

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

ANNEX A
GENERAL TERMS OF REFERENCE

1. BACKGROUND

Since 2013 Myanmar has been going through a process of developing a coordination mechanism with International Donors to have an effective management of Official Development Assistance (ODA) in the country and in January 2013 the first Myanmar Development Cooperation Forum (MDCF) between the Government of Myanmar and Bilateral and Multilateral donors was held. During the forum the Government of Myanmar presented the Framework for Economic and Social Reform (FESR) and the National Comprehensive Development Plan (NCDP) and the first Memorandum on development cooperation between the Myanmar Government and Development Partners (DPs), the Nay Pyi Taw Accord for Effective Development Cooperation (NPT-Accord), was signed. The NPT-Accord is aligned with the Busan principles regarding the Global Partnership and lists a number of mutual commitments for the Government of Myanmar and DPs in the area of development cooperation. The NPT-Accord also defined the first coordination mechanism between Government of Myanmar and DPs. In the following years the coordination mechanism has been restructured leading to its current organisation and to the establishment of the Cooperation Partners Group (CPG), the main forum for discussion and sharing of information regarding aid coordination and aid effectiveness.

Moreover, Myanmar Government has established a new architecture for ODA management. First of all, a governmental oversight body, the Development Assistance Coordination Unit (DACU) was created. This unit assesses all initiatives to be funded through ODA and it follows the procedures of the *Development Assistance Policy*. In order to better dialogue with donors and implementing partners working in the priority development sectors for the government, a thematic coordination mechanism has been set up: *Sector Coordination Groups* (SCG).

On February 26th 2018, the first *Development Effectiveness Roundtable* (DER), a coordination forum among the Government and all stakeholders involved in the development of the country (including Private sector), was held. During this event, Myanmar Government has launched both the final version of the DAP and the first draft version of the *Myanmar Sustainable Development Plan* (MSDP), asking DPs to support Myanmar in its development in a coordinated manner.

Within this context the project “Support to the ODA coordination in Myanmar: Capacity Development of Donor Coordination (CAD-MM) – AID 11087” financed by the Italian Agency for Development Cooperation has the general objective to contribute to the improvement of ODA effectiveness in Myanmar within the Global Partnership framework. The specific objective of the project is to improve the ODA management capacities of Burmese institutions and the coordination among DPs and between DPs and the Government of Myanmar. More specifically, one of the project results aims to strengthen the CPG’s Secretariat through Technical Assistance services.

With reference to this result, the Italian Agency for Development Cooperation in Yangon (AICS-Y) already provided Technical Assistance services to the CPG for a period of 6 months. At the end of this period an assessment has been done for checking if the local context had changed and for evaluating the services already provided. The CPG facilitators expressed their satisfaction about the services provided and found them essential for the correct functioning of the coordination forum.

AICS-Y declared its availability in providing further Technical Assistance services for another 6-month period, as required by the members of CPG, who even confirmed the ToR.

Consequently, and in line with its commitments, AICS-Y will provide further Technical Assistance Services to the CPG.

2. INTRODUCTION

The AICS-Y seeks to establish a Contract to ensure provision of Technical Assistance services to the project activities of the Italian Agency for Development Cooperation – AID 11087, to strengthen the capacities of the CPG’s Secretariat and to improve the coordination of the ODA in Myanmar. The Technical Assistance services will be based on the needs identified by AICS-Y and on the requests outlined by the CPG and the Government of Myanmar. The Contract is envisaged to start by June 2018 and services will be provided for a maximum of 6 months.

The duration of this contract is established in 6 months. By the end of this period AICS-Y will check the subsistence of the needs for CPG and MoPF-FERD, verifying also if the content and the organization of the requested TA competences persist in the form and duty set in this bid.

The total amount available under the contract is up to EUR 58,300.00 for the whole period of duration (6 months).

3. OBJECTIVE

The purpose of the Contract is to provide timely access to a range of high quality Technical Assistance services within the project activities of the Italian Agency for Development Cooperation – AID 11087.

4. THE RECIPIENT

The CPG’s Secretariat and the relevant coordination activities of the project with Local Authorities will be the principal recipient of the proposed Technical Assistance services.

5. SCOPE OF WORK

The Technical Assistance services include:

- Capacity building of CPG’s Secretariat;
- Organization and management of CPG’s meetings and other meetings with Burmese institutions;

- Production of analysis, research and concept papers;
- Management of communications and relationships with the Foreign Economic Relations Department and liaison with Burmese institutions in Nay Pyi Taw.

6. CONTRACTUAL MECHANISM

The AICS-Y as Contracting Authority provides Specific ToR for the technical assistance service needed. A key requirement of the organization will be the ability to respond properly to the requested Technical Assistance services.

7. TIMING

The Contract will have a duration of six (6) months.

8 REQUIREMENTS: PROFILE OF EXPERTS REQUIRED

The following categories of experts are required to provide the technical assistance services:

a) International Expert.

The Specific Terms of References on the technical assistance services are in the List of staff, tasks, requirements, and costs (Annex A1).

Qualifications and skills

For the above category of experts, the following titles are required:

- education at least Masters Degree Academic level in Development, Economics, Political Science, International Relations or any other relevant fields;
- or, in its absence, equivalent professional experience for which the Specific ToR will define the number of years which must be above the general professional experience duration fixed below.

General professional experience

At least 10 years of work experience in the field of development cooperation; at least 5 years of work experience on issues of aid coordination and effectiveness;

All the experts will need to have experience in the fields of: **development cooperation, donor coordination, aid effectiveness.**

Specific professional experience

The technical skills required, as well as the number of years of the specific experience, when appropriate, as specified in the Specific ToR, which must not require an experience duration exceeding the durations above.

Language skills

Fluency in both spoken and written English, as specified by the ToRs.

Other aspects

If the expert is unable to meet the level of quality required for preparing the written outputs such as reports, the Organization/Bidder will provide, at no additional cost to the Contracting Authority, immediate additional support for these outputs to meet the appropriate standards.

The Specific ToR define the expert or expertise required to carry out the assignment. The expert requested must be proposed by the Organization/Bidder. The Specific ToR shall not

discriminate any experts on the ground of their former or present nationality, gender, place of residence etc.

With reference to the technical evaluation, as the selection of the offer is mainly based on the CV of the expert proposed, the assignment is expected to be executed by this expert. As the expected date of mobilisation will be specified in the Contract, and as each expert will sign a Statement of exclusivity and availability, he/she will be obliged to remain available to start the assignment as foreseen and all through the assignment execution. The Statement of exclusivity and availability to be used is the latest form published in Technical Offer (Annex D). The Bidder/Contractor has also to take appropriate measure to ensure the availability of the expert all throughout the assignment. Failing so, the offer may be rejected, the award of the contract cancelled, and the contract may be suspended or terminated.