

#### <u>Terms of Reference</u>

## "STRENGTHENING COMMUNITY RESPONSE TO CLIMATE CHANGE IMPACTS THROUGH TECHNICAL ADAPTIVE INITIATIVES, CAPACITY BUILDING & DEMONSTRATIONS ON SOIL & WATER CONSERVATION ACTIVITIES" IN THE DRY ZONE OF MYANMAR

Level	1 (INGO/LNGO)				
Practice Area:	Strengthening community response to climate change impacts through				
	technical adaptive initiatives, capacity building and demonstrations on soil				
	and water conservation activities				
Duration:	24 months				
Work Location	Shwebo and Monywa townships in Sagaing region, Myingyan and Nyaung				
	U townships in Mandalay Region and Chauk Township in Magway Region.				
Contact Person	National Project Manager, Adaptation Fund Project, UNDP, Patheingyi,				
	Mandalay				

#### 1. BACKGROUND

UNDP Myanmar, with funding from Adaptation Fund, will be implementing the Climate Change Adaptation project "Addressing Climate Change Risks on Water Resources and Food Security in the Dry Zone of Myanmar." The project aims to reduce the increasing impacts of climate change on agricultural and livestock production cycles in the dry zone of Myanmar - the impacts of increasing temperature and evaporation, declining water availability, and intensifying weather events especially flash floods and cyclones.

The Dry Zone is one of the most climate sensitive and natural resource poor regions in Myanmar and is vulnerable to growing food insecurity and severe environmental degradation. The project will reduce the vulnerability of farmers in Myanmar's Dry Zone to increasing drought and rainfall variability, and enhance the capacity of farmers to plan for and respond to future impacts of Climate Change on food security.

The dry zone of Myanmar is characterized by an increase in soil erosion, which is exacerbated by the rapidly changing climate, including longer periods of severe draught (with higher atmospheric temperature) and shorter periods of intense and erratic rainfall. Under these circumstances, a large amount of top soil, which is essential for crop production and ecosystem, is lost year after year. This has led to severe land degradation, due to decreasing fertility and quality of soil, thereby directly affecting food security and livelihoods of dry zone communities. On the contrary, the dry zone communities are confronted with lack of knowledge and capacity as well as investments to address these issues. The AF project will promote, among others, soil and water

conservation measures to store fresh water and reduce accelerated runoff and erosion, slowing down surface water so it will penetrate the soil better and increase sub-surface storage. Depending on conditions at specific locations, such measures will include demonstration/establishment of contour trenching, contour stone walls, construction of temporary and permanent check dams and gully plugging structures. All of these measures will supplement the various water harvesting systems that the project will invest in – such as percolation ponds, silt detention measures, irrigation canal, diversion canals, motorized pumping systems, treadle pumps and other relevant small-scale water harvesting infrastructure.

In order to implement the above activities and strengthen the capacity of dry zone farmers to adapt to the impacts of climate change, the AF project will support the dissemination of appropriate soil and water conservation measures/technologies through capacity building and transfer of know-how, which will be delivered through practical demonstrations and field-testing with the assistance of experts/resource persons on land management, soil conservation and water harvesting. The direct beneficiaries of the project are marginal farmers in rain-fed areas and landless workers whose access to arable land is severely threatened by erosion and land degradation. Special emphasis will be placed on women and female-headed households within this vulnerable group.

UNDP Myanmar therefore wishes to invite qualified Companies, Institutions, Non-Governmental Organizations and Civil Service Organizations (NGOs/LNGOs/CSOs) to serve as a grant recipient to support the implementation of the project in Dry Zone. Only one proposal will be selected to work with UNDP as a responsible party (RP) covering the 5 townships of Shwebo, Monywa, Myingyan, Nyaung U and Chauk.

#### 2. PURPOSE

**Objectives** of this call for proposal (CFP) are;

- Promote and disseminate appropriate technologies and practices on soil & water conservation along with practical demonstration and capacity building to counter the negative effects of climate change; and
- Build and strengthen the capacity of dry zone communities on soil and water conservation measures/techniques and help mainstream these practices into future development planning and implementation.

