



TERMS OF REFERENCE

Assignment Title	National Local Governance Policy Specialist
Type of Contract	IC
Start/End Dates	20 May – 31 December 2020
Working Days	100 days
Supervisor(s)	TDLG Project Manager
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)

1) GENERAL 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 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 TDLG 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) OBJECTIVE OF THE ASSIGNMENT

The overall objectives of the assignment are 1) support TDLG's efforts to consolidate and disseminate the knowledge and lessons learnt for evidence-based policy discussions/change; and 2) assist UNDP in responding to the ongoing COVID-19 pandemic. In doing so, the ***National Local Governance Policy Specialist*** will provide strategic policy advice and guidance to the Country Office, including the Governance and Sustaining Peace Unit and TDLG project.

3) SCOPE OF WORK

In collaboration with the TDLG project manager and Local Governance Advisor, the *National Local Governance Policy Specialist* will be responsible for the following interconnected tasks:

A. Policy and practice

- Support implementation of relevant Mid-Term Recommendations, specifically those related to knowledge management and dissemination for policy advocacy/change;
- Lead documentation of case studies on significant issues of policy and practice emerging from TDLG and the extraction of major lessons in identified priority/focus areas (township level budget allocation from State/Region budgets; participatory planning procedures; etc);
- Ensure due engagement of key stakeholders (State/Region officials and MPs, and Union officials) in developing these case studies – both through bilateral meetings, workshops of the TDLG Technical Working Group, contribution to/presentations at the Local Governance Donor Coordination Group, etc.
- Co-lead with the International Local Governance Advisor the preparation of short knowledge products to inform national and international stakeholders on experiences and lessons learned from local governance initiatives and localizing the SDGs in Myanmar.

B. Support EAO engagement activities

- Support UNDP sub-contracted Implementing Partners and Conflict Prevention Specialist in delivery of capacity building activities for EAOs.

C. Support the Local Governance Forum

- Provide substantive support and inputs in organizing the Local Governance Forum (when situation allows), including through consultations with the donors and the Government and through outreach and guidance to identified resource persons and else participants/presenters to ensure relevance and consistency with the agreed LG Forum programme;
- Act as a Resource person at the Local Governance Forum (dates tbd).

D. Support COVID-19 Response efforts

- Support implementation of the “pivot” plan for TDLG to support local administrations with COVID-19 mitigation measures;
- Engage Bago, Mon, Rakhine and Kachin government authorities – e.g. organization of workshops / inputs to facilitate review of 2019/20 and/or 2020/21 budget priorities in light of COVID-19 response needs
- Engage township authorities to support facilitation of local response measures
- General guidance to TDLG teams and to Responsible/Implementing Partner activities in Bago, Mon, Rakhine and Kachin;

E. General support to preparation of new local governance programme

Support in preparation of the new programme:

- Engagement in ongoing discussions with State/Region leaders and hluttaw members, and Union government (GAD, MoPFI, etc.)
- Engagement with key donors and CSOs
- Engagement with potential national implementing partners
- Substantive inputs to programme strategy – especially around areas of local governance policy and practice

- Support to review / development of TDLG's planning, implementation and monitoring procedures ahead of the start of the new programme.
- Explore and propose thematic areas and topics that can inform the local governance policy dialogue which could be supported through decentralized cooperation

4) DURATION OF ASSIGNMENT

The National Local Governance Specialist will initially be hired for a period of May – December 2020. Extension beyond this date is subject to availability of funds and positive performance.

5) INSTITUTIONAL ARRANGEMENTS

The *National Local Governance Policy Specialist* will report directly to and will work under the overall guidance of the TDLG Project Manager and will work closely with the International team of Local Governance Advisors.

Duty station for this assignment is Yangon.

All costs (professional fee, communication, etc) associated with this assignment should be included in the financial proposal submitted by the consultant.

UNDP will make arrangements for and pay for all domestic travel (per diem, tickets) in Myanmar. The present assignment does not involve any international travel.

6) REQUIRED EXPERTISE AND EXPERIENCE

Education:

- Post graduate qualification in public administration, social science, or related discipline (OR BA degree with additional 2 years of relevant experience);

Experience:

- Minimum of 5 years of progressively responsible experience in governance and policy in Myanmar, preferably at a sub-national level with State/Region authorities (7 years with BA degree);
- Demonstrated experience in advisory roles to senior officials in local governance systems;
- Experience in supporting effective local governance and decentralization reform activities;
- Experience in managing institutional change;
- Proven experience working for and/or with national research institutes and think tanks, preferably in the area of public policy and development planning;
- Strong political acumen and good verbal and written communication skills.

Language requirements:

- Fluency in Myanmar and in English languages (spoken and written)

7) SELECTION CRITERIA

Criteria	Total points
Technical	100
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
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
Financial	100
Total	200

8) ADMINISTRATIVE AND LOGISTICAL ARRANGEMENTS

The consultant is invited to submit:

1. Updated CV;
2. Financial proposal including Detailed breakdown of costs including professional fee and communication expenses (internet, PC, mobile service, etc).
 - UNDP will book and arrange in-country travels, as required
 - UNDP will arrange translator(s)/ interpreter(s) if and when required.

The Payment Schedule will be based on the schedule of deliverables as follows:

Activities/Deliverables	Expected completion date	Percentage of total contract amount
<ul style="list-style-type: none"> - At least one case study developed and finalized; - Substantive inputs to initial draft of the new Local Governance Programme provided; - Substantive inputs to UNDP's COVID response plan at local level. - Initial consultations with Union State/Region Governments and LG Forum held as per the agreed work plan; - Capacity building for EAOs delivered 	30 June 2020	20%
<ul style="list-style-type: none"> - Substantive inputs in addressing the comments received on the Project Document for the new programme; - Substantive inputs to UNDP's COVID response plan at local level. 	15 August 2020	20%

<ul style="list-style-type: none"> - Continued consultations with Union and State/Region Governments held as per the agreed work plan on LG Forum and new programme; - Support delivery of agreed capacity building packages to EAOs; 		
<ul style="list-style-type: none"> - A 2nd case study developed and finalized - A Technical Working Group meeting held, with discussion around Case studies and policy implications; - Continued consultations with Union and State/Region Governments held as per the agreed work plan on LG Forum and new programme; - Substantive inputs to UNDP's COVID response plan at local level. - Support to revision / development of planning etc. procedures for new programme - Support delivery of agreed capacity building packages to EAOs; 	30 September 2020	20%
<ul style="list-style-type: none"> - Initial inputs in preparatory work for roll out of the new programme; - Continued consultations with Union and State/Region Governments held as per the agreed work plan on LG Forum and new programme - Support to revision / development of planning etc. procedures for new programme - Substantive inputs to UNDP's COVID response plan at local level. 	31 October 2020	20%
<ul style="list-style-type: none"> - Substantive inputs in preparatory work for roll out of the new programme; - Support to revision / development of planning etc. procedures for new programme - Continued consultations with Union and State/Region Governments held as per the agreed work plan on LG Forum and new programme - Substantive inputs to UNDP's COVID response plan at local level. 	10 December 2020	20%