TERMS OF REFERENCE (TOR) for Monitoring and Evaluation Expert

Position: Monitoring and Evaluation Expert
Location: Nay Pyi Taw
Report to: Chair and Member of Joint Coordinating Committee (JCC), Union Parliament
Duration: Maximum 30 days over 6 months

1. CONTEXT

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID). Established in 1992, WFD specialises in democracy strengthening and does this by supporting the development of and working with parliaments, political parties, independent institutions and civil society organisations in a gender responsive and inclusive way. It is uniquely placed to draw directly on the expertise of the United Kingdom Parliaments and Assemblies and political parties in all its work. WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to the Middle East and North Africa (MENA) and Asia over the past decade. More information can be found on www.wfd.org.

The Union Parliament of Myanmar and WFD have established a strategic partnership to assist in the development of parliamentary work and contribute to better practice and procedures within the union-level parliaments. WFD is implementing phase 2 programme (2019-2021) to strengthen parliamentary practice in the Union Parliament of Burma. In partnership with the UK House of Commons, British Council, and Irrawaddy Policy Exchange, the programme works with members and parliamentary staff to develop the technical capacities of the Parliament and foster greater openness and engagement with citizens.

One of the components of the programme includes strategic development of Hluttaw to improve the effectiveness of the Joint Coordinating Committee (JCC) of Hluttaw. The Hluttaw’s JCC represents a key mechanism for effective coordination with development partners on international assistance to the Hluttaw. The JCC has taken measures to strengthen its role and functions since its formation, including establishing a staffing structure with personnel from all three house administrations, creating a division of labour between three teams (responsible for meetings and courtesy calls; workshops, trainings and visits; and workplans and strategic plan), and recently instituting quarterly workplan discussions with development partners. The net effect of these measures has been to enhance the effectiveness of the JCC’s coordination function, advance delivery against Strategic Plan objectives, and its responsiveness to partners.

WFD is now delivering outputs through technical support in coordination with JCC for the development of multi-year workplans, monitoring, evaluation and reporting framework, templates and capacity to support the implementation of the Hluttaw Strategic Plan in a systematic and sustainable way. This advisory and technical support focuses on strengthening the JCC’s role as a coordination and management body of the Hluttaw and sharing experiences of parliamentary bodies with comparable functions from elsewhere.
2. **OBJECTIVE(S).**

The objectives of this assignment are:

- To build the capacity of the Hluttaw in strategic planning, monitoring, evaluation and reporting
- To develop the monitoring and reporting system within the Hluttaw (including relevant staff and processes), including on the job training for staff and the development of tools and templates for monitoring and reporting
- To support the Joint Coordinating Committee (JCC) in delivering a strategic plan 2019 – 2022 for the Hluttaw
- To put in place systems that will ensure effective and independent strategic planning going forward
- To review monitoring and reporting and quality checks at various designated points beyond inception, including annual/bi-annual reports and the strategic/monitoring framework

3. **SCOPE**

The expert will closely work with the JCC of the Parliament. The expert will organise regular meetings and/or monitoring and evaluation trainings with JCC staff with the support of WFD. Besides, he/she will liaise with JCC members in order to validate the main deliverables of this assignment, upon WFD’s prior approval. The expert will organise participative workshops, using a trickled down/top down approach, consisting of presenting and discussing the Strategic Plan and thus justifying the requirement to develop annual department work plans, with the senior management of the Parliament first, then middle managers.

The expert will mostly provide technical assistance, coaching and support to the JCC members and staff, and will accompany them in developing and reviewing monitoring and evaluation framework, biannual and annual report, monitoring database and in finalising the report from development partners of Hluttaw. The expert will also work closely with WFD colleagues especially with Programme Coordinator for Hluttaw Strategic Development activity and other development partners providing technical assistance to the other workstream.

The expert will refine, as necessary, the exact scope of this assignment with the WFD team and inform the team on the progress of this assignment against the set objectives.

