

United Nations Development Programme



TERMS OF REFERENCE

Assignment Title	Environmental Goods and Services (EGS) – Enhancing Waste-as-Resource and Circular Economy Solutions in Textile and Garment Industry
Project	Governance for Resilience and Sustainability Project
Type of Contract	Professional Contract for Services
Contract Period	8 months starting in October 2021
Supervisor	Project Manager/CTA, Governance for Resilience and Sustainability Project
Location	Hlaing Thar Yar Township and Yangon
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, investing in green business as a COVID-19 economic response strategy makes economic sense and 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 the UNDP Strategic Plan, 2022–2025, and the Community First Programme's (2021-2023) Private Partnership Sector Project of the Myanmar Country Office.

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 coup and pandemic. Through the TAs, GRSP's

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.

EGS component will be appraising 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 provider and user of EGS.

About the Technical Assistance on Garment

Rationale

Myanmar's garment industry had been growing at an impressive pace over the past decade following economic reforms undertaken since 2011. From 2012 to 2018, the value of exports increased fivefold, from US\$900 million to US\$4.6 billion according to official Myanmar Garment Manufacturers Association data.² Between these years, there were more than 500 factories that provided jobs to more than half a million workers, many of them young women, according to the same sources. Pre-pandemic, the industry was seeing more growth than any other sector, on track to creating up to 1.5 million jobs by 2020 and bringing economic expansion in global markets.³

Globally, the textile sector alone is responsible for 6% of GHG emissions and 10%–20% of the global pollution from pesticide use; one-fifth of industrial water pollution is generated from washing, solvents, and dyes used in manufacturing textiles; and about 20%–35% of microplastics used by the industry, flows into the ocean according to a McKinsey Report (2019).⁴ At the local level, unsustainable practices in the garment industry present economic and health challenges to communities. One such example is Hlaing Thar Yar (HTY) township, Yangon's garment hub with a major export-oriented industrial base.

In 2020, HTY was home to more than 150 garment factories, many of which are export-oriented, either foreign owned or joint venture.⁵ Waste from garment factories is contributing the clogging of age-old drainages, further contributing to the worsening flooding situation in HTY. Frequent flooding in the township has routinely caused significant loss of property, income, and livelihood⁶, and this has sometimes led to many poor residents being displaced and cut off temporarily from economic and vital services. Notwithstanding this, the pandemic and coup turmoil had further depressed economic activity and deteriorated social conditions, driving many factories to close, and many to unemployment and on poverty line, or abandon their homes altogether.⁷ According to EuroCham Myanmar's preliminary survey, about a quarter of workers had already lost their jobs with garment factories closing temporarily and permanently due to concerns of safety in some Yangon townships.

2 Garment Guide, by EuroCham Myanmar (2020). Available at: <https://eurocham-myanmar.org/wp-content/uploads/2021/01/Garment-Guide-2020.pdf>

3 The Myanmar Garment Manufacturers Association (MGMA) launches 4 new products to support the sustainable and inclusive development of the industry (Available at : https://www.ilo.org/yangon/press/WCMS_736631/lang-en/index.htm)

4 Amed, I., Berg, A., Balchandani, A., Hedrich, S., Rolkens, F., Young, R. Jensen, J., and A. Peng. 2019, November 20. The State of Fashion 2020: Navigating uncertainty. *McKinsey & Company*. Retrieved from <https://www.mckinsey.com/industries/retail/our-insights/the-state-of-fashion-2020-navigating-uncertainty>.

6 Haga, C. 2019, May 22. Myanmar: Ensuring a safer and cleaner living environment in the most densely populated area. *Finnish Red Cross*. Retrieved from <https://www.redcross.fi/news/20190522/myanmar-ensuring-safer-and-cleaner-living-environment-most-densely-populated-area>.

7 UNDP, April 2021. Rapid Needs Assessment: Hlaing Thar Yar Township, Yangon, Myanmar.

Today, more than one-third of Yangon's approximately 370,000 informal settlers live in HTY⁸, rendering them disproportionately vulnerable to the effects of waste induced flooding and slower to rebound as conflict and pandemic continue to cause instability in the country. Without business-oriented solutions, innovative responses, and improved human capital in this township, economic losses from waste-induced flooding can make the process of urban poverty reduction and sustainable development more difficult to achieve.

