



TERMS OF REFERENCE

Assignment Title	International Consultant (Technical Expert for Project Formulation)
Project	Governance for Resilience and Sustainability Project
Type of Contract	Individual Contract (International)
Contract Period	15 December 2020-14 December 2022 (120 working days)
Supervisor	Chief of the Sustainable and Inclusive Growth Unit (SIG)
Location	Home based, with travel to Naypyitaw (if COVID19 related situation allows)
Country	Myanmar

A. BACKGROUND

Myanmar is undergoing an unprecedented and complex transition process from conflict to peace, from military rule to a democratic civilian Government and from a largely closed economy to an open market economy. Currently, it is categorized as a Least developed Country (LDC) with imperatives of creating an enabling environment for foreign investments and economic reforms to foster inclusive and employment rich economic growth.

The UNDP Country Office in Myanmar is a key interlocutor and advisor to the government at the national and sub-national on sustainable and inclusive growth, (including economic, environment, climate change and disaster risk reduction issues). The Country Office, through its Sustainable and Inclusive Growth Programme Unit, provides high quality advice to government counterparts on issues related to natural resource management, strengthening institutional preparedness and response to a range of climate change adaptation and mitigation related shocks. Integrated programming has guided the design of the UNDP Myanmar Country Programme (2018-2022) in order to better address the interlinkages between peace building, governance, climate change adaptation and mitigation, natural resource management and disaster resilience, inclusive growth, and the vertical linkages between subnational and national governance levels.

The Government of the Republic of the Union of Myanmar is committed to a national development framework that incorporates the notion of environmental sustainability for future generations by systematically embedding environmental and climate considerations into all future policies and projects. The Myanmar Sustainable Development Plan, MSDP (2018-2030) has reinforced the commitment to steer the country on a climate-sensitive development pathway and is complemented by the new National Environmental Policy and Myanmar Climate Change Policy, which mandates the implementation of Myanmar Climate Change Strategy (2018-2030) towards achievement of climate resilience and low carbon development pathway.

Climate Change has been identified as one of the most important threats to the development of Myanmar. Between 1998 and 2017, Myanmar was amongst the top three countries most affected by extreme weather events on both counts of fatalities and economic losses, as per the Global Climate Risk Index, 2019. Climate change parameters impacting Myanmar include a rising trend in

temperature, rainfall variability, decreasing South West Monsoon rains, and increased intensity and frequency of extreme events including cyclones, floods, droughts, rainfall and temperatures.

Myanmar's economy has a high dependence on climate sensitive sectors including the agriculture sector on which more than 70 percent of the people depend. Anticipating the severity of climate change impacts across sectors and taking a range of effective and appropriate strategic and programmatic measures at the Union, States/Regions to prevent, prepare and mitigate the risks of climate change impacts will be vital in sustaining the development gains and prevent any reversals on Sustainable Development Goals.

The Paris Agreement has set up a new global goal on adaptation to 'enhance adaptive capacity and resilience and to reduce vulnerability with a view to contributing to sustainable development'. The Agreement requires all Parties, to engage in 'adaptation planning and implementation through national adaptation plans, vulnerability assessments, monitoring and evaluation and economic diversification'. Myanmar's National Adaptation Programme of Action to climate change has listed agriculture, early warning systems and forests as first priority level sectors. Goal 5 of the MSDP on Natural Resources and Environment for National Posterity has a targeted strategy on increasing climate resilience and shifting to a low carbon growth pathway.

UNDP, following the request from the Government of Myanmar to support its adaptation efforts in line with National Environment Policy, Myanmar Climate Change Policy, Myanmar Climate Change Strategy and Myanmar Climate Change Master Plan, NDC commitments, MSDP and the SDGs, has developed an idea note for a project, on Enhancing the climate resilience of small-holder agro-ecosystems in the Dry Zone of Myanmar. The overall objective of the idea note is to reduce the vulnerability of smallholder farmers in Myanmar's Dry Zone to increasing drought and rainfall variability by increasing the climate-resilience of their production systems through improved ecosystem services, crop diversification and water-efficient irrigation, sustained by access to timely agro-climate advisories, markets and credit.

The proposed project design and development will be country driven and informed through a rigorous process of desk-based review and in country/virtual consultations (depending on COVID-19 containment measures) with key stakeholders on adaptation related challenges in the priority sectors and States/Regions listed for adaptation in Myanmar on agriculture, early warning systems and forest.

To validate and help finalize the project design, based on the idea note a detailed feasibility study is to be undertaken by a team of specialists that includes, Environment and Social Safeguards Specialist, Economist, Gender Specialist, Project Development expert and Financial Appraisal Expert. The team of specialists will provide the pre-feasibility and feasibility analysis required to formulate a concept note as per GCF template leading on to development of a full funding proposal.

As such, UNDP seeks the services of a technical expert (Team Leader) for project formulation to support the preparation of the concept note, and subject to internal UNDP and GCF guidance, move towards preparation of the full proposal package to be submitted to the GCF.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Under the overall guidance of Chief, Sustainable and Inclusive Growth Unit, and working closely with the Regional Technical Advisor in UNDP Regional Hub in Bangkok and the team of specialists mentioned above, and assisted by UNDP Country Office colleagues, the Technical Expert (Team Leader) to formulate and produce the Concept Note and relevant annexes including pre-feasibility and feasibility reports, environment and social impact assessment to be followed by a full Funding Proposal package (including annexures, as required under GCF programming guidelines) in due course

for GCF funding for the proposed project *Enhancing the climate resilience of small-holder agro-ecosystems in the Dry Zone of Myanmar*. The Expert's main responsibilities are as follows:

Coordinate inputs from international and national consultants and relevant stakeholders

1. To liaise with the relevant experts, both within and outside a country that is supported, to obtain their technical inputs that will inform and guide design and feasibility of the project of interest.
2. To participate in, and lead, discussions with key stakeholders (from the grass roots level to national policy makers and political leaders), international financial institutions (IFIs), development partners, UN agencies in order to acquire information that is critical for the design of the project that is of interest.
3. To liaise with and acquire technical inputs from UNDP staff, at the country, regional and HQ level, as deemed relevant for the design of the project of interest.
4. To participate and obtain inputs from Civil Society Organizations and the private sector to inform and guide the design of the project of interest.
5. To participate in community level consultations to acquire input for the design of the project of interest.
6. Design technically robust theory of change and logical framework that are backed up with scientific and technical evidence which require to be gathered and as enumerated in the idea note and has consensus based on in-depth dialogue including from targeting beneficiaries.