The results expected from activities/services of the responsible party are linked and will contribute to result of output 1.1 of project component 1 (See below table).

contribute to result of output 1:1 of project component 1 (See Sciow table).				
Overall Results				
Output 1.1: Water capture and storage capacities in 280 villages enhanced to ensure				
improved access to irrigation and drinking water supply during the dry periods				
Key activity results Sub activity results				
1.1.1 Activity Result: In response to	Coordination meetings will result in:			
priorities identified by local institutions,	The establishment of a coordination			
establish a coordination platform with	platform where public institutions,			
oublic institutions (Dry Zone Greening NGOs, CSOs and communities discuss				
Department (DZGD), Irrigation Dept., Dept.	nt (DZGD), Irrigation Dept., Dept. and come up with technically feasible			

of Development Affairs, Planning Dept.) and development organizations (CBOs, NGOs) in each township (5 total) to design and cofinance a simple network of technically and environmentally appropriate and complementary water harvesting, storage, filtering and retention structures to conserve water for dry periods and hold erosion in check.

#### 1.1.1 Action:

- Coordination meetings with township level key partners (concerned departments/ organizations)
- Rapid Need Assessment to develop list of prioritized groups of villages for soil & water conservation measures
- Village Selection -
  - 10 villages to initiate technical introduction through on-site practical training for soil and water conservation measures,
  - ➤ 50 villages (including above mentioned 10 villages) to start implementation during first quarter of 2017 as first cluster of each of 5 townships,
  - ➤ **50-100 villages** (except above mentioned 50 villages) as second clusters of townships to start implementation during last quarter of 2017.
- Knowledge sharing with key partners at township level coordination meetings.
- **1.1.3 Activity Result:** Organize sessions and trainings targeting Village/Local Resource Persons on relevant know-how and technological means to manage the system.

solutions on soil and water harvesting in the dry zone.

#### **Rapid Need Assessment** will result in:

- Prioritized activity-wise ranking of villages (for suggested activities.
   Please see no. 4 under scope of work).
- A primary list of 50 villages (first clusters of 5 township) to do field survey and demonstration.

#### Village selection will result in:

- Identified venue villages for training
- First cluster of villages at each of the townships with manageable size to handle the technical introduction and demonstration of soil and water conservation measures
- Next/Second clusters of villages prioritized to implement with manageable size to handle the technical supervision of conservation activities

Surveys (at first cluster villages before training & demonstration, and at second cluster villages to promote the implementation) will result in:

- Confirmed technical solutions, structures & designs to enable preparation of technical manual.
- Identified training venues and relevant demonstration sites.
- Confirmed sites and measures for implementation promotion

#### **Technical training** will result in:

 Trained village resource persons with enhanced skills and knowledge on soil and water conservation and are able to demonstrate & educate and take the lead

#### **1.1.3 Action:**

- Survey (before training) at first cluster villages
- Technical training for Local Resource Persons (one trainee per target village who are selected by community and field level staff from departments)
- 1.1.4 Activity Result: Organize awareness raising events targeting community members on climate risks and resilient management of soil and water conservation
  1.1.4 Action: Field days (one event per township) at suitable villages for awareness raising of interested community members and Local Resource Persons
- 1.1.5 Activity Result: Construction of the soil conservation and water harvesting measures according to the priorities

#### **1.1.5** Action:

- Survey at second cluster villages (prior to promotion of implementation)
- Construction of soil conservation measures 1,156 hectares, 135 numbers of rehabilitation of ponds, and 44 numbers of diversion canals (diversion of flush water or run off water)

- on soil and water conservation activity planning in the future.
- Trainees from field staff of departments acquire knowledge and skills to monitor and replicate soil and water conservation measures in the future

### Construction of the soil conservation and water harvesting measures will result in:

Community improved access to more water for drinking, irrigation and domestic use.

Community improved their degraded lands

#### Field days will result in:

Community awareness on needs of soil & water conservation, suitable measures, benefits for economy & environment, and ways of maintenance.

#### Knowledge sharing will result in:

Mutual learning on implementation challenges, lessons, and recommendations for future development planning in the townships.

#### 3. SCOPE OF WORK AND DELIVERABLES

#### Scope of work

To be able to achieve the objectives, the following detailed tasks will have to be undertaken by the contracted organization.