Value addition of GRSP support

The added value of the TA on Garment in HTY is in enabling circular economy solutions to reduce waste-induced flooding, thereby improving the well-being of communities that are most affected by it, particularly the poor and informal settlers, and ensuring it is inclusive post crises recovery. The TA aims to strengthen the capacities of local garment entities directly and harness the ingenuity of communities' response to waste-induced flooding by engaging them to co-create solutions and achieve flood prevention together with other economic benefits.

Treating waste as resource (i.e., resource recovery, product life extension, circular supplies) effectively diverts recyclable material from being dumped in drainages and open spaces unnecessarily or at waste disposal facilities, thereby reducing waste induced flooding. Waste-as-resources solutions in HTY's context rest on the principle that waste management should combine the local productive capacity and innovation capabilities of garment industries and nurture the business ecosystem around them (potential of local enterprises and communities to produce an Environmentally Preferable Product and Services from garment waste stream). The participation and inclusion of communities are essential in any effort to improve industrial waste management in HTY. By soliciting solutions from communities directly through innovation challenge, the TA will facilitate the creation of products from waste that are relevant and responsive to challenges that are facing them daily (e.g., improved housing conditions through eco-lumber use).

Overall, this TA helps to achieve the UNDP Strategic Plan, 2022-2025 which aims to help 100 million people escape multidimensional poverty and the Community First Programme's (2021-2023) Private Partnership Sector Project of the Myanmar Country Office which will support the private sector in Myanmar to engage in responsible business conduct and practices and promote private sector investment in sustainable development.

The project requires the engagement of a service provider to deliver the Innovation Challenge (main deliverable). The service provider will also carry out capacity development activities with garment entities and in raising awareness at community level.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

The service provider will implement the TA activities related to the innovation challenge for communities and capacity development for garment entities.

1. Design and deliver the Innovation Challenge (main deliverable) (Starting October 2021)

⁸ Hlaing Thar Yar is reported to have the highest number of informal settlements (181 out of 423 in Yangon), according to results of a recent survey of UN-Habitat (2020). Source: UN Habitat. 2020. Yangon Informal Settlements – Resettlement Programme (YIS-RP): Survey II Report. Retrieved from <https://reliefweb.int/sites/reliefweb.int/files/resources/Yangon%20Informal%20Settlements%20%E2%80%93%20Resettlement%20Programme%20%28YIS-RP%29%20%E2%80%93%20Survey%20II%20Report.pdf>.

GRSP developed the initial approach and methodology for the Innovation Challenge, “Creating Upcycled Products from Garment/Textile Waste” (IC) (see Annex 1) which may be used as a starting point.

The IC will find new, innovative, and entrepreneurial ways to address the waste problem by exploring potential product innovations that can be developed/produced from HTY’s garment waste stream. The aim is to promote circular economy solutions locally through treating garment/textile waste as a raw material for new/ alternative products with high local impact potential in the community. Some examples include using recycled product content, fiber, and fabric in new fashion and home products, and recycled plastics for creating new construction/ building materials (e.g., eco-lumber/ eco-bricks). The current scope of draft IC focuses on product innovation. The service provider will explore the potential to add technology innovation during refinement.

For product innovation theme, the target participants are non-private sector including women-led associations and youth groups based in and around HTY and Yangon City with a suggested target representation of 70% from participants from HTY and 30% from other parts of Yangon.

IC is designed such that participants will receive tailored coaching and adaptive mentorship at every round on aspects that will help them internalize and develop their innovation ideas more concretely. Topics can include product/technology/ process development as these relate to circular economy, business plan including market potential locally and impact on communities, functional aspects (i.e., marketing, production, financing), as well as motivational and behavioral aspects. Winning teams will in addition be offered mentoring support to guide them with fund management (prize monies) and help them appraise their credit status rating.