Design project Concept

7. Conduct technical analysis, review and dialogue to detail out project components/outcomes/outputs/activities/sub-activities and inputs
8. Ensure that the design of project concept takes into account key criteria such as impact potential; paradigm shift potential; sustainable development; country needs; country ownership and cost-effectiveness and other requirements as per GCF programming guidelines;
9. Ensure that all documentation prepared is evidence-based and has all the necessary references to establish proof of concept and feasibility;
10. Prepare the project log frame with SMART indicators, clear targets, clarity of risks and assumptions, in keeping with the indicator framework for adaptation of the targeted source of financing;
11. Produce a project concept based on the consultations, research and analysis conducted.
12. In coordination with other technical specialists involved, under UNDP's guidance, conduct necessary consultations with relevant government agencies, stakeholders and experts to obtain comments/suggestions and incorporate these comments into the draft documents;

Develop the full funding proposal along with relevant documents associated with GCF submission

13. Develop the Funding Proposal document and coordinate inputs from all consultants to prepare the full set of Annexes as part of the package for submission (with input from UNDP and Government stakeholder input);
14. Coordinate with experts and/or relevant persons to facilitate the feasibility study, safeguards, gender, economic analysis and/or other prerequisite assessments required to develop the full proposal for the project of interest;
15. Develop the results log frame according to the targeted funds performance measurement framework;
16. Develop the detailed budget for the project (with input from UNDP and Government stakeholder input) using UNDP tools and following UNDP practices;
17. Work closely with the CO to develop the procurement plan for the project, in accordance with UNDP's rules and regulations;
18. Work closely with the CO colleagues to present the implementation arrangements, in accordance with UNDP's rules and regulations;
19. Develop terms of references for key project positions in consultation with UNDP staff;
20. Continue to support the project refinement process post submission of the proposal towards

Board approval

Key Deliverables

- GCF Concept Note along with pre-feasibility report, clearly articulated theory of change (which is either part of the concept note or presented as a separate document) and any other supportive documentation, if deemed useful to support the project understanding
- Funding Proposal along with complete set of annexures as required by GCF programming guidelines.
- Comments of GCF addressed and Funding Proposal and its annexures revised

C. EXPERTISE AND QUALIFICATIONS REQUIRED

Education

- Advanced University Degree (MSc or higher) in Environmental Management, Agriculture, Climate Change Studies, Sustainable Development or other relevant field.

Experience

- Minimum 10 years of relevant professional experience.
- Demonstrated experience in designing adaptation project proposals including on climate-smart agriculture, climate information and management of natural resources,
- Experience in working with communities and all key stakeholders to develop local climate resilient solutions,
- Strong analytical skills, particularly applied to project design,
- Substantial relevant experience in the design and implementation of integrated development projects, e.g. poverty reduction, livelihood and water security including working on community-based initiatives;
- Experience in the East Asian region and working with IFIs to design a successful GCF project proposal would be a distinct advantage.

Language skills:

- Fluency in English required.

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The Consultant will directly report to the Chief of Unit, SIG.
- 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 and administrative support necessary for execution of the tasks under this assignment;
- Payments will be made upon assessment of number of days worked, submission/completion of prescribed deliverables and certification of payment form, and acceptance and confirmation by the supervisor.

E. DUTY STATION AND DURATION OF ASSIGNMENT

The consultancy will be from 15 December 2020- 14 December 2022 (120 working days)

F. PAYMENT ARRANGMENT

Interested persons are requested to submit their financial proposals quoting their **daily fees** noting the following conditions:

1. The contract price is fixed regardless of changes in the cost components.
2. Payments will be made upon assessment of number of days worked, submission of timely deliverables and certification of payment form, and acceptance and confirmation by the supervisor.

N.	Description of deliverables	Timeline	Payment
1	Upon satisfactory acceptance of the Inception report and a mutually agreed work plan, approach and methodology	20 December 2020	15%
2	Upon satisfactory acceptance of the GCF concept note along with pre-feasibility report, theory of change and supporting documentation as relevant	30 June 2021	20%
3	Final proposal with all required annexes that incorporates GCF Sec comments.	December 2021	50%
4	Final revisions to respond to the GCF Board comments	30 November 2022	15%

G. 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

H. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as 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

- Advanced University Degree (MSc or higher) in Environmental Management, Agriculture, Climate Change Studies, Sustainable Development or other relevant field.

Experience: 55 points

- Minimum 10 years of relevant professional experience.
- Demonstrated experience in designing adaptation project proposals including on climate-smart agriculture, climate information and management of natural resources,
- Experience in working with communities and all key stakeholders to develop local climate resilient solutions,
- Strong analytical skills, particularly applied to project design,
- Substantial relevant experience in the design and implementation of integrated development projects, e.g. poverty reduction, livelihood and water security including working on community-based initiatives;

Experience in the East Asian region and working with IFIs to design a successful GCF project proposal would be a distinct advantage

English language skills: 5 points

- Fluency in English required

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.