United Nations Development Programme

TERMS OF REFERENCE

Assignment Title	Technical Assistance to Promote Environmental Goods and Services (EGS) – Enabling access to off-grid renewable energy and energy efficient solutions and entrepreneurial skills development in Magway
Project	Governance for Resilience and Sustainability Project (GRSP)
Type of Contract	Professional Contract for Services
Contract Period	9 months starting in October 2021
Supervisor	Project Manager/CTA, Governance for Resilience and Sustainability Project
Location	Magway region
Country	Myanmar

A. BACKGROUND

About Environmental Goods and Services (EGS) component, Governance for Resilience and Sustainability Project

An estimated $10 trillion of business opportunities can be unlocked globally by transforming business-as-usual growth pathways that are responsible for almost 80% of nature loss, according to a recent World Economic Forum report.[1] Thereby, promoting green business as a COVID-19 economic response strategy must be pursued actively. A well-functioning business environment underpins green business development, and this includes new levels of resources, capacity, and governance to enable businesses /to respond more effectively, inclusively, and innovatively as this pandemic ensues. For Myanmar, there is both a need and opportunity to overcome fundamental market-creating challenges through integrating sustainability as a long-term strategy into business models and stimulating a new wave of business opportunities guided with a vision of low carbon, green economy, aligned with UNDP Strategic Plan, 2022–2025 and the forthcoming UNDP's Community First Programme -a medium term initiative to strengthen the resilience of vulnerable communities to ongoing and future shocks to support human rights and democratic space.

To this end, the Environmental Goods and Services (EGS) component of the Governance for Resilience and Sustainability Project (GRSP), UNDP, since 2020 has been working towards fostering a more conducive business environment for green business using evidence-based research and policy. Technical Assistance (TAs) are currently being developed in five key industry sectors to support businesses and communities directly namely Energy, Garment, Hotel and Tourism, Agri-food, and private financial institutions. Each TA comprises a menu of activities aimed to build on UNDP's initiatives to develop the private sector by addressing market-creating challenges of EGS and green business as well as emerging compounding risks associated with the 1 February military take-over of the civilian government and the COVID-19 pandemic. Through the TAs, GRSP's EGS component will be appraising

[1] World Economic Forum (2020). New Nature Economy Report II, The Future of Nature and Business. Available at: http://www3.weforum.org/docs/WEF_The_Future_Of_Nature_And_Business_2020.pdf.

a string of market-creating policies such as green procurement, waste-as-resource and circular economy integration, and Environmental, Social and Governance (ESG) mainstreaming— thereby, contributing to laying the groundwork for institutionalizing EGS as a long-term strategy. The enhanced support in Myanmar will help ensure that early private sector movers and communities are better equipped in their role as providers and users of EGS.

About the Technical Assistance on Energy

Rationale

Myanmar has huge energy sector requirements with electricity demand that is estimated to reach a total 60–80 terawatt-hours by 2030 according to a recent ADB report (2020).[2] At the infrastructure front, the National Electricity Master Plan projected $37 billion in investments are needed to meet this demand. Myanmar has increasingly tapped into private sector support for power generation through Independent Power Producers including for the development of renewable energy for off grid access. Within renewable energy sources, solar energy is developing but modest, in which it introduced in some rural areas through photovoltaic cells for charging batteries and pumping water for irrigation (ADB 2016).[3] It makes economic sense to utilize solar energy for off-grid access because of the country's high solar potential, with 60% of land area that is suitable for photovoltaics, and a levelized cost of electricity of $0.18/kWh at utility-scale.

Private sector examples show that the EGS market for off grid renewable energy (RE) and energy efficient (EE) technologies is thriving and this is despite several market-creating challenges such as a lack of economic incentive to enable selling of excess supply (i.e., feed-in-tariff or similar economic instruments) and limited access to green microloans. Good partnerships and collective efforts between and among international financial institutions, capacity development providers (i.e., development agencies, I/NGOs), private sector and its philanthropic arm is another reason EGS for RE/EE market thrives. For example, a UNDP project with funding from the Republic of Korea is promoting the use of solar technologies for agricultural and rural development in Myanmar's Dry Zone. World Bank, Rockefeller Foundation, Yoma Strategic Holdings and others have set up the Smart Power Myanmar Facility in 2018 to improve the investment case of last-mile electrification models including Energy Service Companies (ESCOs) and this multi-partnership arrangement has so far resulted in brokering participation of ESCOs in building and operating off-grid modern energy solutions across the country. Within partnerships that are fostered, some have implemented small scale initiatives targeting energy-starved villages directly through IEC and off-grid RE technology deployment.