Pre-implementation

The service provider is expected to deliver an Implementation Plan with the following key components:

1.1 Review and refinement of design and methodology based on previous innovation challenges in the same industry sector/region and similar events undertaken (i.e., ADB, UNDP). This will include looking into broadening the scope beyond product innovations; for example, inclusion of technology innovation with cost component (prize monies), and the requisite requirements for adding technology providers as target participants (e.g., legally incorporated in Myanmar, intellectual property rights through licenses or to use the technology solution proposed). This will also include developing the final themes, refining the number of rounds, mechanics and what activities/ nature of coaching will go into every round.

1.2 Development of eligibility requirements for participation and composition of target participants/ representation based on gender, theme (i.e., product innovation, technology), and geography (e.g., 70% from HTY township and 30% from surrounding areas/Yangon for participants of product innovation theme). This will also include the development of criteria and scoring systems to advance to the next level/round of competition.

1.3 Identification of modes of engagement and virtual platforms that allow up to 100 concurrent users. The service provider will make use of a virtual platform that enables participants to connect more spontaneously and authentically with the coaches/mentors they interact with. One such example is Gather town, which combines video calling with fun features in a custom 2-D world. The service provider will ensure that such a web conferencing application has user-friendly functionality and can work with existing technology in Myanmar.

The service provider will identify up to two virtual platform options with strong security (i.e., domain-protected, password-protected) and moderator tools features. The selected platform should also allow asynchronous chat channels and discussion boards.

1.4 Identification of format for content delivery at every round of IC and post competition. This can include coach-led discussions, instructional videos created or curated by coach/mentor, asynchronous team-based activities, asynchronous Q&A using chat channels or discussion boards, small group discussions and workshops using online break out rooms.

1.5 Design and structure of generic and tailored coaching (Bilingual) for every round. Coaching will focus around areas that will help participants/ groups to develop their ideas and internalize the process from a circular economy perspective and value addition commensurate with market and impact potential. This will be complemented by enterprise/business and financial literacy coaching to improve business potential and access to equity and capital. Post winning stage, dedicated mentorship support will be offered to guide winning teams with fund management and in facilitating credit access by helping them appraise their eligibility and credit status rating (e.g., basic trainings on bookkeeping practice to improve behavior towards savings and credit repayment).

The service provider is responsible for properly vetting coaches/mentors and determining a balanced line-up from its network of in-house experts and external specialists, as well as judges. Coaching includes technical (product/technology/ process) innovation and functional aspects (i.e., economic, business plan, marketing), as well as motivational and behavioral aspects.

1.6 Development of IEC strategy, teasers and communication materials for launching the event. This includes how the IC is strategically disseminated, taking into account target participants and geography of start-ups and innovators locally.

1.7 Identification of Innovation Challenge partners/ co-hosts

The service provider will explore and leverage potential partnerships with private sector and non-government players: up to two external partnerships with complementary expertise, experience and strategic presence in line with IC themes. The potential implementation partner can come from business associations and chambers of commerce with compliance with the principles and best practices in line with sustainability, waste management, or circular economy; or venture philanthropy organizations that work closely with breakthrough innovators; and similar I/NGOs that support platforms that connect entrepreneurs in frontier markets.

Implementation of Innovation Challenge

The service provider will roll out the innovation challenge based on themes, which may be done sequentially or simultaneously depending on the implementation plan. During the roll out, the service provider will facilitate all events in every round of the competition, including guiding and assessment of participants in close coordination with judges, and ensuring both participants and coaches/mentors are well engaged synchronously and asynchronously at every level of the IC.

1.7 Roll out of Innovation challenge for Product innovation component: call for Expressions of Interest and assessments of submissions, Innovation challenge proper, and post-winning mentoring support

For technology innovation component, the service provider may roll this out sequentially (depending on implementation plan) including undertaking call for Expressions of Interest and assessments of submissions, Innovation challenge proper, and post-winning mentoring support.

The service provider will prepare two progress bulletins, with the first bulletin submitted one month from inception. The service provider is also expected to provide online content (Bilingual), well-crafted for dissemination and outreach purposes, to be updated periodically and made available on its own website, as well as UNDP website.

