



TERMS OF REFERENCE

National Consultant

Assignment Title	Project Coordination Associate
Project	Governance for Resilience and Sustainability Project
Type of Contract	Individual Contract (National)
Contract Period	11 months (February 1, 2021 to December 31, 2021)
Supervisor	Project Officer, Governance for Resilience and Sustainability Project
Location	Nay Pyi Taw and other locations in Myanmar as required
Country	Myanmar

A. BACKGROUND AND CONTEXT

UNDP Myanmar has commenced the implementation of its Country Programme for 2018-2022. Integrated programming has guided the design of the new programme in order to better address the inter-linkages between peace-building, governance, natural resource management and disaster resilience, inclusive growth, and the vertical linkages between subnational and national governance levels.

The Governance for Resilience and Sustainability Project (GRSP) is designed to help the Government of Myanmar (GoM) implement recent policy reforms related to environmental governance, climate change and disaster risk reduction (DRR), to ensure that economic growth in Myanmar is more inclusive, resilient and sustainable. It leverages existing AF/GEF/REDD/GCF vertical funding and links up to horizontally and vertically with UNDP Country Programme key priority areas working at national and sub-national levels. GRSP The project recognizes that environmental degradation, when combined with disasters and climate change, undermines the attainment of inclusive and sustainable growth. It also recognizes that Myanmar's environmental assets present unique opportunities for green economic development, which can also support women's economic empowerment and community resilience.

The increased emphasis on public infrastructure investments and foreign direct investments in recent years requires matching increases in environmental management and resilience. At the same time, the potential of green investments as wealth and employment generators requires support and promotion. The Union Government is promulgating a series of policies to address these challenges including the National Environmental Policy (NEP), Green Economy Policy Framework, Myanmar Climate Change Strategy and Action Plan, and Myanmar Action Plan on DRR (MAPDRR).

These policies now require enabling mechanisms for effective implementation and enforcement so that they deliver benefits for all people.

Over the 5-year period of the new Country Programme Document (CPD), the GRSP aims to enable the GoM to mainstream environment, climate change and DRR considerations into planning and project appraisal systems of at least three key sectors and three States and Regions. It will also support key counterparts to implement the new policies, including by promoting an integrated environmental financing framework by helping develop comprehensive organisational and human resources development plans. GRSP also aims to help promote green investments in environmental goods and services to protect natural resources, minimize and manage waste more effectively, while simultaneously creating sustainable wealth and employment.

UNDP's support for the implementation of the NEP is initially through the development of a national level Environmental Master Plan and similar master plans at sub-national levels, to guide priority environmental governance interventions and the mainstreaming of environmental considerations throughout all government planning and decision-making. UNDP is supporting the Environmental Conservation Department (ECD) of the Ministry of Natural Resources and Environmental Conservation (MONREC) to prepare the first national environmental master plan.

GRSP also operates as an umbrella project for integrating other key environment, climate change and DRR related projects within UNDP's portfolio.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Under the overall guidance of the Project Manager/Chief Technical Advisor, GRSP and supervision of the Project Officer, GRSP, the Coordination Associate will support the GRSP project teams working on environmental governance and natural resource management for the implementation of planned project activities under as stipulated in the annual work plan.

During the assignment period, the areas of work and the specific responsibility of the Project Coordination Associate will include, but not be limited to, the following:

1. Coordinate with the government agencies and related development organizations for effective project delivery;
2. Liaise with the relevant ministers, national and international research institutes, UN agencies, NGOs and CBOs and other relevant institutions to gather and disseminate information relevant to the projects;
3. Support key project activities with ECD and DDM (including initiating the Environmental Management Fund, ECD's regulatory monitoring and compliance work, amongst others) by organizing technical working group meetings and focus group discussions, assisting with contextualizing inputs in coordination with the lead consultants; participating in discussions; and documenting key discussion points and meeting minutes;
4. Provide logistical support to Project team and consultants working with Environmental Conservation Department, Department of Disaster Management, Forest Department and other counterparts;

5. Support the Country Office and Project Teams in organizing the Sector Coordination Group (SCG) meetings in Nay Pyi Taw (UNDP is the Facilitator of the Disaster Risk Reduction Sub-SCG and the Environment SCG);
6. Provide translation and/or proof-read translations of project related documents; and
7. Provide support to project monitoring, evaluation and communications.

C. EXPERTISE AND QUALIFICATIONS REQUIRED

The successful applicant should have the following expertise and qualifications:

- Any graduate, Bachelor or equivalent. A bachelor's degree in social science, development studies, international relations or any other relevant fields
- At least 4 years of experience in environment, climate change, disaster risk reduction, policy, natural resource management or a development field in Myanmar
- Experience working with government agencies, INGOs, UN agencies and civil society
- Experience in coordination, communication, and facilitation of key development processes with government departments, especially with the Department of Disaster Management and Environmental Conservation Department
- Relevant direct experience related to the technical scope of the project, particularly regarding environmental conservation, climate change and disaster risk reduction
- Excellent command of written and spoken English
- Must be a Myanmar national

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The consultant will report to the National Project Officer (GRSP) on a day to day basis and under the overall guidance of the Project Manager/CTA, Governance for Resilience and Sustainability Project as needed in discharging his/her work.
- 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 necessary for execution of the tasks under this assignment
- The consultant is responsible for providing their own laptop computer and mobile phones for use during this assignment; the consultant must have access to reliable internet connection
- Payment will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Project Officer

E. DUTY STATION

The consultant will be based in Nay Pyi Taw for the duration of the assignment, with travel to other locations in Myanmar as required; Any necessary missions must be approved in advance and in writing by the supervisor

F. TIMEFRAME

The consultancy will be carried out for 11 months between February 1, 2021 to December 31, 2021.

G. PAYMENT SCHEDULE

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

- a) Payments will be made on the monthly basis upon submission of a detailed time sheet, summary of tasks performed and certification of payment, and acceptance and confirmation by the supervisor
- b) Travel allowance and per diem for duty travels will be reimbursed according to UNDP's travel regulation upon the submission of authorized travel documents

H. 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

I. 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
 - Any graduate, Bachelor or equivalent. A bachelor's degree in social science, development studies, international relations or any other relevant fields

- Relevant Experience: 55 points
 - At least 4 years of experience in environment, climate change, disaster risk reduction, policy, natural resource management or a development field in Myanmar (15 points)
 - Experience working with government agencies, INGOs, UN agencies and civil society (15 points)
 - Experience in coordination, communication, and facilitation of key development processes with government departments, especially Department of Disaster Management and Environmental Conservation Department (15 points)
 - Relevant direct experience related to the technical scope of the project, particularly regarding multilateral conventions, protected areas, environmental conservation, climate change and disaster risk reduction (10 points)

- English language skills: 5 points
 - Excellent command of written and spoken English and Myanmar Language
 - Must be a Myanmar National

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.