In Magway, which is among one of the regions with higher poverty and lower electrification rates than the national average, at 35.6% and 28.1% respectively (MOPFI 2019)[4], Mandalay Yoma Energy and Parami Energy have deployed solar mini-grids to expand household access to electricity and this shows some promise that Magway is among those areas where the private sector and communities have a shared interest for off-grid RE projects including mini-grids and solar home systems (SHSs). This can be complemented with deployment of EE solutions such as cleaner-burning and more energy efficient cookstoves. One reason is economic: majority of residential sector energy consumption in rural areas

[2] Asian Development Bank (ADB). 2020. Proposed Loan and Technical Assistance Grant Republic of the Union of Myanmar: Accelerated Rural Electrification Project. Report and Recommendation of the President to the Board of Directors. Retrieved from https://www.adb.org/sites/default/files/project-documents/53223/53223-001-rrp-en.pdf.

[3] ADB. 2016. Myanmar: Energy Sector Assessment, Strategy and Road Map. Retrieved from https://www.adb.org/sites/default/files/institutional-document/218286/mya-energy-sector-assessment.pdf.

[4] Government of Myanmar, Ministry of Planning and Finance (MOPFI). 2019. Myanmar Living Conditions Survey 2017 – Poverty Report. Nay Pyi Taw and MOEE statistics.

still comes from traditional biomass (mainly burning of firewood) for cooking and lighting, which impacts health from indoor air pollution. Clearly, Magway has an existing/potential demand for modern energy resources, and this is still largely unfulfilled.

To maximize benefits of the existing private sector and development initiatives on energy, the support must bolster opportunities that are catalytic and progressively inclusive such that intended beneficiaries (communities including women) become active economic players and contributors to meeting electricity access targets. This is especially the case in energy-starved Magway, which currently has an untapped human capital. Magway has a considerable number of women equipped with skills in handicraft-making according to a 2017 Myanmar SME Development Agency report and this suggests opportunities to develop skills around occupations where women can be self-employed post crises recovery. In addition, many migrants have returned to the region from cities and abroad since the COVID-19 pandemic started in 2020, with most of the surveyed returnees reporting struggling economically with remittance and income loss and over half would benefit from business start-up and skills training support according to a recent International Organization for Migration rapid assessment report.[5]

Value addition of UNDP support under the Governance for Resilience and Sustainability Project (GRSP)

The added value of the TA on energy in Magway is in enabling direct access to modern off grid technology solutions and entrepreneurial opportunities and ensuring it is inclusive post crises recovery. The TA will be implemented by incubating an impact/business model, with the following main target beneficiaries: unelectrified households, and women and returning migrants in two energy-starved villages in Magway. The TA contributes to increasing access to safe, affordable and clean energy and is expected to benefit 300 households by giving them direct access to modern off grid solutions. The TA primarily focuses on making RE solutions more accessible to communities: about 300 of a variety of range of SHSs will be rolled out. To complement this support on modern energy access, EE solutions (mainly a maximum of 200 clean cookstoves) will also be rolled out. Thereby, with increased, direct access to clean energy and entrepreneurial opportunities, the TA will help two villages in Magway cope with the COVID-19 pandemic and February 2021 military take over economic impacts including from the influx of returning migrants. Overall, this TA helps achieve the objectives of the UNDP Strategic Plan, 2022-2025 which aims to support access to clean energy for 500 million people. It also aligns with the forthcoming Rural Communities Basic Needs Project (RCBN) of the Community First Programme of the UNDP Myanmar Country Office which aims to enhance the resilience of the most vulnerable rural communities in Myanmar considering the multiple shocks they are currently facing. The RCBN focuses on meeting basic needs, including enhancing renewable energy. Finally, the TA adopts one of the key strategies of the upcoming Private Sector Partnerships Project (PSPP) which will connect businesses to community development and service delivery.