- 1. Participate in a 2-day orientation session with UNDP in Patheingyi where UNDP will provide an **orientation** session on its programming approaches (e.g. those based on project components, expected outcomes and outputs etc.), and share specific tools for the assessment, monitoring and reporting. The responsible party (RP) and UNDP will agree on data-collection and reporting tools and formats. The RP is expected to identify 2 to 3 mid to senior level staff to participate in this orientation.
- 2. Submit a **work-plan** (with clear indicators & targets) including monitoring framework for UNDP review and endorsement within 7 working days following the orientation. A Gantt chart mentioning time line for activity implementation should accompany the work-plan.

- 3. Organize (in consultation with UNDP) the coordination meetings regularly with relevant stakeholders in project townships (Shwebo, Monywa, Myingyan, Nyaung U and Chauk) to discuss challenges and opportunities (especially for soil & water conservation measures, flush water diversion structures/irrigation canals of community managerial scale, run off water diversion structures to increase more catchment area for water harvesting, community managerial scale village pond rehabilitation), local contexts, technical options & recommendation, activity overlaps and gaps between UNDP support and interventions by other donors/partners and government departments.
- 4. Conduct rapid need assessment (based on topography, rainfall, soil type, land degradation situation) to come up with a list of prioritized groups of villages for soil and water conservation intervention needs (including structures for soil storage as well as sediment checks, gully plugs, gulley bank treatments with contour bunds and check structures, surface runoff harvesting structures including pond rehabilitation, flush water harvesting structures or run off water diversion structures). Based on these, select and identify (in consultation with UNDP) a total of 50 pilot villages (to survey for designing of adaptive measures for training and to use as first cluster villages to construct the formerly established demonstration sites) and next 50 100 villages (to use as the next cluster villages to roll out the demonstrations for soil and water conservation measures). But water diversion structures and pond rehabilitation activities should be further searched out in all 280 villages and then implemented by technical feasibility.
- 5. Conduct village meetings in all the first cluster villages for baseline assessment and village planning exercises as well as identify training-venue and practical sites, which will essentially be community-based participatory exercises, where soil and water conservation measures on specific sites will be identified and prioritized/ranked. The RP is also responsible for the selection of 1 trainee per village (with an alternate) and to ensure that other trainees from the remaining 230 villages are also invited to the training sessions (Total 280 trainees from 280 villages). RP needs to collaborate with UNDP to invite respective Township departments (DoA, DZGD, and DRD) to attend this training (Total 20 participants from 5 Townships). The RP is responsible for facilitating and ensuring that these trainees are selected based on agreed criteria in consultation with the village tract administrators and respective departments.
- 6. Facilitate<sup>1</sup> the setting up of village Soil and Water Conservation work group to lead the village in all soil and water conservation activity related works. Ensure that the group represents a fair number of impoverished/marginal farmers, landless, and village elders, as well as ensure women's participation.

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<sup>&</sup>lt;sup>1</sup> These tasks No. 6 & 7 can be combined in no. 5 as possible or to attach as actions to be followed up with task no. 5.

- 7. Facilitate the **development of a prioritized list of villagers who will work in construction of soil and water conservation measures** (including owners of pair of oxen/cattle for draught power) and formation of labor groups for different tasks. Priority should be given to landless households and women to ensure they benefit from additional income through engagement in project activities.
- 8. Conduct **site survey** as per ranking prioritized by the village meetings, and finalize technical feasibility and structure design, and develop a data sheet with beneficiary names with land use rights. In case of land-related disputes/conflicts, the RP should facilitate negotiations between land owners and local authorities and record the resolutions. A technical manual for training should be prepared (with consultation of UNDP) by the end of survey works prior to the training.
- 9. Submit a first Interim Report to UNDP (Patheingyi) with copies to Soil Conservation & Water Harvesting Sector Specialist. This report should cover experiences and results of coordination, assessment, identification of target villages, village meetings, site surveys, training document, training time-table with indicative venues and updated work plan and timeline forwards. In this report, completion of SWC measures will also be mentioned by segregation of sub activities such as check dam, contour bund, soil bund, gulley plug, etc. all to be recorded in acres.
- 10. Organize and conduct **technical trainings** for local resource persons (community representatives selected by each of project villages and local staff from relevant township departments). Other NGO/CSOs may be invited as observers at their own expense. Trainings should be conducted in suitable location and the number of trainees for one training session is suggested to be in the range of 25 40 participants (total of 2 sessions per township). The training will be for duration of 12 days per session. The training will mostly include practical exercise (70 80 % of the training duration). The Soil Conservation and Water Harvesting Specialist will provide an outline of the training curriculum and the Responsible Party will have to develop the detail training curriculum under the guidance of the Soil Conservation and Water Harvesting Specialist.
- 11. **Establish** soil and water conservation **practical training sites** (2 villages per township which are the venue villages for training) for construction/renovation of physical structures for demonstration. These practical demonstration sites should be in and around the training venue and the total combined size of all the practical demonstration sites will be about 10 acres in each township. For a detail list of soil conservation measure, refer point no. 4 above.
- 12. Responsible party has to **procure** 120 tool sets (hoe, shovel, grubbing hoe, pickaxe, hammer/ adze) for distribution to earthwork labor groups and **tool provision** should be completed prior to construction of soil and water conservation works. First 60 sets are expected to provide early of first quarter of 2017 and remained 60 sets early of last quarter of 2017. RP has to keep original receipts of procurement and record the procurement process.

