



## TERMS OF REFERENCE

|                                     |   |
|-------------------------------------|---|
| <b>Assignment Title</b>             | <b>Senior International Consultant – Production of Myanmar National Report: Review of the Implementation of the Istanbul Programme of Action (IPoA)</b> |
| <b>Type of Contract</b>             | <b>Individual Contract</b>  |
| <b>Start/End Dates</b>              | <b>6 July - 31 October 2020</b>   |
| <b>Working Days in this Mission</b> | <b>25 fee-days</b>  |
| <b>Supervisor(s)</b>                | <b>Project Manager, Support to Effective and Responsive Institutions Project (SERIP)</b>  |
| <b>Duty Station</b>                 | <b>Home-based and Naypyitaw with travel to Yangon, Myanmar; or entirely home-based if UNDP deems travel not feasible</b>                                |

## 1) Background

The Istanbul Programme of Action (IPoA) adopted at the Fourth UN Conference on Least Developed Countries (LDCs) in Istanbul, Turkey in May 2011, constitutes an ambitious policy agenda agreed by the international community to address the challenges faced by the LDCs, based on the fundamental tenets of mutual accountability and enhanced international cooperation.

The overarching goal of the IPoA is to overcome the structural challenges faced by the LDCs in order to eradicate poverty, achieve internationally agreed development goals and enable them for graduation from the LDC category. It also recognizes that the LDCs represent an enormous potential for world economic growth, stability and prosperity.

The United Nations General Assembly in its resolution 73/242, decided to convene the Fifth United Nations Conference on the Least Developed Countries at the highest possible level, including Heads of State and Government, in 2021.

The Fifth United Nations Conference on the Least Developed Countries will be preceded by two regional preparatory meetings and two intergovernmental preparatory committee meetings.

In the same resolution, the UNGA emphasizes the importance of country-level preparations as a critical input to the preparatory process for the Conference and in the implementation of and followup to its outcome, and calls upon the Governments of the least developed countries to submit their reports in a timely manner. Broad-based and inclusive country-level preparations shall be undertaken by all LDCs with a view to assess progress, obstacles, constraints, and actions in the implementation of the Istanbul Programme of Action and to determine priorities for the next 10-year programme of action. These national reports should be based on national level preparations and will feed into regional level preparations to be undertaken in 2020.

Myanmar is one of the LDCs obliged to report to UN on implementation of IPoA. Planning Department of the Ministry of Planning, Finance and Industry is leading the working groups for the eight thematic areas of IPoA. Myanmar has committed to conduct the national level preparation and submit the first IPoA report at the regional level preparations in 2020. In this regard, Planning Department is responsible to prepare the Myanmar's IPoA report, in coordinating with the eight working groups of IPoA for Myanmar.

Against the above background, UNDP would like to engage a Senior International Consultant to support the Planning Department for the production of Myanmar First IPoA Report. UNDP will also separately engage a National Consultant to support the production of the report.

## 2) Objectives of the Assignment

The objectives of this assignment are:

- 1) To support the Planning Department of the Ministry of Planning, Finance and Industry in preparing and developing the first Myanmar IPoA report to be presented to UN in 2020
- 2) To ensure that the report is structured consistent with the guidelines issued by the Conference secretariat (see this [link](#)), especially to highlight the coherence and linkage with 2030 Agenda and the Myanmar Sustainable Development Plan

## 3) Scope of Work

In close consultation with the National Consultant, Planning Department as well as other government counterparts and development partners, the senior international consultant will deliver the following tasks:

### 3.1 Preparation of work plan including methodology note (home-based 3 days)

- Desk review of documents relevant to IPoA report preparation
- Map out the indicators to be reported on in the report
- Design a work plan including approach and timeline
- Agree with Planning Departments and other stakeholders on the work plan

### 3.2 Implementation of the agreed work plan and producing the draft report (Naypyitaw 15 days)

- Implement the work plan under the guidance of the Planning Department
- Support to Planning Department in organizing consultation workshops with IPoA working group member departments, with support from the national consultant
- Produce first Interim assignment report (for UNDP) documenting the work process
- Support Planning Department to produce the draft IPoA report

### 3.3 Finalization of the report (home-based 7 days)

- Provide guidance for Planning Department in collecting, compiling and addressing comments and feedbacks from IPoA working group members
- Provide inputs into Planning Department's presentation of the revised draft IPoA report to high level officials
- Support Planning Department to produce the final report
- Produce final assignment report (for UNDP) documenting the work progress and recommendations for the way forward

In delivering the above, the senior international consultant is expected to work under the guidance of the SERIP Project Manager and work closely with the SERIP Data for Development Specialist.