1.8 Submission of Innovation Challenge Documentation in multimedia format (bilingual format)

Based on collection of interviews with participants, coaches/mentors, and judges, the service provider will prepare an interactive report detailing all innovations/ ideas presented during the competition, and product-specific and functional requirements for development based on feedback from coaches/mentors. This is meant to provide a visual documentation on a variety of waste-as-resource solutions in garment industry that could be presented to a wide range of audiences including garment businesses, communities/ households and potential venture partners. Also, this will guide the functional aspect of the science-based/circular economy assessment report (undertaken separately by UNDP).

2. Delivery of a series of capacity development activities for garment entities in HTY (Starting February 2022)

This involves activities that contribute directly to Output 1 of the TA on Garment (Output 1: Knowledge and capacities of garment entities to apply innovative waste management), which places emphasis on the garment industry firms including:

- Review, assessment and selection of training workshop offerings based on the level of circular economy implementation/practice of 30–40 garment entities in HTY.
- Organize high-level workshops with garment industry leaders from 30–40 garment factories to broker actionable commitments that will address how to bring more effective implementation of circular economy practices with a focus on Extended Producer Responsibility (EPR) and waste-as-resource solution.
- Conduct a series of deep-dive workshops for technical representatives from 30–40 garment factories on basic and advanced topics of circular economy.
- Develop Circular Economy Assessment Report: Research, analysis and identification of at least 5 product/process innovations that can be developed from garment waste streams based on life cycle assessment and material flow analysis, technical and market feasibility, and technological and skills capacity of local enterprise ecosystem. This will be based on ground truthing assessment of 3–5 garment factories in HTY; results may be used to cross-validate product innovation ideas solicited through innovation challenge from a science-based perspective.
- Set up coaching program: Identify one garment industry firm, conduct guided site visit and evaluate its industrial waste management practices guided by circular economy principles, suggest concrete areas for improvement including offering intuitive solutions for disposal and recovery of waste.

To ensure delivery of capacity development activities for garment firms, the service provider will work closely with the circular economy international expert (responsible for providing the technical guidance and content knowledge; to be engaged separately by UNDP). More specifically, the service provider will:

2.1 Organize two virtual high-level/ visioning workshops for senior management/garment industry leaders from workshop conceptualization to execution, and post-assessment

2.2 Organize three virtual deep dive workshops on a range of circular economy topics for technical/operations representatives from garment industry firms

2.3 Set up and execute coaching program for one garment firm

3. Development and dissemination of IEC awareness raising materials to communities in poor clusters (Starting April 2022)

UNDP will undertake community-oriented public awareness and outreach on the basics of domestic waste management to poor households and informal settlers. The aim is to improve waste management behavior of 150–200 residents/households through tapping the services of social mobilizers, especially women and young people. Through training of trainers (ToTs), the service provider will tap women and young people from local community groups as social mobilizers. Enabling social mobilizers to train other members in their community through ToTs can help create continuity in raising awareness on domestic waste management at the community level even after the TA has ended. Social mobilizers will be briefed on the content of IEC materials and other basic waste management concepts. They will also be trained on awareness raising and communication techniques, equipping them with skills to effectively disseminate the IEC materials and encourage behavior change in communities.

3.1 Develop IEC materials in print and/or multimedia format (local language) and a dissemination strategy

3.2 Organize two virtual Training of Trainers for 20–30 social mobilizers

3.3 Organize two community events on awareness raising (virtual or face-to-face)

4. Submission of completion and assessment report

The service provider will provide a documentation with recommendations to UNDP on the next steps/ phase of capacity development support based on broader impact of innovation challenge (Task 1), capacity development activities for garment industry entities (Task 2), and community-oriented awareness raising (Task 3), as well as from feedback from participants and beneficiaries.

