1) General Background

1.1. In order to ensure effective coordination of development assistance in Myanmar, the development partners (DPs) have engaged with the Government of Myanmar (GOM) and other stakeholders to set up a number of coordination mechanisms.

1.2. The Nay Pyi Taw Accord for Effective Development Cooperation was endorsed by the GOM and DPs at the first Myanmar Development Cooperation Forum (MDCF) in January 2013. The Accord commits the GOM to “create systems for regular, nationally-led dialogue with development partners at the national, sub-national and sectoral/thematic levels” and commits DPs to “actively support manageable, Ministry-led, sectoral and thematic coordination mechanisms, organized around Myanmar Government structures, avoiding the creation of an excessive number of working groups”.

1.3. As a result of its commitments in the Nay Pyi Taw Accord, the GOM, through the Foreign Economic Relations Department (FERD) of the Ministry of National Planning and Economic Development, and DPs have established a three-level coordination structure:

- Annual Myanmar Development Cooperation Forums (MDCFs) held every January / February with Mid-Term Reviews held mid-year.
- Bi-monthly FERD-Development Partner Working Committee (DPWC) meetings.
- A series of Sector Working Groups.

1.4. All of these structures contain both GOM and DP representatives as well as other members / observers as appropriate.

1.5. At the request of GOM, in 2013 the DPs established the DPWC. DPs have also established a DP coordination structure, the Development Partners Group (DPG), which is open to all DPs operating in Myanmar. The DPWC is thus effectively a sub-group of DPG members which serves as the latter’s executive committee.

1.6. Under the Nay Pyi Taw Accord, the GOM and the DPs establish annual Action Plans to set out work to be done in the following year. Under the 2015 Nay Pyi Taw Accord Action Plan, individual DPs and the DPWC play a role in leading development coordination initiatives.
1.7. Guided by the principles agreed through the Nay Pyi Taw Accord, the Myanmar Development Cooperation Forum and its Mid-Term Review provides a critical opportunity for the GOM and other stakeholders, including the DPs, civil society, private sector, etc. to review key development outcomes achieved and discuss strategic matters relating to development cooperation.

1.8. As the GOM and DPs start preparing for the 3rd Myanmar Development Cooperation Forum Mid-Term Review (MTR), tentatively set for 13 or 14 August 2015, UNDP seeks to engage an international expert to provide technical support to the DPWC/DPG Secretariat and the GOM.

2) Objectives of the Assignment

This assignment has the following three key objectives:

1) To provide technical support to DPWC/DPG Secretariat and the GOM throughout the preparation of the Mid-Term Review (MTR) meeting;
2) To facilitate DPWC/DPG’s consultation and outreach efforts; and
3) To strengthen capacities of the GOM in its lead role of organizing key development discussions.

3) Scope of Work

3.1) Preparation for the Mid-Term Review (MTR) Meeting

- Before the MTR: Development of agenda and key documents/analysis, in close consultation with the GOM and the DPs. Based on the past experience, key documents/analysis may include talking points, presentation files, analysis of the Sector Working Group dashboard data, analysis of 2015 NPT Accord Action Plan progress, etc.
- During the MTR: Documenting discussions at the MTR Meeting.
- After the MTR: Preparation of DPWC/DPG’s follow-up communications to the GOM.

3.2) Facilitating DPWC/DPG’s consultation and outreach efforts

- Arrangement of Region/State level outreach meetings in discussion with the GOM and DPWC (the expert will focus on the substantive matters such as setting up agenda, communications relating to the meetings, while a UNDP staff will provide logistical/administrative support in cooperation with the GOM logistical/admin focal point).
- Development of presentations based on the analysis of available data (eg. Aid Information Management System), in close consultation with the DPWC/DPG.

3.3) Strengthening capacities of the GOM in its lead role of organizing key development discussions

- Provision of on-the-job coaching to the GOM staff during the preparation of the MTR meeting and other key DPs-related consultation meetings.