4. **DELIVERABLES.**

The expert will deliver the following:

1. **Workplans for each mission:** The expert will meet with the WFD team to plan the assignment and will deliver a tentative work plan for the mission. The workplan will include all the planned activities during the assignment, along with dates. Given the dynamic nature of the working environment, this work plan will be a ‘live’ document
i.e. open to change and revisions. All changes will be made in consultation with the Programme Coordinator of WFD.

2. **Meetings with key stakeholders.** Meetings will be organised by the Programme Coordinator to take place either in the Parliament or at the WFD office. The expert must attend all these meetings and draft the minutes of these meetings for WFD’s perusal.

3. **Workshops/trainings delivery.** The expert will deliver trainings/ workshops/ coaching/ technical assistance to the JCC and the targeted staff of the Parliament and prepare all necessary materials in advance. The outcomes of the workshops/coaching sessions will be detailed in each assignment.

4. **Reporting to WFD and/or to the Parliament.** The expert will make a detailed, high-level presentation to the JCC and/or to the WFD as appropriate, on the bi-annual report and annual report from Hluttaw and development partners. The expert will be required to incorporate any feedback received that will be formally shared with WFD and JCC.

5. **A mission report for each assignment to be submitted within 2 weeks of each mission’s completion.** These final mission report will include all the planned completed/draft deliverables

5. **REPORTING.**

The reporting will be done via regular formal and informal meetings with the WFD team, and the final mission reports will be submitted for comments within 2 weeks of each mission’s completion. Comments from WFD on the final mission reports, if any, will be integrated by the consultant within a maximum of 10 days.

6. **WORKING ARRANGEMENT.**

The expert will be based in WFD office in Naypyitaw but will be required to travel to the Parliament, depending on availability of the counterparts and as per the work plans. WFD will provide necessary travel arrangements as and when required. **Due to the COVID-19 related restrictions currently in place, some meetings and trainings could be carried out remotely. WFD will review and update the situation from time to time.**

7. **TERMS AND CONDITIONS**

Overall guidance and oversight will be provided by the in-country WFD staff. WFD can facilitate meetings between the consultant and relevant officials from Myanmar Parliament. All of the products can be delivered in Myanmar language and the consultant will be paid a lump sum rate in arrears commensurate with the assignment.
8. QUALIFICATION and EXPERIENCE

The expert will have the following qualifications:

Essentials:

- First degree or similar, in a relevant discipline such as political sciences, development.
- More than 5 years of professional experience as expert in governance, public administrations reforms, organisational development in several developing countries.
- Proven experience in developing and implementing monitoring and evaluation frameworks and supporting organisations and teams on drawing out learning and evidence of outcomes to inform programme reporting. Experience with MEL in the democracy support sector would be an asset.
- A previous experience working in the parliamentary context and a good understanding of the local context.
- Proficiency in Microsoft Office and advanced skills in database management
- Proven ability to work effectively and collaboratively with and value multi-disciplinary and multi-cultural teams, promoting opportunities for programme staff to learn, develop their skills and widen their experiences.
- Excellent levels of spoken and written Burmese and English

9. BIDS

Bids can come from individuals but also teams of experts, NGOs, consultancy firms, universities, etc. The selected contractor shall demonstrate proven experience in the topics outlined. Knowledge and experience of Myanmar is desirable. The proposals should include personal profiles, detailing academic and professional qualifications; specific experience / expertise; proposed work plan and a detailed account of fees (inclusive of taxes) and any additional cost if there were any.

Please send a detailed CVs and proposals for how the terms of reference will be delivered, including a budget, to WFD’s Programme Coordinator in Myanmar, Dr Ye Wint Aung at YeWint.Aung@wfd.org with a subject line “Monitoring and Evaluation Expert for Myanmar Parliament”.

Bids will be received up to 5th June 2020. Should you require any further clarification you can get in touch with Dr Ye Wint Aung via email. Please note that Myanmar is currently under social distancing measures due to COVID19 and therefore our office is closed and staff are working remotely.