



TERMS OF REFERENCE

Assignment Title	Support to the Community Protected Areas (CPA) Development in Mon State and Tanintharyi Region
Project	UN-REDD Mangroves Technical Assistance (UN-REDD Mangroves TA) under Enabling Community Recovery and Resilience (ENCORE) Project Unit
Type of Contract	Professional Contract for Services
Contract Period	4 months starting in August 2022
Location	Locations in Mon State and Tanintharyi Region
Country	Myanmar

A. BACKGROUND

Background

Protected areas (PA) are one of the most frequently used conservation strategies. PAs have been successful at stopping land clearing, and to a lesser degree effective at mitigating logging, hunting, forest fire, and grazing. They are the last stronghold in the wild for many threatened species and intact ecosystems and remain the most important approach to biodiversity conservation and carbon sequestration.

Large patches of forest, particularly in hilly and ethnic minority regions including mangrove forests in southeast Myanmar, have been traditionally protected and managed by local indigenous peoples for centuries. Many studies have shown that community conserved areas have been effective in curbing deforestation while, at the same time, providing social-economic benefits to communities. It is imperative to promote such community-led traditional conservation models to enhance community empowerment. While traditional natural resource management is a long-standing concept and practice in Myanmar, local indigenous people need to be equipped with the tools and technical know-how for systematic documentation of natural resources, customary practices, and integration of scientific management into traditional management systems.

As a key component of UNDP’s Community First Programme, Enabling Community Recovery and Resilience (ENCORE) project aims to enhance resilience of the most vulnerable rural communities and their adaptation to climate change in Myanmar. A key output of ENCORE project will focus on communities’ aspirations for environmental conservation and participatory natural resource governance. With funding from the Government of Norway, UN-REDD Mangroves TA under the umbrella ENCORE project is supporting five communities in capacity development for the establishment of Community Protected Areas (CPA) in Tanintharyi region and Mon state. The technical support includes trainings on basic concepts of CPA, flora and fauna inventory, community patrolling and management plan writing. Through this initiative, communities have gained technical knowledge about mangroves conservation and developed draft management plans for their respective CPAs.

Management interventions identified in the draft management plans are participatory patrolling, and other forestry operations such as enrichment/gap planting, tree improvement activities, boundary demarcation, awareness raising, and nursery establishment.

Furthermore, conservation without livelihood and community development integration often proves a failure in the long run. In addition, extensive consultations with community members in project locations in Tanintharyi and Mon highlight that livelihood development needs to be integrated into mangroves conservation, so communities are incentivized for continuation of mangrove protection activities. Therefore, UNDP Myanmar is seeking a service provider to support (i) the five communities in operationalization of their community protected area (CPA) management plans, and (ii) sustainable livelihood development. The objectives of this initiative are:

- To operationalize the five Community Protected Areas (CPA) which received capacity building support from UNDP through targeted interventions for their long-term sustainability, and
- To reduce burden on mangroves and enhance communities' resilience through mangroves friendly livelihood support.

Implementation Approach

Taking into account UNDP's programming principles, the activities will adopt a human rights-based approach, mainstream gender considerations, and be sensitive to conflict dynamics. The service provider will strive for gender equality in the implementation of the activities including capacity building, livelihood development and mangroves conservation activities. It will also ensure utmost efforts that no one, particularly disadvantaged and marginalized group such as women and youth, is left behind in the implementation of this assignment.

Actions identified to be implemented in support of mangroves friendly livelihood development and participatory patrolling should be determined by the communities themselves. Should any actions be identified by third parties that could affect local communities in any foreseeable manner, these will be subject to a well- established process to ensure that communities have an opportunity to provide or withhold their Free, Prior and Informed Consent. This will include a mechanism to allow stakeholders to record any grievances they may have and to ensure that such grievances are analysed objectively, and any required corrective actions are implemented. In addition, the service provider is required to follow applicable UN-REDD Safeguards requirements at every stage of the project implementation. UNDP Myanmar will provide the tools and capacity development in complying with the UN-REDD Safeguards requirements.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Working under the overall guidance of Head of UNDP Mon Head Office and Programme Specialist/Team Lead, ENCORE Project Unit, and day to day supervision of the Activity Manager, UN-REDD Mangroves TA, the service provider shall support local communities in livelihood development and implementing management plans of five Community Protected Areas (CPA) in south-east Myanmar, specifically:

1. Provide sustainable livelihood support to five CPA communities in Dawei and Myeik Districts in Tanintharyi region and Mawlamyaing District in Mon state.
 - (a) Develop training materials/modules and conduct the following training for CPA committees and communities.