TA activities

Pre-incubation

- Identify, assess and validate (a) two pilot villages based on access/electrification rate, irradiation (if available), electrical load profiles (if available), shared interest in green technology solutions, number of returning migrants and women workforce, high presence of

[5] International Organization for Migration (IOM) and Social Care Volunteer Group (SCVG). 2020, June. Impacts of COVID-19 Pandemic on Returning Migrants: Dry zone Analysis. Retrieved from https://www.lift-fund.org/en/impacts-covid-19-pandemic-returning-migrants-analysis-dry-zone.

self-organized/ self-help groups of women, and (b) potential group-beneficiaries based on need and entrepreneurial potential
- Identify a network of RE and EE technology suppliers in Myanmar, technical and economic (market) profiling of available modern energy solutions for RE (SHSs) and EE (clean cookstoves) based on capacity, size, quality and cost, and procure/purchase of inventories. Evidence of Human Rights Due Diligence (HRDD) and supply chain due diligence is required to ensure military-free supply chains and that there are no inadvertent human rights violations within these supply chains.
- Develop and refine the Impact Business Model for technology roll out, performance-based approach (PBA) and performance measures based on Magway's context, economic (household income/ willingness-to-pay) consideration, user and supplier experience, and commercial product uptake

Incubation

- Initial roll out in 1st pilot village: IEC, testing and skills training for enterprise development, and deployment and guided installation of first inventory of SHSs and clean stoves
- Initial roll out in 2nd pilot village: IEC, skills training for enterprise development, and deployment and guided installation of first inventory of SHSs and clean stoves
- Final roll out in 1st pilot village: IEC, mentoring and coaching, and deployment and guided installation of 2nd inventory of SHSs, and facilitating groups' access to green technology suppliers and networks
- Final roll out in 2nd pilot village: IEC, mentoring and coaching, and deployment and guided installation of 2nd inventory of SHSs and clean stoves, and facilitating groups' access to green technology suppliers and networks

Post-implementation

- Recommendations to UNDP based on learning and evaluation assessment of incubation of Impact model (explained in Part B below) including iterations to installment payment options based on actual implementation during the first roll out, feedback from participating groups on implementation of results-based/PBA, and additional green technology solutions based on demand.

The project requires the engagement of a service provider to deliver the TA on energy, providing specific attention to women empowerment and its link to green business development in a crisis setting.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

The service provider will implement the TA activities from pre-incubation to incubation of the Impact/Business model. Expected key deliverables are:

1. Preparation of an Implementation Plan based on TA activities

1.1 Identification of three pilot villages (including one alternate pilot village) and 7–10 candidate group-beneficiaries based on pre-defined criteria i.e., electrification needs, economic/ household incomes, entrepreneurial potential, high presence of returning migrants (criteria for selection of participating groups to be developed by service provider with UNDP's agreement). The criteria should align with UNDP's criteria being used by UNDP for prioritizing its interventions in rural areas, including need/level

of vulnerability; buy-in by the communities and their leaders; license to operate; security; and physical access.

1.2 Review and finetuning of Impact/Business model including options for installment payment scheme for the initial roll out of technology solutions, results-based criteria for PBA and cost recovery scheme (for the release of initial/ first inventory of technology solutions under this TA)

GRSP developed an initial impact model, designed such that community-based/ self-organized groups, primarily women-led savings groups and farmers' groups (to be identified based on criteria) will have a potential to develop as green businesses. The TA facilitates uptake of EGS particularly off-grid renewable energy and energy efficient technology solutions in their villages by mobilizing groups such as end-users and enterprise partners (i.e., EGS seller, distributor). Each group will receive seed capital assistance through a two-stage roll-out of technology solutions— direct access to standalone solar-based off-grid solutions comprising a selected range of quality SHSs (RE) and clean cookstoves (EE/life improving products)—via a performance-based approach (PBA) (for example, 60% of SHSs and clean cookstoves to be rolled out in first phase and 40% contingent on meeting performance criteria). It is envisaged that village groups can benefit from access to modern off grid technology solutions and entrepreneurial opportunity in a manner that ensures economies of scale (for example, participating groups will receive access to supplier/network for negotiated pricing to allow them to purchase at supplier price and to sell individually to group-members and households at retail/ prevailing market price).

