



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/UNDP-MMR/PN/048

Date: 7 May 2020

Country:	Myanmar
Description of the assignment:	National Local Governance Policy Specialist
Type of Contract:	Individual Contract (National)
Duty Station:	Yangon with frequent travels to Nay Pyi Taw, Mon State and Bago Region and possibly Rakhine and Kachin States (when/if situation allows)
Period of assignment/services:	20 May – 31 December 2020 (100 working days)

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org> no later than **20 May 2020, 24:00 hr (COB, YANGON)**. Email submission should state procurement notice number (**2020/UNDP-MMR/PN/048**) in the subject line.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail to mmr.procurement@undp.org . Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

BACKGROUND

In Myanmar the public services are largely delivered through township level administration where people interact with public service providers. However, township administrations have little, if any, influence over budget decisions. This situation hinders the ability of township officials to effectively addressing local needs, discourages public participation in planning and decision-making processes, and sustains a local governance structure with weak accountability and transparency.

UNDP's Township Democratic Local Governance Project (TDLG) addresses the institutional challenges in Myanmar's local governance structures, emphasizing planning at the township level as one entry point in trying to make local governments more inclusive and responsive to people's needs. The project is designed along four work streams aimed at strengthening the capacities of township administrations to: 1) facilitate information sharing and meaningful participation by the public in planning processes; 2) facilitate township administrations

engaging with Ethnic Armed Organizations (EAOs) on service delivery coordination (and involve them in township planning processes); 3) foster participation of civil society in local governance/ township planning; and 4) utilize lessons learned by the project to advocate for policy change. TDLG is presently operating in townships in Bago and Mon; in addition, the same model has been introduced in selected townships in Rakhine and it is also planned to do so in Kachin.

TDLG is guided by the principles of the 2030 Agenda and the Sustainable Development Goals on strengthening institutions, including through the use of data, inclusive participation, policy coherence, leave no one behind, human-rights based approach, and conflict sensitivity, among others, and promotes the achievement of the SDGs at the local level. TDLG specifically contributes to SDG 16 on peaceful communities and just, responsible and accountable institutions and is in line with the objectives of Myanmar Sustainable Development Plan (2018-2030). The project was initiated in 2017 and will end in December 2020.

A recently completed TDLG Mid-Term Review (MTR) report pointed out a number of positive developments in terms of strengthening institutional capacities at the sub-national level, improved vertical and horizontal information flows, greater emphasis on participatory and inclusive bottom-up planning etc. At the same time, the report recognizes the constraints in which the project operates. The review resulted in a number of important recommendations requiring short, mid- and long-term follow up.

Specifically, in relation to Informed Policy Dialogue (Results Area 4 of the TDLG Project), the MTR highlighted that, while there is significant evidence of actual and potential policy-relevant changes in response to TDLG activities, there remains a need to develop a more focused and detailed Evidence to Policy Strategy to consolidate gains, and to engage State/Region and Union authorities in discussion around these issues. A number of strategic entry points were identified in this regard for UNDP to strengthen the initiated efforts specifically on capturing transformative changes to shape policy level discussions. These findings on learning also generally coincide with the other reviews such as Annual Review of DFID's Local Governance Support Programme also carried out in 2019.

The MTR also highlighted the need for closer engagement with EAOs (Result Area 3 of the TDLG Project) and to that end agreements have been reached for an initial plan of capacity support in basic local administration and public management to local KNU and NMSP staff in Mon State.

2020 is the final year of TDLG and requires completion of key milestones for 2020 (conducting Governance Forum, etc) and initiation of a forward-looking consultation process with development partners and the Government for transition into a comprehensive local governance programme that would build on past achievements and take stock of the existing evidence and knowledge. Successful implementation of such interventions has become

increasingly challenging as a result of the ongoing COVID-19 pandemic.

To support the above transition process, UNDP Myanmar will contract a National Local Governance Policy Specialist with a solid background in Local Governance and Decentralization processes in Myanmar to support implementation of TLDG activities focused on knowledge management and dissemination. The consultant will report to the Project Manager, TDLG.

Lastly, the National Local Governance Policy Specialist will support UNDP's response efforts to the ongoing COVID-19 pandemic in target State/Regions. In doing so, the Consultant will contribute to UNDP's "pivot" plan through supporting local governments in maintaining their core functions while working with all partners to plan, coordinate and communicate responses.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please see Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, please see Terms of Reference.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Candidates should submit the following documents:

- a. Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b. Personal **CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. Note: If the candidate 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 candidate must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.



5. FINANCIAL PROPOSAL

Fees

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.

Travels

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP will not accept travel costs exceeding those of an economy class ticket. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses will be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed. (Please see Template attached at Annex-4)

6. EVALUATION

Criteria	Total points
<u>Technical</u>	<u>100</u>
Post graduate qualification in public administration, social science, or related discipline	15
Minimum of 5 years of progressively responsible experience in governance and policy in Myanmar, preferably at a sub-national level	20
Demonstrated experience in advisory roles to senior officials in local governance systems; (OR 7 years with BA degree)	25
Experience in delivering effective local governance and decentralization reform projects and institutional change	15



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Proven experience working for and/or with national research institutes and think tanks, preferably in the area of public policy and development planning	15	
Fluency in Myanmar and English languages	10	
<u>Financial</u>	<u>100</u>	
Total	200	