Working under the overall guidance of the Project Manager/Chief Technical Advisor, Governance for Resilience and Sustainability Project (GRSP), and closely, with Environmental Goods and Services/Green Business, GRSP, the service provider will be responsible for the following activities:

Key deliverables include:

1. An inception report to illustrate the approach to the consultancy requirements, including risk mitigation and management. Inception report will also include Implementation Plan with key components (1.1–1.7). Inception report will be submitted three weeks from start of contract
2. First bulletin on implementation progress of Innovation Challenge and corresponding online/web content (bilingual)
3. Second/Final progress bulletin of Innovation Challenge and updated online/web content (bilingual)
4. An Innovation Challenge Documentation in multimedia format
5. One high-level/visioning workshop on circular economy for 30–40 senior management representatives of garment firms
6. Three deep-dive workshops on circular economy for 50–60 technical representatives of garment firms
7. Execution of coaching program for one garment firm including guided site visit
8. IEC materials for communities and dissemination of the same for 150–200 households
9. Two training of trainers for 10–20 social mobilizers
10. Two awareness raising events on domestic waste management at community level
11. 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 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 implementation of innovation challenge and other activities related to the TA on Garment in HTY.
- The Service Provide will assume full responsibility for the safety and security of their staff.
- 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, subscription to domain-protected virtual applications for Innovation Challenge, and other administration and logistics associated with the assignment. The service provider is expected to arrange those expenses within the limits of overall contract 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. DURATION OF ASSIGNMENT

The work will be undertaken over a period of up to eight 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 work 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

Hlaing Thar Yar township and Yangon

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 designing and execution of innovation challenge covering product, process and/or technology innovations in Myanmar is required
- Sectoral experience in garment industry and thematically, in the areas of circular economy, waste-as-resource strategies, and waste management
- Has exceptional network of mentorship resources, knowledge sharing and collaboration platforms; demonstrated ability to tap into networks of young innovators is an advantage
- Demonstrated ability to convene senior management and technical representatives from key industries; experience in organizing/facilitating high-level/visioning and deep dive workshops from garment industry is preferred
- Demonstrated understanding of the potential of circular economy principles to contribute to green business, environmental and human development outcomes and of the structure and operation of green businesses in Myanmar
- Experience in building capacities of communities in Hlaing Thar Yar and/or peri-urban Yangon in engaging them
- Experience engaging communities in poor cluster areas and informal settlements is an advantage
- Experience in developing IEC materials in print and multimedia format
- Experience in organizing awareness raising events in communities
- Proficiency in use of highly interactive virtual spaces and platforms (e.g., Gather town)
- 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 and other videoconferencing/web-based applications
- Demonstrated ability to execute workshops and public events, and produce high-quality reports and communication materials
- Strong communication ability in English and Myanmar Language

Team Composition:

The service provider will have a core project team of national experts comprising a Team Leader; Project Manager for innovation challenge; IEC, Learning and Engagement specialist; Events Management and Coordination specialist, and Project Management support. For the innovation challenge component, the service provider will have a roster of nationally recruited resource persons with subject matter expertise (serving as coaches and mentors)

1. Core project team:

1.1 Team Leader

The Team Leader will be responsible for overseeing the design, implementation and execution of all activities leading to the delivery of 4 outputs

- Master's degree in business administration, sustainability development, material science engineering or related field
- At least 10 years' experience in delivering catalytic and intuitive capacity building activities in the fields of impact investment, circular economy, resource efficiency, and other areas of sustainability; experience in implementing capacity development on a wide range of stakeholders including businesses, non-private sector entities and households/communities in Myanmar an advantage
- Demonstrated leadership and passion for green business development, innovation, and women and youth empowerment to create traction and value in communities
- Demonstrate the highest degree of integrity while maintaining focus on community impact
- Problem solver and solutions oriented, with strong conflict resolution and networking skills
- Very good multi-stakeholder understanding with strong focus on green enterprise development and private sector. Experience of working with UN agencies an advantage
- Excellent understanding of green business ecosystem, impact investment, gender equality, and economic dynamics and actors in Myanmar
- Very good understanding of waste-as-resource solutions in Myanmar and existing challenges, start up and investors landscape
- Excellent English and Myanmar language skills.