Women-members can purchase technology solutions for end-use consumption or sell to other households in their villages on an installment basis (for example, 25% upfront payment with the remaining balance to be paid within a specified period). Women-members will be trained, coached and mentored on a variety of topics meant to improve their entrepreneurial capacities including enterprise skills, marketing (B2C/C2C), dispute resolution and payment collection, financial management and literacy. In addition, each group will receive IEC on green technology solutions and coaching for credit rating appraisal to help establish their loan eligibility status. To trigger release of final (second) inventory procured through this TA, and following PBA, the participating groups must meet two key performance criteria including (1) indicative cost recovery rate of 70% (collected payments from group-members and households who purchased technology solutions from the initial inventory under this TA); and (2) micro-credit rating appraisal as set out by banks (pre- and post-intervention ratings to be determined by service provider). Second criteria will ensure that groups and their members have access to green microloans after TA completion.

Cost recovery scheme is designed such that it can become a revolving capital of participating groups, as a means to finance succeeding inventories for green technology solutions (after TA completion) and in continuing operations and training of requisite local workforce (i.e., IEC, training of new women sellers, payment collection, repair, maintenance, etc.).

Additional details are available in the TA on Energy (See Annex 1).

1.3 Preparation of a procurement plan for the purchase of technology solutions under the TA and a strategy for engagement of 1–3 technology supplier/s as potential long-term partners to ensure access to technology and training of participating groups after TA completion

The service provider will identify technology suppliers for SHSs and clean cookstoves and undertake procurement of these technology solutions via a competitive bidding process. For SHSs, a key criterion is it must guarantee safe and reliable light for studying, farming, and cooking, and replaces health-hazard kerosene (preferably certified by Lighting Global). The service provider will identify a range of cost-efficient options (up to three options) depending on household needs/requirements for daily use (i.e., 40W–200W) and household income levels of selected villages in Magway. For example, a most basic (least cost) SHS option should have a capacity to power up to three devices for up to five hours per day (i.e., one mobile phone charger, one LED lamp, and one rice cooker). The service provider is expected to procure a combined quantity of 500 RE/EE technology solutions, comprising 60% –70% of SHSs (300–350 pieces) and 30%–40% of cookstoves (150–200 pieces). GRSP has prepared an initial market research on the range of SHSs that are available locally from five suppliers and the service provider can build on this information to determine most cost-effective technology solution options for villages.

The procurement plan will also provide details on the arrangements between the service provider and technology supplier, particularly in terms of installation and requisite technology-related trainings that will be conducted by supplier and service provider with beneficiaries (for use of technology) and participating groups (for repair and maintenance) during the TA, as well as arrangements for repair/maintenance after the project is completed.

The service provider will ensure that technologies are procured and available sufficiently to allow a phased roll out (explained in Output 2 below).

1.4 Design and structure of a series of adaptive capacity development trainings (bilingual) and tailored coaching including topics on enterprise skills development and financial literacy, and methods of engagement with participating group-beneficiaries, step-by-step mentoring for actual C2C/B2C activities, and IEC and communication strategy to ensure and sustain engagement of group-beneficiaries and their commitment to train members and others who may be interested to engage in a similar opportunity such as female-headed households within their villages over the TA period.

2. Phased-roll out of technology solutions, adaptive mentoring and enterprise skills coaching (main deliverable)

Based on the implementation plan developed pre-incubation (Activities 1.1–1.4 of Output 1), the service provider will incubate the business model. This includes releasing and installing of technology solutions via PBA supported by a series of capacity development trainings which are technology-related (use, repair and maintenance) and economic (e.g., enterprise skills, financial literacy), and guiding participating group-beneficiaries with actual B2C/C2C activities to ensure cost recovery, starting with the first pilot village. During the implementation, the service provider will also facilitate access of group-beneficiaries to technology supplier to ensure their access to supply and technology-related trainings after TA completion.

The service provider will prepare bimonthly progress reports, with the first progress report submitted two months from inception.