- Sustainable livelihood models such as agroforestry and aquaculture
 - Basic business management and entrepreneurial skills
 - Basic accounting and financial management
 - Market Analysis and Development methodologies (preferably those developed by FAO)
- (b) Apply Market Analysis and Development methodologies (MA&D), conduct analyses, including market surveys to assess the supply and demand of forest and non-forest products.
 - (c) Prioritize and select viable products/livelihood options in consultation with the concerned CPA committees and communities based on market demand.
 - (d) Develop a business plan for each CPA community. The business plan may be integrated into the existing CPA plans if appropriate.
 - (e) Train the CPA committees and communities on the production and marketing of the selected product(s).
 - (f) Assist in linking the CPA committees and communities with businesses and markets for its products.
 - (g) After a business plan is developed, provide an investment package of \$3,000 to each CPA to initiate business including creation of bank accounts. The total amount for five CPA communities is \$15,000.
 - (h) Regularly provide technical assistance and coaching throughout the assignment period to ensure the success and sustainability of livelihood development initiatives beyond the project timeframe.
2. Support five communities in Dawei and Myeik Districts in Tanintharyi region and Mawlamyaing District in Mon state to operationalize their CPA management plans. This will be achieved through implementation of targeted interventions identified by communities from UNDP's ongoing initiative in partnership with local NGO/CSOs. Given the circumstances and short project timeframe, the most effective and feasible intervention is activation and ensuring sustainability of participatory patrolling in each CPA.
 - a. Form community patrolling teams with active community members for each CPA including their roles and responsibilities.
 - b. In consultation with respective communities and CPA committees, conduct ad hoc threat analysis, identifying major threats to each CPA.
 - c. Based on the outcome of the analysis and available resources and capacity (human, equipment) of each community, develop a participatory patrolling plan, in consultation with communities. The plan may be integrated into existing CPA management plans as appropriate. It must include at least the following information.
 - i. Brief profile of the CPA and objectives of the patrolling plan. The profiles of the CPAs will be provided by UNDP.
 - ii. Patrolling team's structure, rules and regulations, and members' roles and responsibilities,
 - iii. Patrolling map with detailed locations of check points, biodiversity hotspots and patrolling routes,
 - iv. Timeline and frequency of patrolling,
 - v. Documentation, communication, reporting, and conflict resolution mechanism, and
 - vi. Periodic review of patrolling activities/plan and revision to the activities/plan.
 - d. Purchase and provide the following goods/equipment/items to each CPA to enable community patrolling. The cost of goods/equipment/items purchased for each CPA must not exceed \$3,000 and the total equipment cost for five CPAs must not exceed \$15,000.
 - i. Wooden boat equipped with engine and other accessory equipment (boat: 14-16 feet long and 4.5-6 feet wide, engine: minimum 24 horsepower)
 - ii. Life jacket – 10 sets

- iii. Boots – 10 sets
 - iv. Uniform – 30 sets
 - v. Phones – 2
 - vi. Fuel – 20 gallons
- e. Activate community patrolling activities according to the participatory patrolling plan developed by communities with technical support of the service provider. Regularly provide technical assistance throughout the assignment period to ensure sustainability of community patrolling beyond the project timeframe.

Expected Outputs/Deliverables

The key outputs and deliverables required are:

- a) A workplan for the assignment including risk mitigation and management,
- b) 1st progress report after 3 months of signing the contract with 70% of work completed, and
- c) Final narrative report with 100% work completed incorporating lessons learned along with financial report.

C. INSTITUTIONAL ARRANGEMENTS

- The work will be conducted under the supervision of UNDP in close collaboration with Myanmar Environmental-conservation and Rehabilitation Network (MERN) and its partners that are implementing capacity building activities in the five CPAs in southeast Myanmar.
- The UN-REDD Mangroves TA Project Management Unit (PMU) will provide the list and profiles of five CPAs along with other relevant information and documents such as draft CPA management plans and sample business plan for livelihood development.
- The UN-REDD Mangroves TA Project Management Unit (PMU) will provide technical advice and approve the methodological approach throughout the assignment.
- 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 required to provide progress summary on the work including any risk foreseen based on agreed timeline, unless specified otherwise.