4) Final Products
<table>
<thead>
<tr>
<th>No</th>
<th>Products</th>
<th>Minimum requirements</th>
<th>Estimated work days to complete</th>
<th>Timeline</th>
<th>Payment milestones</th>
</tr>
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</table>
| 4.1 | Conclusion of Mid-Term Review meeting                                     | - Agenda and key documents/analysis.  
- Communications with GOM and DPs before/during/after the MTR meeting (this includes the DPWC/DPG follow-up letter to the GOM, upon the completion of the MTR). | 10 days                         | 20 August  | 1st installment   |
| 4.2 | Preparation of the DPWC outreach efforts at the Region/State level        | - Agenda and key documents/analysis.  
- Communications with GOM and DPs before/during/after the Region/State level meeting.                                                                                                                            | 8 days                          | 30 August  | 2nd installment   |
| 4.3 | Lessons Learned Report                                                    | - Recommendations for improvement of the MDCF MTR, based on the experience from the above final output number 4.1 and on-the-job coaching activities provided by the consultant to the GOM. | 2 days                          | 31 August  | 3rd installment (final) |

5) **Institutional Arrangement**

The work of the consultant will be guided by the DPWC/DPG. Structurally, the consultant will be placed under the Development Planning and Effectiveness Output of UNDP’s Democratic Governance.
United Nations Development Programme

Programme and have an administrative reporting line to the Development Planning and Effectiveness Specialist.

6) Duration of Assignment

Duration: From 1 August 2015 to 31 August 2015

7) Duty Station and Expected Places of Travel

Duty Station: Home (5 days), Yangon and Nay Pyi Taw (15 days)

UNDP will cover costs related to all domestic travels – such as transport, per diem, accommodation, meals - in accordance with its regulations and policies. UNDP will provide logistical support to arrange domestic travels as well as an interpreter/translator, as needed.

8) Qualifications

Education: Master’s Degree in development effectiveness, development studies, economics, political science, or any other relevant field.

Experience:
- To an extent possible, this assignment is specifically looking for an applicant who had a relevant experience in Myanmar.
- A minimum of 2 years’ experience in functions directly related to development co-operation and coordination as well as aid effectiveness.
- Strong knowledge of and engagement in global discussions on development effectiveness (Busan, Accra Accord, Paris Declaration, etc.), preferably at the country level.
- Demonstrable experience in coordinating and communicating with wide range of stakeholders, including government and development partners.
- Proven record of conducting research and/or analysis work.
- Excellent interpersonal and oral and written communication skills.
- Ability to work well in multi-disciplinary and multi-cultural teams.

Language: Excellent command of written and spoken English.

9) Scope of Price Proposal

The financial proposal shall specify a total lump sum amount, inclusive of all costs except the local transportation costs in Myanmar. The following list provides key instructions for the financial proposal.

- “All inclusive” implies that all costs (professional fees, International travel cost, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor during this assignment. International travel cost should be for the most direct least economy class.
- There will be no living allowance when the work is done at a home base.
- The financial proposal does not need to include transportation costs for domestic travels; these will be arranged by UNDP according to its travel policy.

Payments of the proposed fees to the consultants are based upon satisfactory completion of the services and products specified in this ToR.
10) Selection Criteria

Individual consultants will be evaluated based on the cumulative analysis of the technical evaluation (weight: 70%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 49 points from the technical evaluation would be considered for the financial evaluation.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td></td>
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<tr>
<td>• Stakeholder coordination experience</td>
<td>25 points</td>
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<tr>
<td>• Experience in organizing a development cooperation discussion at the national level</td>
<td>25 points</td>
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<tr>
<td>• Experience in research and analysis</td>
<td>10 points</td>
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<tr>
<td>• Experience in the relevant field in Myanmar</td>
<td>10 points</td>
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<tr>
<td>Financial</td>
<td>30 points</td>
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11) Approval

Approved by:

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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Ms. Emma Morley</td>
<td>Team Leader, Democratic Governance Pillar, UNDP Myanmar</td>
</tr>
<tr>
<td>Ms. Hye Ran Kim</td>
<td>Programme Specialist, Development Planning and Effectiveness, Democratic Governance Pillar, UNDP</td>
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