3. Submission of completion report to UNDP

The service provider will prepare an ex-post report based on learning and evaluation assessment of incubating the Impact model including recommended iterations to installment payment options (based

on actual implementation during the first roll out), and feedback from participating group-beneficiaries on implementation of results-based/PBA. The service provider will also recommend a business growth strategy for participating group-beneficiaries with the aim of expanding or replicating the impact model in other parts of Myanmar. The strategy will identify new or additional EGS technology solutions and environmentally preferable products that the group-beneficiaries can venture into based on emerging consumer needs and expectations in their villages (for example, LED bulb, water purifier, recycled sanitary pads).

Working under the overall guidance of the Project Manager/Chief Technical Advisor, GRSP, and closely, with Environmental Goods and Services/Green Business Consultant and GRSP Project Team, GRSP, the service provider will deliver the following key outputs:

1. An inception report to illustrate the approach to the consultancy requirements, including risk mitigation and management. Inception report will also include deliverables 1.1 and 1.2, as follows: recommended three pilot villages, a list of up to 10 group-beneficiaries, recommended iterations of Impact/Business model, options for installment payment scheme for the initial roll out of technology solutions, results-based criteria for PBA and cost recovery scheme (for the release of initial/ first inventory of technology solutions under this TA). Inception report will be submitted two weeks from start of contract.
2. An implementation plan that includes deliverables 1.3 and 1.4, as follows: procurement plan and capacity development design and scope.
3. First progress report detailing implementation progress in first pilot village.
4. Second/ final progress report detailing implementation progress in first and second pilot villages.
5. An ex-post/completion report with recommendations to UNDP, including communications materials from the field, such as high-quality photos and video clips.

C. INSTITUTIONAL ARRANGEMENTS

- The Service Provider will take full responsibility for the overall management of activities, and bear all substantive, operational, financial and monitoring responsibilities. The Service Provider will provide progress reports, as per agreed schedule, including detailed updates on implementation progress, results achieved, challenges, forward planning and financial delivery.
- The Service Provide will assume full responsibility for the safety and security of their staff.
- The service provider will report to the Project Manager/CTA, GRSP, of UNDP Myanmar. They will work closely with the GRSP project team and the green business international consultant who will provide technical advice and approve the methodological approach throughout the TA implementation on energy.
- All data collected, results and outputs of the study will be transferred to UNDP by the service provider.
- The service provider is expected to arrange and cover the costs of transportation and accommodation, and other administration and logistics associated with the assignment. The service provider is expected to arrange those expenses within the limits of overall contact budget.
- The service provider is also required to comply with the UN security directives set forth under http://dss.un.org.
- The service provider will be given access to relevant information necessary for execution of the tasks under this assignment.

- The service provider is responsible for providing own laptop computers and mobile phones, and all other equipment for use during this assignment; the service provider must have access to reliable internet connection.
- The Service Provider will be expected to possess complete project management set up, including for administrative and operational matters. UNDP will not provide any administrative support.
- The service provider must ensure UNDP visibility in the roll of activities and help facilitate UNDP monitoring visit/s to the sites.
- Payments will be made upon submission of deliverables and upon acceptance and confirmation by the supervisor.

D. DUTY STATION AND DURATION OF ASSIGNMENT

The work will be undertaken over a period of up to nine months, starting in October 2021. In accordance with expected outputs and deliverables, the service provider submits reports to Project Manager/CTA, GRSP for reviewing outputs, comments, and certifying approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the service provider should notify the Project Manager and CTA, GRSP in advance to take necessary steps.

E. LOCATION OF WORK

Magway region.