D. DUTY STATION AND DURATION OF ASSIGNMENT

The work will be undertaken over a period of up to 4 months, starting in August 2022. In accordance with expected outputs and deliverables, the service provider submits reports to Activity Manager/Mangroves Specialist, UN-REDD Mangroves TA 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 Activity Manager/Mangroves Specialist, UN-REDD Mangroves TA in advance to take necessary steps.

E. LOCATION OF WORK

Mawlamyaing District in Mon State and Dawei and Myeik Districts in Tanintharyi region

F. QUALIFICATIONS REQUIRED

The contracted organization shall meet the following criteria:

- At least 5 years of demonstrated experience in community-based natural resource management, protected area management in Myanmar, with a particular focus on mangroves and coastal restoration
- Demonstrated experience working with local communities, including ethnic minorities particularly supporting mangrove conservation, restoration and management. Experience in Tanintharyi and/or Mon is an asset.
- Experience in community development, particularly sustainable livelihood development in mangroves conservation context
- Demonstrated relationships or strong network with communities, CSO/CBOs in southeast Myanmar
- Presence on the ground (Tanintharyi and Mon) is an asset.
- Knowledge about REDD+ and/or climate change is desirable.

Excellence in English and/or Myanmar language of the team members is required; knowledge of Karen, Dawei, or Mon ethnic language is an asset.

Team Composition

The contracted organization's team should include a minimum of the following key professionals: Team Leader; Protected Area/Natural Resource Management Specialist; Livelihood Specialist; and Field Officer/Community Mobilizer. Partnership with local CSO/CBO and/or recruitment of local staff is encouraged.

Team Leader

The Team Leader will be responsible for the day-to-day technical delivery of the deliverables:

- At least a Master's degree in Business Management, Forestry, Environmental Sciences or equivalent qualification
- At least 5 years working experience as a leadership in project management, project development
- Experience in protected area management, community forest (CF), community forestry enterprise (CFE) and community-based natural resource management in Myanmar
- Strong relationships with CSOs, CBOs and local communities in Mon state and Tanintharyi region
- Excellent Myanmar and English language skills

Protected Area/Natural Resource Management Specialist

- At least a Master's degree in Forestry, Environment, Conservation Biology or equivalent qualification
- At least 3 years of experience in protected area management, natural resource management in Myanmar
- Experience in mangroves restoration and coastal resource management
- Experience working with local communities and CSOs, CBOs in Myanmar
- Excellent Myanmar and English language skills

Livelihood Specialist

- At least a Bachelor’s degree in Development Studies, Agriculture, Business Management, Community Development or equivalent qualification
- At least 3 years of experience in supporting communities in enterprise development, livelihood development, particularly mangroves friendly livelihood options
- Familiarity with Market Analysis and Development methodologies
- Experience working with local communities and CSOs, CBOs in southeast Myanmar. Experience in Mon state and Tanintharyi region is an asset.
- Excellent Myanmar and English language skills

Field Officer/Community Mobilizer

- Experience working with CSOs, CBOs and local communities on CF/CFE in southeast Myanmar
- Good facilitation and community mobilization skills
- Strong working relationships with local communities in in Mon state and Tanintharyi region
- Knowledge of local languages is an asset.

G. PAYMENT ARRANGMENT

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:

No.	Description of deliverables	Payment and delivery timeline
1	Upon submission and acceptance of a workplan for the assignment including risk mitigation and management	One week after signing the contract 20% of payment
2	Upon submission and acceptance of 1 st progress report after 3 months of signing the contract with 70% of work completed along with: <ul style="list-style-type: none"> - Awareness raising materials - 5 draft business plans for 5 CPAs - 5 draft participatory patrolling plans for 5 CPAs 	Three months after signing the contract 50% of payment
3	Final narrative report incorporating lessons learned and financial report along with: <ul style="list-style-type: none"> - 5 final business plans for 5 CPAs - 5 final participatory patrolling plans for 5 CPAs - Evidence of payment to 5 CPA communities for business development (bank books) 	Four months after signing the contract 30% of payment

H. RECOMMENDED PRESENTATION OF OFFER

The organizations are invited to submit technical and financial proposals. The technical proposals should contain the following information:

- 1) Short description of the proposed methodology and approach to accomplish the outputs of the project;
- 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) Capacity statement of the individuals, team/organization, supported by documentation of research papers;
- 5) Curriculum vitae of key team members; and
- 6) Work plan including time allocations for major activities.