- 13. Conduct village meetings in all the second cluster villages (before the period of implementation) for baseline assessment and village planning exercises, which will essentially be community-based participatory exercises, where soil and water conservation measures on specific sites will be identified and prioritized/ranked.
- 14. Survey and conduct construction of appropriate soil conservation activities in 1,156 hectare (578 hectare at 50 75 villages before September 2017 and 578 hectare at next 50 75 villages before May 2018) within 100-150 villages. Survey and rehabilitate water retention ponds 135 numbers (75 # before September 2017 and 60 before June 2018) and construct run off/ flush water diversion structure 44 numbers (during 2017) within 280 villages.
- 15. Submit the **second Interim Report** to UNDP (Patheingyi) with copies to Soil Conservation & Water Harvesting Sector Specialist. The report should cover experiences and results of coordination, updated list of second cluster villages, results of site survey to finalize the remaining activities, updated work-plan and timelines.
- 16. Ensure that pond renovation works (for 60 ponds in 2018) which are conducted in a systematic manner with adequate stabilization to prevent failure of pondbanks. The total work done of the pond renovation (pond interior + related structure, i.e. spillway, entrance canal, etc.) should be equivalent to at least 14,000 cubic feet of earthwork excavation.
- 17. Maintain photographic evidence and records of earthwork and other associated activities on pond renovation and soil conservation activities (before, during and after) and provide these to the project office. The Soil Conservation and Water Harvesting Specialist will verify and check activities by way of a quality assessment checklist which will be exercised along with related government counterparts.
- 18. Once all the field works except the field days are completed, the responsible party is expected to send a brief report to UNDP for completion of all construction works together with village wise list including the name list of land owner beneficiaries and casual labor beneficiaries.
- 19. Organize and conduct inter-village **field days** (1 event per township) to promote community awareness on soil & water conservation, benefits for economy & environment, and ways to maintain these structures. Responsible party should invite also to General Administrative Department and technical departments and organizations (Forest Department, Dry Zone Greening Department, Department of Agriculture, etc.) in these awareness raising events.
- 20. After field implementation, *Knowledge sharing* session should be organized with key partners at township level coordination meetings for mutual learning on implementation challenges, lessons, and recommendations for future development planning in the townships.
- 21. Develop a sustainability plan and exit strategy on the investments made by the project, indicating how project activities will be sustained in the long-term.

- 22. Compile a list of all the investments made by the project (including soil and water conservation activities and pond renovation activities) with details such as location, area, type of investment made and prepare documentation for handover of project infrastructure to government departments and communities, as relevant.
- 23. Submit Final report. In this report, completion of SWC measures will also be mentioned by segregation of sub-activities such as check dam, contour bund, soil bund, gulley plug, etc. all to be recorded in acres as well as external audit report. In addition, the report should also outline effectiveness of project investments on soil and water conservation and pond renovation, issues, challenges and way forward for the future.

The responsible party is responsible for the sharing lessons through the coordination platform (point No.3 above), which will include implementation challenges, lessons learned, and recommendations.

