Terms of Reference (TOR)

1. Position Information

<table>
<thead>
<tr>
<th>Office/Unit/Project</th>
<th>UNDP Myanmar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Title</td>
<td>Social Protection Expert</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contract (International)</td>
</tr>
<tr>
<td>Duty station (City and Country)</td>
<td>Home-based</td>
</tr>
<tr>
<td>Start / end Dates</td>
<td>1 May 2022 – 30 September 2022</td>
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2. Background

Following the military takeover of the civilian government in Myanmar on 1 February and to direct UNDP’s engagement during this interim period, UNDP has developed interim engagement principles aligned to the broader framework of the UN Country Team’s (UNCT) engagement principles.

UNDP suspended the current programming in the country while undertaking a programme review in line with the Engagement Principles and screening of initial risks in the immediate aftermath of the coup. The engagement principles direct UNDP to ensure that the benefits of programming accrue primarily and directly to the people or local communities without discrimination; that programming supports the strengthening of the rule of law and the protection and promotion of human rights; and that it contributes to preserving, to the extent possible, the democratic space. At the same time, UNDP will ensure that programming does not pose a risk of legitimizing the de facto authorities; having a potential negative impact on human rights, creating a negative conflict dynamic; or presenting potential reputational damage for the United Nations given current circumstances. Programmes and activities aiming at strengthening government institutions, providing policy advice, and/or with participation of government officials will be paused until further notice.

The overall objective of this assignment is to design and conduct an assessment of the social protection system in Rakhine state and develop and propose a prioritized response strategy to be carried out by the UNDP under its Triple Nexus Project. This response strategy is to be designed in close collaboration with relevant key UN and non-UN actors.

3. Scope of Work

The crisis generated by Covid-19 and the military takeover of 1 February 2021 have had a severe impact on the economic conditions of communities in Rakhine State. The so-called “twin crisis” have had a particular impact on poverty levels, with significant repercussions on other social outcomes such as education, nutrition, health, etc. Following the initial findings of the “Impact of the twin crises on human welfare in Myanmar” published by UNDP in November 2021, under the supervision of the Head of Office and Triple Nexus Project in Rakhine, in close coordination with the Rakhine Triple Nexus Project personnel, the consultant will ensure effective and efficient provision of technical, strategic and substantive support, while producing two main deliverables:
1. Design and conduct an assessment of the status of the social protection system in Rakhine State, including:
   - Mapping of existing formal and informal social protection programs (social protection assistance, social care, social insurance, active labor measures), key actors/providers and their coverage,
   - Analysis of the legal and strategic framework of welfare and related policies of both institutional and non-institutional actors
   - Review of social protection budget, administrative and monitoring systems within both formal and informal social protection schemes
   - Stakeholders and users/beneficiary mapping, including dentification of gaps, implementation and administrative issues, and areas for improvement for main social protection schemes/programs
   - Impact assessment of ongoing crisis (Covid 19, economic and security downturn since 2021’s military coup) on the social protection delivery and coverage

2. In close collaboration with UNDP Rakhine field office staff and the UNDP Observatory, and, as appropriate, in close coordination with other UN agencies, draft UNDP’s social response strategy, based on the findings of the assessment. The strategy should be focus on developing new and strengthening existing tools, with the objective of expanding coverage/access for key vulnerable groups and built capacities of non-institutional service providers, with regards to the current context and political and operational limitations.

4. **Duration of Assignment and Duty Station**

   The assignment will be carried for a period of five months, between 1 May 2022 and 31 September 2022. The payments will be based as per the table under the deliverables section.

5. **Administrative and Logistical Arrangements**

   The consultant will liaise and work closely as required with the Rakhine Field Office staff on administrative logistical arrangement.

6. **Deliverables**

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Deliverables</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>• Detailed workplan</td>
<td>• 10%</td>
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<tr>
<td>Week 4</td>
<td>• Draft institutional and policy analysis&lt;br&gt;• Draft of stakeholder analysis&lt;br&gt;• Proposed methodology for the social protection assessment</td>
<td>• 20%</td>
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7. Minimum Qualifications

- Advanced university degree in development studies, public administration or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- At least 7 years of work experience relevant to the assignment, including at the international level with at least 3 years of proven experience in social protection in politically sensitive context(s), characterized by conflict or post-conflict challenges.
- Excellent writing and editing skills.
- Demonstrated understanding of the UN’s mandate areas and ability to translate human rights principles and development theories into programmatic activities.
- Relevant experience from having worked in a context requiring sound judgment in navigation of political sensitivities and diverse interest is strongly desirable.
- Understanding of development and social dynamics around formal and informal authorities is highly desirable.
- Proficiency in oral and written English.

8. Presentation of Offer

Proposals must be based on an all-inclusive lump sum amount, as contract price is fixed regardless of changes in the cost components.

The consultant should present an offer including the following documents:

a) Duly accomplished Letter of Confirmation of Availability and Financial Proposal using the template provided by UNDP;

b) Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

c) Short cover letter outlining suitability of the consultant for the assignment;

Note - Financial Proposal should indicate the all-inclusive fixed total contract price, supported by a
breakdown of costs. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

9. **Criteria for Selection of Best Offer**

Individual consultants will be evaluated based on the following methodology:

**Preliminary Evaluation - Step I: Screening:**
Technical Evaluation Weight - 70% = Step II: Shortlisting (100 points) and Step III: Desk Review; Financial Evaluation Weight - 30% = Step IV.

Scoring evaluation – Step V: Selection

**Step I: Screening:**
Applications will be screened and only applicants meeting the following minimum criteria (listed under education and experience) will progress to the pool for shortlisting.

**Step II: Shortlisting by Desk Review:**
UNDP will conduct a desk review to produce a shortlist of candidates and technically evaluate them. As applicable, only the first top 3 ranked applicants achieving 70% of the points at this stage shall be considered for a desk review.

**Step III: Desk Review Technical Evaluation:**
The top 3 shortlisted candidates will be considered by the evaluation panel. The technical qualification of the individual is evaluated based on the following technical qualification evaluation criteria (it depends on TOR):

- Advanced university degree in public administration, welfare studies or related subject. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree – 5 points
- At least 5 years of work experience relevant to the assignment, including at the international level with at least 3 years of proven experience in international development agencies. – 15 points
- Excellent analytical, writing and editing skills. – 10 points
- Proficiency in producing advice and technical support to social protection public institutions at the national and/or international level. – Max 15 points
- Demonstrated ability to translate development challenges into clear strategies in politically complex situations, where formal and informal authorities compete. – Max 20 points
- Familiarity with UN and other international actors’ work in contexts where state authority is challenged by non-armed organizations. – Max 15 points
- Relevant experience in context requiring sound judgment in navigation of political sensitivities and diverse interests is strongly desirable. – Max 15 points
- Proficiency in oral and written English – 5 points

**Step IV: Financial Proposal Evaluation:**
The following formula will be used to evaluate financial proposal: Lowest Financial proposal/price of the proposal being evaluated X 30%. Lowest Financial Proposal refers to the lowest price offered by Offerors scoring at least 49 points in the technical evaluation.

**Step V: Selection**
The contract shall be awarded to the best applicant whose offer have been evaluated and determined as: responsive/compliant/acceptable and having received the highest combined weight technical proposal 70% + financial 30% = 100%.