F. QUALIFICATIONS REQUIRED

The contracted service provider shall meet the following criteria:

- At least 10 years of experience in support of green business development internationally and in Myanmar; proven operational experience with deploying renewable energy and energy efficiency generation solutions in Myanmar is an advantage
- Relevant experience in designing and implementing impact/business models for off-grid access and rural enterprise development; demonstrated ability to conduct tailored mentoring and coaching support to community-based/self-organized groups is preferred
- Demonstrated understanding of the potential for green technology development and investments to contribute to universal electricity access, environmental and human development outcomes and of the structure and operation of green businesses in Myanmar
- Experience working in, and knowledge of community capacity building and engagement in Myanmar; experience in training and coaching women-led savings groups on a variety of enterprise and financial skills development is an advantage
- Excellent communication and presentations skills particularly report and documentation writing in English and Myanmar Language
- Demonstrated capacity to work in a consultative manner, good networking and capacity to deal well with people
- Proficiency in Use of MS Office and IT tools
- Demonstrated ability to produce high-quality reports
- Strong communication ability in English and Myanmar Language

Team Composition:

The service provider will have a team of international experts comprising a team leader, lead business operations specialist and lead learning, monitoring and compliance specialist. To ensure operational presence locally, the service provider will have a counterpart team of national experts comprising core project staff responsible for project management, project administration, stakeholder engagement and IEC support; and capacity development/ subject matter specialists/ trainers.

1. Team of International experts

1.1 Team Leader

The Team Leader will be responsible for overseeing the design, implementation and execution of all TA activities and delivery of all 3 outputs.

- Master's degree in business administration, sustainability development, renewable energy engineering, or related field
- At least 10 years' corporate and entrepreneurial experience across B2C/C2C sales, marketing, project management and engineering in Myanmar and other countries; experience in implementing capacity development to community-based/self-organized groups and individuals willing to engage in economic activities that can be supported by the TA is an advantage
- Demonstrated leadership and passion for green business development and women empowerment to create traction and value in communities
- Problem solver and solutions oriented, with strong conflict resolution and networking skills
- Very good multi-stakeholder understanding with strong focus on rural enterprise development and private sector. Experience of working with UN agencies an advantage
- Excellent understanding of impact investing, gender equality, entrepreneurship, and economic dynamics and actors in Myanmar
- Very good understanding of off grid energy solutions in Myanmar and existing challenges, start up and investors landscape
- Excellent English and Myanmar language skills.

1.2 Lead Business Operations Specialist

The lead business operations specialist will be responsible for overseeing field operations and the procurement arrangements including deployment of technology solutions to participating-beneficiaries guided by the impact model design, and technology installation for end-users and technology-related trainings for both participating group-beneficiaries and end-use consumers. The specialist will provide an intuitive guidance related to field operations to core project staff and national capacity development trainers.

- Master's degree in business administration, sustainability development, or related field
- Minimum 10 years of relevant work experience in rural enterprise development and impact investment; experience in B2C/C2C an advantage
- Regional experience in purchasing and logistics of green technology solutions including managing quality, cost and efficiency; experience in rolling out green technology solutions in post-crisis settings an advantage
- Experience in mentoring community-based and self-organized groups on operational efficiency and supply chain management and determining how operations can be improved to better meet the needs of the groups; experience in supporting rural women and business development in Myanmar.
- Excellent understanding of impact investing, gender equality, entrepreneurship, and economic

dynamics and actors in Myanmar
- Ability to think out of the box to influence behavioral change and perception while maintaining strong focus on community impact.

1.3 Lead Learning, Monitoring, and Compliance Specialist

The lead learning, monitoring and compliance specialist will be responsible for designing a series of capacity development trainings (all non-technology related) and tailored coaching to participating group-beneficiaries based on the needs of participating group-beneficiaries and in implementing them, guided by the impact model design. The specialist will also be responsible for the preparation of training modules and overseeing national capacity development trainers.

- Master's degree in economics or related field
- Minimum 7 years of increasingly senior roles in designing and implementing adaptive capacity development of communities and households; experience in post-crisis settings a plus
- Demonstrate the highest degree of integrity throughout all TA activities and raise any concerns with implementation quality while maintaining focus on community impact; experience with off-grid technology solutions projects or similar development funding programs a plus
- Strong quantitative and qualitative monitoring and evaluation skills
- Highly developed innovative problem-solving ability
- Experience in utilizing data for creative communication an advantage
- Strong interpersonal, writing and oral presentation skills in English; Myanmar fluency an advantage.