## 4) Deliverables

| # | Deliverables   | Deadline     | Expected fee-days |            | Payments |
|---|--|--------------|-------------------|------------|----------|
|   |  |              | Home-based        | In-country |          |
| 1 | Signature of contract  | 6 July 2020  | 0                 | 0          | 0%       |
| 2 | <b><u>Preparation of work plan including methodology note</u></b><br>Submission of:<br>- Scoping note for the assignment | 10 July 2020 | 3                 |            | 15%      |

|                    |   |                   |    |    |      |
|--------------------|---|-------------------|----|----|------|
|                    | - Agreed work plan including methodology, approach and timeline   |                   |    |    |      |
| 3                  | <b><u>Implementation of the agreed work plan and producing the draft report</u></b><br>Submission of:<br>- Interim report documenting the work process<br>- Draft IPoA report | 31 August 2020    |    | 15 | 50%  |
| 4                  | <b><u>Finalization of the report</u></b><br>Submission of:<br>- IPoA Final Report<br>- Final report on the assignment documenting work and recommendations for way ahead      | 30 September 2020 | 7  |    | 35%  |
| Total working days |   |                   | 10 | 15 | 100% |

## 5) Duration of Assignment

**6 July - 31 October 2020, up to one international travel and up to 25 fee-days.**

Duty stations: Home-based (10 days), Naypyitaw (15 days)

\* Given the current travel restrictions imposed in response to the Covid-19 pandemic, some or all of the planned mission travels to Myanmar might not be possible. If UNDP deems a particular mission not feasible, the consultant will conduct the respective work and produce deliverables from home.

## 6) Institutional Arrangement

### 6.1) Reporting line:

The contractor will report to the UNDP SERIP Project Manager.

### 6.2) Logistical arrangements:

- For all international travels:
  - Candidates are requested to include international travel costs from possible origins of travel in the financial proposal and arrange the flight. The travel cost should be based on the economy class fares, with most direct routes.
  - UNDP will provide support for the visa process and reimburse the visa fee, based on the actual receipt.
  - UNDP will provide terminal charges at the rate of US\$ 80 per mission.
- For all in-country travels:
  - For in-country missions, UNDP will arrange and cover costs related to all domestic travels – such as transportation(s) between the agreed in-country duty stations and living allowances - in accordance with UNDP's regulations and policies.
  - UNDP will facilitate security clearances required to travel in-country (if applicable).
- Other logistical matters:
  - The Contractors will arrange for his/her accommodation in the agreed duty stations, and for his/her own transportations from/to accommodations to/from the work places.

- UNDP will not consider travel days as working days. The above stated working days are exclusive of travel time.
- The working language of this assignment is English. Interpretations/translations from and to Myanmar language will be provided by UNDP as and when required.
- The Contractor is expected to use their own computer and mobile phone.
- UNDP will issue a contract to activate the rendering of service within the period of the Framework Agreement.

### 7) Required Qualifications

#### Minimum Qualifications:

- Masters in the field of Development Studies, Statistics, Economics, Mathematics, or equivalent;

#### Experience (70 points):

- A minimum of 15 years relevant working experience in statistics or monitoring and evaluation in national agencies or international organizations; (15 points)
- Proven experience in providing technical assistance in preparing reports in a developing country; (15 points)
- Proven experience working on SDG integration in a national development plan; (15 points)
- Proven experience in process facilitation and training design and delivery; (10 points)
- Experience working with senior public officials; (5 points)
- Experience working on statistics or M&E systems Myanmar or South East Asia is an asset; (10 points)

### 8) Presentation of Offer

Candidates should present their offer to UNDP in the following form:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- A **Cover Letter**, outlining the suitability of the candidate for the assignment;
- **Personal CV or 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;
- **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.

### 9) Contracting Method and Payments

The consultant will be selected through a competitive process based on the qualifications and the competitiveness of the financial proposal.

The contract price is a fixed output-based price regardless of extension of the herein specific duration. Payments will be made on a monthly basis, against successful delivery of outputs in accordance with the delivery schedule.

## United Nations Development Programme

Offers will be evaluated based on the combined scoring methods, whereby the qualifications of the applicants and the quality of the cover letter will be weighted 70% and the financial proposal will be weighted 30%. The formula for scoring will be as follows.

Rating the Technical Proposal (TP):

**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for qualifications) x 100

Rating the Financial Proposal (FP):

**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(Qualifications Rating) x (Weight of Qualifications, 70%) + (FP Rating) x (Weight of FP, 30%)

**Total Combined and Final Rating of the Proposal**