1.2 Project Manager for Innovation Challenge

The project manager will be responsible for providing content and quality assurance, leading the design and execution of Innovation Challenge.

- Master's degree in business administration, sustainability development, or related field
- Minimum 7 years of increasingly senior roles in delivering competitions on innovations in Myanmar; experience in circular economy strategies and crisis settings an advantage
- Experience in providing coaching/mentorship support on a variety of topics in sustainability including technical and functional aspects of innovation ideas; experience in supporting women

and young people in Myanmar an advantage

- 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 IEC, Learning and Engagement specialist

The specialist will be responsible for providing content (print, online, and multimedia format) and quality assurance, and execution of all activities related to communications and IEC for all 4 outputs. For innovation challenge, the specialist will be responsible for overseeing the design and structure of generic and tailored coaching (Bilingual) in every round and ensuring they are coherent, and in determining a balanced line-up from its network of in-house experts and external specialists.

- Master's degree in communications, social science, or related field
- Minimum 7 years of experience in designing IEC and communication strategy for a wide range of audiences and their effective execution; experience in post-crisis settings a plus
- Community awareness, appreciation and strong engagement skills with diverse stakeholders
- Highly developed innovative problem-solving ability
- Adept at communicating with partners and senior executives, both written and verbally.
- Proficient in use of interactive communication tools using technology as a platform to deliver messages and content
- Experience in utilizing data for creative communication an advantage
- Strong interpersonal, writing and oral presentation skills in English; Myanmar fluency an advantage.

1.4 Events Management and Coordination specialist

The Events Management and Coordination specialist is responsible for overseeing the planning, coordination, delivery of events including high level and technical workshops for garment industry firms, training of trainers and awareness raising for communities/households, including post assessments. The officer will also ensure successful delivery of Innovation Challenge events (i.e., launching and final, breakout sessions).

- Bachelor's degree and/or comparable experience in the fields of business administration, events management, or related field
- Minimum of 7 years of demonstrated experience in field operations and events management; preferably, experience in organizing events in crisis settings
- 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 events activities
- Ability to work independently and proactively as a team member with minimum day-to-day oversight
- Strong interpersonal, writing and oral presentation skills in Myanmar; English fluency is required.

1.5 Project Management associate

The project management associate is responsible for providing management, administration, monitoring and communications 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 and web-based/ videoconferencing facilities
- Resourceful with strong innovative problem-solving skills
- Experience in supporting activities related to impact investment, 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 work as a team member with minimum day-to-day oversight
- Ability to provide administration and management support
- Strong interpersonal, writing and oral presentation skills in Myanmar; English fluency is required.

2 Roster of Resource Persons (national experts)

Resource persons (subject matter specialists and well-known in their fields) must have demonstrated experience in circular economy and other principles of resource efficiency, business/economic, and other functional aspects of innovation development. For Innovation Challenge, resource persons engaged as mentors/coaches are responsible for providing tailored and adaptive guidance and mentoring to participants.

- Bachelor's degree in economics, business management, financial management, engineering or related field; Master's degree preferred
- Minimum 10 years of experience in mentorship and coaching support to different groups in a structured environment and in delivering them in a manner that effectively improves one's intuitive understanding; experience in post-crisis settings a plus
- Ability to foster motivation and promote creativity while maintaining a strong focus on impact and innovation ideas at hand
- Experience training and coaching community-based and self-organized groups; experience in mentoring young people and women 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 <ul style="list-style-type: none"> • Inception report, including Implementation Plan for Innovation Challenge 	3 weeks from the start of the assignment	20%