2. Team of National experts

2.1 Core Project team

Project Manager

- Bachelor's degree and/or comparable experience in the fields of business administration, or related field
- Minimum of 7 years of administration experience with demonstrated experience in field operations and management; preferably, experience in implementing capacity development to community-based/self-organized groups in Magway region or similar settings
- Computer literacy and competency in use of Microsoft Office software
- Demonstrated leadership and passion for green business development and women empowerment to create traction and value in communities
- Problem solver and solutions oriented, with strong conflict resolution and networking skills
- Very good multi-stakeholder understanding with strong focus on rural enterprise development and private sector. Experience of working with UN agencies an advantage
- Ability to establish priorities and to plan, coordinate and monitor activities
- Ability to independently and proactively work as a team member with minimum day-to-day oversight
- Strong interpersonal, writing and oral presentation skills in Myanmar; English fluency is required.

Project administration, Stakeholder engagement and IEC support

- Bachelor's degree and/or comparable experience in the fields of administration, international relations, communications, or related field
- Minimum of 5 years of relevant experience
- Computer literacy and competency in use of Microsoft Office software

- Strong innovative problem-solving skills
- Demonstrated knowledge of community management and engagement (especially for women-led enterprises)
- Experience in supporting women and green business development in Myanmar an advantage
- Ability to organize regular collaboration, learning, advocacy and communication events
- Ability to establish priorities and to plan, coordinate and monitor activities
- Ability to independently and proactively work as a team member with minimum day-to-day oversight
- Ability to provide administration support
- Strong interpersonal, writing and oral presentation skills in Myanmar; English fluency is required.

2.2 Capacity development trainers/ subject specialists

- Bachelor's degree in economics, business management, financial management or related field
- Minimum 7 years of experience in designing a series of training modules on a variety of topics relevant to the TA (i.e., financial management and literacy, enterprise and practical business skills, repair and maintenance of technology solutions) and delivering them in a manner that effectively improves one's intuitive understanding; experience in post-crisis settings a plus
- Experience training and coaching community-based and self-organized groups; experience in mentoring women-led groups a plus
- Strong interpersonal, writing and oral presentation skills in Myanmar; English fluency is required.

G. PAYMENT SCHEDULE

Payment for contracted organization will be made upon certification of work accomplished and delivered by the contracted organization. The payment instalments will be as follows:

Deliverable No.	Description of deliverables	Timeline	Payment
1	Upon satisfactory submission of inception report, including deliverables 1.1 and 1.2.	2 weeks from the start of the assignment	20%
2	Upon satisfactory submission of implementation plan, including deliverables 1.3 and 1.4	3 weeks from the start of the assignment	30%
3	Upon satisfactory submission of first progress report detailing implementation progress in first pilot village	10 weeks from the start of the assignment	20%
4	Upon satisfactory submission of second/ final progress report detailing implementation progress in first and second pilot villages	24 weeks from the start of the assignment	20%
5	Upon satisfactory submission of a report on completion and recommendations to UNDP	36 weeks from the start of the assignment	10%

H. RECOMMENDED PRESENTATION OF OFFER

Interested firms are requested to submit technical and financial proposals as part of their application. The technical proposal should contain the following information:

1) Detailed description of the proposed methodology and approach to accomplish the outputs of the TA;
2) Scope of work including specific activities and outputs to be undertaken completing the sets of deliverables;
3) Expertise that will constitute the proposed team that will undertake the assignment, together with the team management structure, with clear specification of the roles of individual personnel;
4) Work plan including time allocations for major activities.
5) COVID-19 and security risk mitigation plan explaining how the service provider will ensure the safety of its staff
6) Strategy for adhering to UNDP Social and Environmental Standards. See the link to check UNDP SES https://info.undp.org/sites/bpps/SES_Toolkit/Pages/Homepage.aspx)

7) Visibility for UNDP and relevant donors

The financial proposal shall contain the information on budget management and detailed budget allocation for those tasks that are needed for the assignment. Possible budget heading may include costs for the personnel, materials, travel, per diem, communications, logistics, administration, stationeries, equipment rental, administrative overheads, etc.

I. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

Cumulative Analysis
The award of the contract shall be made to firms whose offer has been evaluated and determined as;

1) Responsive/compliant/acceptable, and
2) Having received the highest score
   · Technical Criteria weight: 70 %
   · Financial Criteria weight: 30%

The technical proposals will be evaluated as per the following criteria.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	40%	400
2.	Proposed Methodology, Approach and Implementation Plan	30%	300
3.	Management Structure and Key Personnel	30%	300
	Total		1000

Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	40%	400
	-Previous experience designing and implementing renewable energy and energy efficiency off-grid projects, green technology procurement and deployment, and rural enterprise development in Myanmar *Minimum 3 designed and implemented in Myanmar- 100 points for such projects; 10 points for each additional project; maximum up to 100*		*200*
	-Ongoing partnerships with private sector, green business players, including green technology providers, capacity development service providers, investors and impact investors in Myanmar and other countries *Minimum 2 projects executed in partnership with at least one or more green business players, bankers, investors and/or impact investors; 25 points for 2; 5 points for each additional project; maximum up to 50*		*100*
	-At least 2 previous projects on designing and implementing adaptive capacity building on enterprise skills development, business operations, and renewable energy and energy efficiency technology solutions adaption and adoption, including for self-organized groups led by women in Myanmar and other countries *30 points for 2 previous projects; 10 marks for each extra (maximum up to 70)*		*100*
2.	Proposed Methodology, Approach and Implementation Plan	30%	300
	Context		
	-To what degree does the Proposer understand the task and objectives?		*100*
	-Does the proposal demonstrate an understanding of the project context and the current challenges (security, pandemic) and has this been properly used in the preparation of the proposal?		*100*
	Methodology		
	-To what degree does the Proposer's approach to delivery of the project meet requirements? Is the sequence of activities and the planning logical, realistic and promise timely delivery of outputs?		*50*

Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
	Planning and Delivery		
	-Is the scope of task well defined and does it correspond to the TOR?		*50*
3.	Management Structure and Key Personnel	30%	300
	Team Leader		
	-At least 10 years of experience in implementing sustainable development projects including renewable energy and energy efficiency projects in rural settings in Myanmar and other countries		*30*
	-First-hand entrepreneurial work experience with a demonstrable ability to manage startup & entrepreneurial programmes (B2C/C2C) and providing technical expertise in the areas of green business development, sustainability reporting, impact investment, gender, and economic empowerment in Myanmar		*20*
	Business Operations		
	-Experience in purchasing and logistics of green technology solutions and in managing quality, cost and efficiency; experience in rolling out green technology solutions in Myanmar and post-crisis settings an advantage		*30*
	-First-hand experience in mentoring community-based and self-organized groups on operational efficiency and supply chain management in Myanmar		*10*
	Learning, Monitoring and Compliance		
	-Experience in setting up monitoring, evaluation and learning systems, procurement and logistics, and due diligence process for development projects		*30*
	Project Management		
	Experience in project management and administration in Magway region and in similar post-crisis settings		*30*
	Project administration, Stakeholder engagement and IEC		
	-Experience with multi-stakeholder engagement, including with private sector. Experience of working with UN agencies is an advantage		*20*
	-Experience in IEC and communications strategy design and implementation on topics related to RE/EE		*10*
	-Experience in project administration		*10*

Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
	Capacity development		*10*
	-Experience in designing and delivering a series of training modules on a variety of topics relevant to the TA (i.e., financial management and literacy, enterprise and practical business skills, repair and maintenance of technology solutions)		*70*
	-Experience in training and coaching community-based and self-organized groups including those led by women in rural settings		*20*
	-Proven network of local capacity development trainers/ subject matter experts		*10*
	Total		1000

Only those firms obtaining a minimum of 70% in the technical evaluation will be considered for the financial evaluation.

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 Points] x [USD lowest] / [USD other] = points for other proposer's fees.

The contract shall be awarded to the applicant who receives the highest cumulative score.

J. APPROVAL

This TOR is prepared by:
Kareff Rafisura, Project Manager & CTA

Signature: Kareff Rafisura

Date: 14-Oct-2021

This TOR is approved by:

Pem C. Wangdi
Officer-in-Charge, Chief of Unit, Sustainable and Inclusive Growth

Signature: 

Date: 14-Oct-2021

Adnan Cheema, Deputy Resident Representative, UNDP Myanmar

Signature: 

Date: 14-Oct-2021