The financial proposal shall contain the information on budget management and detail budget allocation for those tasks that are needed for the assignment. The financial proposal must also include price estimation for goods/equipment/items to be purchased for community patrolling activities. Possible budget heading may include costs for the personnel, materials, travel, per diem, communications, logistics, administration, stationeries, equipment rental, administrative overheads, etc.

Organizations are requested to provide registration certificates/ documents and firms'/organizations' detailed bank information with the proposals.

I. CRITERIA FOR SELECTION OF THE BEST OFFER

Organization will be evaluated based on the following methodology:

Cumulative Analysis

The award of the contract shall be made to the organizations 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 Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	At least 2 contracts on natural resource management such as mangroves restoration, protected area management, CF/CFE establishment in Myanmar	100

	<i>50 points for 2 previous contracts; 10 marks for each extra (maximum up to 100)</i>	
1.2	<p>Previous experience in designing and implementing community development, sustainable livelihood development (agro-forestry, aquaculture) in the context of mangroves conservation in Myanmar</p> <p><i>Minimum 1 contract in Myanmar- 50 points for 1 such contract; 10 points for each additional contract; (maximum up to 100)</i></p>	100
1.3	<p>Previous experience in designing and implementing coastal zone/mangrove conservation and sustainable management projects in Myanmar</p> <p><i>Minimum 1 project designed and implemented in Myanmar- 40 points for 1 such project; 10 points for each additional project; (maximum up to 90)</i></p>	90
1.4	<p>Close working relations with civil society organizations (CSO), community-based organizations (CBO) and local communities (experience in southeast Myanmar a plus, presence on the ground a plus)</p> <p><i>Minimum 2 projects executed in partnership with and/or support to CSOs/CBOs/communities - 30 points for 2 such projects; 10 points for each additional project; (maximum up to 80)</i></p>	80
1.5	<p>Organizational Commitment to Sustainability</p> <ul style="list-style-type: none"> -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues 	30
Total Part 1		400

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	Context:	100
	- To what degree does the Proposer understand the task and objectives?	50
	- Does the proposal demonstrate an understanding of the project environment and has this been properly used in the preparation of the proposal?	50
2.2	Methodology:	100
	- To what degree does the Proposer's approach to delivery of the project meet requirements?	50

	- To what degree is the Proposer's approach including risk management to delivery of the project strategic and effective?	50	
2.3	Planning and Delivery		100
	- Is the scope of task well defined and does it correspond to the TOR?	50	
	- Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50	
Total Part 2			300

Technical Proposal Evaluation Form 3	Points Obtainable
---	----------------------

Management Structure and Key Personnel			
3.1	Does the management structure support effective and efficient delivery?		50
3.2	Qualifications of Team Leader	Sub-Score	100
	At least a Master's degree in Business Management, Forestry, Environmental Sciences or equivalent qualification	20	
	At least 5 years working experience as a leadership in project management, project development	30	
	Experience in protected area management, community forest (CF), community forestry enterprise (CFE) and community-based natural resource management in Myanmar	20	
	Strong relationships with CSOs, CBOs and local communities in Mon state and Tanintharyi region	20	
	Excellent Myanmar and English language skills	10	
3.2	Qualifications of Team Members	Sub-Score	150
	Protected Area/Natural Resource Management Specialist		
	At least a Master's degree in Forestry, Environment, Conservation Biology or equivalent qualification	20	
	At least 3 years of experience in protected area management, natural resource management in Myanmar.	20	
	Experience in mangroves restoration and coastal resource management	10	
	Experience working with local communities and CSOs, CBOs in Myanmar	10	
	Excellent Myanmar and English language skills	5	
	Livelihood Specialist		
	At least a Bachelor's degree in Development Studies, Business Management, Agriculture, Community Development or equivalent qualification	10	
	At least 3 years of experience in supporting communities in enterprise development livelihood development, particularly in mangroves friendly livelihood options.	10	
	Familiarity with Market Analysis and Development methodologies	10	

	Experience working with local communities and CSOs, CBOs in southeast Myanmar. Experience in Mon state and Tanintharyi region is an asset.	10	
	Excellent Myanmar and English language skills	5	
	Field Officer/Community Mobilizer		
	Experience in working with CSOs, CBOs and local communities on CF/CFE in southeast Myanmar	15	
	Strong working relationships with local communities in in Mon state and Tanintharyi region	10	
	Good facilitation and community mobilization skills	10	
	Knowledge of local languages	5	
Total Part 3			300

Only those organizations 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. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$.

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