  | **70%** |
| **Financial Criteria – Lowest Price** |  | 30% |
| **Total** |  | **100%** |

# Documents to be included when submitting Consultancy Proposals

The following documents may be requested;

* 1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Separate file from technical proposal (P11 and Brief description), password protected). Password for financial proposal must not be provided to UNDP until requested by UNDP. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
  2. **Signed P11,** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
  3. **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services (Limit of 500 characters)
  4. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. **The financial proposal must be submitted separately from other documents and password protected.** Password for financial proposal must not be provided to UNDP until requested by UNDP.

## Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, living expenses, and number of anticipated working days).

## Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Consultant, prior to travel and will be reimburse