2	<p>Upon satisfactory submission of</p> <ul style="list-style-type: none"> • First bulletin on implementation progress of Innovation Challenge and corresponding online/web content (bilingual) 	7 weeks from the start of the assignment	20%
3	<p>Upon satisfactory submission of</p> <ul style="list-style-type: none"> • Second/Final progress bulletin of Innovation Challenge and updated online/web content (bilingual) • An Innovation Challenge Documentation in multimedia format 	24 weeks from the start of the assignment	20%
4	<p>Upon satisfactory delivery of</p> <ul style="list-style-type: none"> • One high-level/visioning workshop on circular economy for 30–40 senior management representatives of garment firms • Three deep-dive workshops on circular economy for 50–60 technical representatives of garment firms • Coaching program for one garment firm including guided site visit 	28 weeks from the start of the assignment	20%
5	<p>Upon satisfactory submission/ delivery of</p> <ul style="list-style-type: none"> • IEC materials for communities and dissemination of the same for 150–200 households • Two training of trainers for 10–20 social mobilizers 	30 weeks from the start of the assignment April 2022	10%
6	<p>Upon satisfactory submission of</p> <ul style="list-style-type: none"> • Two awareness raising events on domestic waste management at community level • An ex-post/completion report with recommendations to UNDP, including communications materials from the field, such as high-quality photos and video clips. 	32 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:

Detailed description of the proposed methodology and approach to accomplish the 4 outputs, leading to the completion of TA on Garment;

- 1) Scope of work including specific activities and outputs to be undertaken completing the sets of deliverables;
- 2) 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;
- 3) Work plan including time allocations for major activities;
- 4) COVID-19 and security risk mitigation plan explaining how the service provider will ensure the safety of its staff;
- 5) Visibility for UNDP and relevant donors.

The financial proposal shall contain 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, stationery, equipment rental, administrative overheads, etc. Prize monies for Innovation Challenge are to be excluded.

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	100%	1000

Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	40%	400
	<p><i>-Previous experience designing and innovation challenge in Myanmar</i></p> <p><i>Minimum 3 designed and implemented in Myanmar- 100 points for such projects; 10 points for each additional project; maximum up to 100</i></p>		200
	<p><i>-Ongoing partnerships with private sector and/or start up ecosystem players, including bankers, investors and impact investors within and outside of Myanmar</i></p> <p><i>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</i></p>		100
	<p><i>-At least 2 previous projects on designing and implementing adaptive capacity building with different groups in the areas of sustainability, circular economy, waste-as-resource solutions, and other areas of sustainability in Myanmar</i></p> <p><i>30 points for 2 previous projects; 10 marks for each extra (maximum up to 20)</i></p>		50
	<p><i>-At least 2 previous projects on designing and organizing high-level and technical workshops for garment firms locally, and community-oriented awareness raising events</i></p> <p><i>30 points for 2 previous projects; 10 marks for each extra (maximum up to 20)</i></p>		50
2.	Proposed Methodology, Approach and Implementation Plan	30%	300
	<i>Context</i>		
	<i>-To what degree does the Proposer understand the task and objectives?</i>		50
	<i>-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?</i>		50

	Methodology		
	<i>-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?</i>		100
	Planning and Delivery		
	<i>-Is the scope of task well defined and does it correspond to the TOR?</i>		100
3.	Management Structure and Key Personnel	30%	300
	Team Leader		
	<i>-At least 10 years of experience in implementing projects on environmental sustainability and capacity development in Myanmar</i>		30
	<i>-First-hand experience in delivering innovation challenge with a demonstrable ability to manage capacity development programmes and providing technical expertise in the areas of green business development, circular economy, sustainability reporting, impact investment, gender, and economic empowerment in Myanmar</i>		20
	Project Manager for Innovation Challenge		
	<i>-Demonstrated experience with designing and delivery of innovation challenge based on circular economy and waste-as-resource principles in Myanmar and other countries; multi-stakeholder engagement, including with youth and women, private sector, and non-government entities.</i>		50
	IEC, Learning and Engagement		
	<i>-Experience in content development, quality assurance, design and execution of communications strategy and IEC</i>		20
	<i>-Experience in designing and delivering generic and tailored coaching and mentorship on topics related to circular economy, resource efficiency and other sustainability topics to different groups</i>		20
	Events Management and Coordination		
	<i>- At least 10 years' experience in planning, coordination, delivery of events including high level and technical workshops, training of trainers and awareness raising, including post assessments</i>		40