#### Deliverable and time frame

The following deliverables need to be provided during and at the end of the prescribed period of duration.

	od of duration.		
Sn.	Deliverable	Time Frame	Remark
1	Attended the orientation workshop	start of assignment	
2	Submitted detail work plan together with monitoring framework with clear and realistic indicators (together with a Gantt chart showing time line of implementation)	7 days after orientation workshop	
3	Meetings for coordination with technically concerned departments and organizations in township level		These all deliverables should be
4	Assessment result _ list of priority ranked groups of villages for SWC intervention needs	2 months from the start of assignment	mentioned in combination
5	List with names of identified 50 pilot villages (Village, Village Tract, Township, Region)		with interim report.
6	Village meetings conducted in pilot villages A brief report about attendance M, F, T. , summaries of decisions, actions to follow up,		
7	# of Labour groups and # members (M, F)	4 months from the	
8	Summary of survey results with possible activities	start of assignment	
9	Technical manual (for use of trainees/LRPs as their reference)		
10	Training Schedules (Date, Venues, Attendees invited from departments and villages for each of venues)	1 weeks prior to confirmed date of 1 <sup>st</sup> training session	
11	Conducted training sessions (total 10 session is optimal) for 300 trainees expected and a	7 months from the start of assignment	

	Training Report (Training report will also		
	include the attendance _ M, F, T, status of		
	trainees in their skills attained and remarks,		
	kinds of activities exercised with practical		
	training sites)		
	1 <sup>st</sup> Interim Report including all process from		
	start to training completed		
12	Updated List with names of identified villages	9 months from the	
12	with list of priority ranked groups of villages	start of assignment	
	Summary of survey results with possible		
12	activities for SWC intervention needs 578	11 months from the	
13	hectare, pond rehabilitation 75 numbers and	start of assignment	
	water diversion structures 44 numbers		
	2 <sup>nd</sup> Interim Report including all process from		
	start of demonstrations in 2017 first semester		
	to end of their construction work completions.		
	In this report, completion for construction of		
14	SWC measures will also be mentioned by		
	segregation of sub-activities such as check	15 months from the	
	dam, contour bund, soil bund, gulley plug, etc.	start of assignment	
	all to be numerated by acres.	Start or assignment	
	Water diversion structures 44 numbers		
	constructed and updated List with names of		
15	remaining roll out villages with list of activities		
	remained to finalize the implementation	0	
	Complete provision of 120 sets of tools to	9 months for (60 sets of tool) and 17 months	
16	community labor groups	(another 60 sets) from	
		the start of assignment	
	• Summary of survey results with possible		
	activities for SWC intervention needs 578		
	hectares, and pond rehabilitation 60 numbers		
	<ul> <li>Design and specification for pond renovation</li> </ul>		
	works with financial estimates and other		
	details, as appropriate	20 manths from the	
17		20 months from the start of assignment	
	Sustainability plan and exit strategy for soil	Start or assignment	
	and water conservation and pond renovation		
	activities		
	Plan for handover of project activities at the		
	end of the project to government and		
	communities, as relevant.		
1	• A brief completion report of all construction	21 months from the	
18	works along with list of investments made by	start of assignment	

	the project (including soil and water conservation activities and pond renovation activities) with details such as location, area, type of investment made and prepare documentation for handover of project infrastructure to government departments		
	and communities, as relevant  5 events (1 per township) of Field days by	22 months from the	
19	which communities' awareness is raised in climate resilient SWC intervention	start of assignment	
20	Knowledge sharing session at township level coordination meetings	23 months from the start of assignment	
21	Photographic evidences (before and after), success stories and videos (optional)	From initial survey time to end of assignment	
22	Completion Report including lessons learned and recommendations and a financial report (External auditor's report should be attached). The completion report should also outline effectiveness of project investments on soil and water conservation and pond renovation, issues, challenges and way forward for the future	1 month after end of this assignment (External Auditor's report to be followed up by 1 month after end of assignment)	

#### 4. GEOGRAPHIC AREA COVERAGE

#### **Location of work**

UNDP/AF Project (by all outputs under all components) in overall is expected to cover about **50,639** beneficiary households from **280** villages from **5** Townships of **3** Regions as specified in the table below.

