

Invitation to bid for Technical Assistance services for the project activities of the Italian Agency for Development Cooperation – AID 11087.

ANNEX A1
LIST OF STAFF, TASKS, REQUIREMENTS, AND COSTS

The following category of expert is required to provide the technical assistance services:

a) International Expert;

The required terms of reference, requirement, and costs are the following:

a) International Expert

Education to Master's Degree level or above in Development, Economics, Political Science, International Relations or another suitable discipline.

At least 10 years' work experience in the field of development cooperation.

At least 5 years' work experience on issues of aid coordination and effectiveness.

Prior development related work experience in Myanmar and good knowledge of the local context.

Fluency in spoken and written English.

The nature of this assignment means that work should be carried out, as an integral part of the CPG secretariat, in response to the evaluation carried out by CPG about the Technical Assistance Services already provided and about the expert ToRs. It needs identified by the CPG through the Facilitators. In particular, to follow up, on behalf of the CPG with all levels of Government, on policy, technical and operational issues that are raised by the Facilitators/Alternates on behalf of the CPs. The international expert is expected to approach the assignment in a flexible manner and be willing and able to carry out duties in response to requests from the CPG and Government. As such, these ToR do not seek to list every task that will need to be carried out but rather to provide a sample of the kinds of work that will be expected:

- i. Support the CPG as part of the CPG secretariat in its role to coordinate with Government in the follow up of the *Development Effectiveness Roundtable* (DER), a high-level meeting on development cooperation with Myanmar, organised by Government on February, 26th 2018. Among the items to be followed up by the CPG, one of the most prominent are consultations with the Government on the Myanmar

Sustainable Development Plan, the development policy for the country whose draft version was released during DER. CPG members are asked to give their feedback on this crucial document to the Government, that will determine the development priorities of the countries and, as a consequence, the work of development partners;

- ii. Facilitate communication and collaboration between CPs and central authorities in the thematic coordination fora organized by the Government, the Sector Coordination Groups (SCG). This will maximize the efforts of the stakeholders working together on the priority sectors identified by the Myanmar Government;
- iii. Facilitate strong and consistent communication between CPs, Government, Parliament, civil society, the private sector, INGOs and possible other actors on issues that impact on or relate to development coordination and aid effectiveness in line with CPG concerns. This may include the development of standard communication products;
- iv. Support CPs in coordinating their work and identifying common development policies, positions and messaging. This will include the undertaking of dedicated analysis as required, for example on division of labour;
- v. Support local and international monitoring processes to track development effectiveness commitments and progress, including that of the Global Partnership;
- vi. Liaise closely with counterparts in Peace and Humanitarian coordination and advise CPG on opportunities to strengthen coherence between development, peace and humanitarian assistance;
- vii. Provide ad hoc support to individual CPG Task Forces;
- viii. Encourage and support CPs in ensuring that the AID Information Management System (AIMS) and sector reports are updated regularly.
- ix. Organization and management of CPG's meetings and other meetings with Burmese institutions;
- x. Production of analysis, research and concept papers;
- xi. Management of communications and relationships with the Foreign Economic Relations Department and liaison with Burmese institutions in Nay Pyi Taw.

The work of the international expert will be guided by the CPG Facilitators and, as mentioned above, will be carried out with the existing Secretariat, without duplicating the functions already provided under the UNDP's contract, in support of CPG secretariat. Overall, the assignment is expected to support the successful roll out of the new CPG structure, the delivery of the Development Effectiveness Roundtable and overall improvements in CPs coordination both among themselves and with Government, which should lead to more effective aid to Myanmar.

The international expert will be contracted for 60 working days, 10 working days per month, over a period of 6 months. The fee is EUR 800 per working day, with a gross monthly amount of EUR 8,000.00, excluding the management fee.