	<i>Project Management Support</i>		
	<i>-Experience in Project management and administration support</i>		20
	<i>Resource Persons</i>		
	<i>-At least 10 years' experience in mentorship and coaching in a structured environment on topics related to circular economy, resource efficiency and waste-as-resource strategies to different groups and in delivering them in a manner that effectively improves one's intuitive understanding; experience in post-crisis settings a plus</i>		50
	<i>-Roster of in-house experts and external networks of circular economy experts, private sector, venture partners, start up and innovators</i>		50
	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: 

Date: 14-Oct-2021

This TOR is approved by:


Pem C. Wangdi

Programme Specialist/Team Lead, Urban and Rural Development Unit

Signature: 

Date: 14-Oct-2021

Adnan Cheema Deputy Resident Representative, UNDP Myanmar

Signature:  _____

Date: 14-oct-2021

Annex 1. The Innovation Challenge, “Creating Upcycled Products from Garment/Textile Waste”

Background and Context

Major garment hub Hlaing Thar Yar (HTY) faces flooding far more severe than any parts of Yangon partly due to poor, inadequate and waste-clogged drainage systems. Often, informal settlers and poor residents, representing more than a third of Yangon’s approximately 370,000 informal settlers, are most affected and slower to rebound from waste-induced flooding. This notwithstanding, HTY residents and local garment businesses grapple with store closures, and job and income losses from the coup and the COVID-19 pandemic. Therefore, tackling waste with waste-as-resource solutions (i.e., upcycling) while empowering local communities with entrepreneurial resources can make the process of urban poverty reduction and sustainable development more achievable post-coup and pandemic recovery.

About the Innovation Challenge

To implement the Technical Assistance (TA) on Garment/Waste for HTY, UNDP’s Governance for Resilience and Sustainability Project (GRSP) will launch an open innovation challenge targeting HTY and Yangon City. The Innovation Challenge “Creating Upcycled Products from Garment/Textile Waste” (IC) seeks to find new, innovative and entrepreneurial ways to address waste problem in HTY’s garment industry through engaging local communities in and around HTY. For this IC, more specifically, GRSP seeks to promote garment/textile waste as raw material for value-added products. For example, one area of interest is the use of recycled product content, fiber, and fabric in new fashion and home products. Another example is the use of recycled plastics in the development and production of new construction materials.

The IC contributes to the TA’s medium-term impact: waste-induced flood risks and adverse socio-economic impacts reduced.

Objectives

The Innovation Challenge for Garment Waste aims to award maximum three grants (up to \$10,000 each) that can help

- increase waste-as-resource use; or
- promote material recovery and waste disposal.

Target participants

Non-private sector entities including women-led associations and youth groups based in and around HTY and Yangon City.

Tentative Implementation

This year the challenge will take place in a virtual format with three rounds, which are to be further developed by the service provider:

Ideation: Seven participants (teams) will receive immersive coaching from a service provider and GRSP experts to further develop their ideas into minimum viable products (MVP). An MVP does not have to be a prototype. It must only demonstrate enough future benefits to attract an initial customer base. It

can be fully working products that people can use or buy, or as simple as an explainer video of a product that does not exist yet. Five teams from the first-round event advance onward.

Elevate: Five teams will continue to refine their solutions and submit a revised presentation to the service provider and GRSP judges. They will also receive trainings on basic entrepreneurial skills. During the semi-final round, three teams will be selected for the third/final round.

Final: The three final teams present their solution to a panel of judges from the service provider, GRSP, a private sector chamber of commerce, and a private equity firm/VC. Winning teams will receive pre seed funding to ensure that they get through to the next stage. Winning teams will also receive distinct mentorship support to guide them with fund management and/or help them appraise their eligibility and credit status rating (e.g., basic trainings on bookkeeping practice to improve behavior towards savings and credit repayment). The aim is that these improvements will lead to a good credit rating appraisal and eventually, helping them get qualified for credit lines.

Activities and indicative timeframe

1. Service provider onboarding (October 2021)
2. Call for Innovation Challenge Expressions of Interest and Selection (November 2021)
3. Innovation Challenge Three-Round Roll out (November– December 2021)