S.N.	Region	S.N.	Target Township	Total no. of target village
1	Sagaing	1	Shwebo	60
1 Sagaing	2	Monywa	50	
2	2 Manadalan		Myingyan	60
2 Mandalay		4	Nyaung U	70
3	Magway	5	Chauk	40
	To	280		

#### 5. DURATION

The duration of the assignment will be for a period of 24 months. The assignment will commence from 9<sup>th</sup> August 2016 to 8<sup>th</sup> August 2018.

#### **6. PROPOSAL DETAILS:**

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

- 1) Understanding the assignment;
- 2) Methodology and approach to accomplish the outputs of the proposed services;
- 3) Scope of work including specific activities and outputs to be undertaken completing the sets of deliverables;
- 4) 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;
- 5) Capacity statement of the individuals, team/organization, supported by documentation of research papers including 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. 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.

#### 7. EVALUATION CRITERIA

Organization will be evaluated based on Cumulative Analysis.

The award of the contract shall be made to the organizations having received the highest score

1. Technical Criteria weight: 70 %

2. Financial Criteria weight: 30%

The technical proposals will be evaluated as per the following criteria.

1) Expertise of organizations: 30%

2) Proposed Work Plan and Approach: 40%

3) Management Structure and qualifications of key personnel: 30%

No.		Description	Score
1		Expertise of Organization	30
	1.1	Relevant experience of the organization	20
	1.2	General organizational capability	10
2		Proposed Work plan and Approach	40
	2.1	Understanding the task	10
	2.2	Sufficiency in details	10
	2.3	Appropriate conceptual framework and methodology used	
	2.4	Defined scope of tasks	10
3		Management Structure and qualifications of key personnel	30
	3.1	Completeness of the team composition	15
	3.2	Professionals' qualifications and competence for the assignment	15
		Total	100

Only those organizations obtaining a minimum of 70% in the technical evaluation will be considered for the financial evaluation.

#### 8. PAYMENT MILESTONES

Payment for contracted organization will be made upon certification of work accomplished and delivered by the contracted organization. The payment installments will be as follows:

No.	Deliverable	Payment US\$	Deadline
1	<ul> <li>Upon participation in orientation session with UNDP and submission of updated work-plan.</li> </ul>	63,142	15 Aug 2016
2	<ul><li>Upon submission of assessment/field survey report</li><li>Submission of training manual</li></ul>	94,713	3 Nov 2016
3	<ul> <li>Upon submission of 1<sup>st</sup> interim report with;-</li> <li>Submission of report for conducted training</li> <li>Updated list of township wise implementation plan for villages of first clusters</li> <li>List of distribution of tools (60 sets) provided to first cluster villages</li> </ul>	157,856	2 March 2017
4	<ul> <li>Upon submission of 2<sup>nd</sup> interim report with;</li> <li>Submission of completion report for construction activities in first cluster villages</li> <li>Updated list of field survey plan for villages of second clusters</li> </ul>	94,713	3 August 2017
5	<ul> <li>Updated list of township wise implementation plan for villages of second clusters</li> <li>List of distribution of tools (60 sets) provided to second cluster villages</li> </ul>	157,856	9 Jan 2018
6	<ul> <li>Upon submission of revised village list and community agreements for pond renovation 2018; Design and specification for pond renovation works with financial estimates and other details, as appropriate.</li> <li>Submission of sustainability plan and exit strategy for soil and water conservation and pond renovation activities</li> <li>Submission of plan for handover of project activities at the end of the project to government and communities, as relevant.</li> </ul>	12,000	31-Mar-18
7	<ul> <li>List of investments made by the project         (including soil and water conservation and         pond renovation activities) with details such as         location, area, type of investment made and         documentation for handover of project         infrastructure to government departments and         communities, as relevant</li> <li>Submission of final report including all assigned         soil and water conservation works including         final activity of field days</li> <li>Submission of Audit report</li> </ul>	63,144	9 Aug 2018

#### 9. MANAGEMENT ARRANGEMENTS (Supervision, Teamwork and administrative support)

- a) Upon signing of the contract, UNDP will provide orientation on the overall objectives of the proposed activity, scope of work, deliverables, site location, reporting tools and formats. The UNDP and Responsible Party will agree on data collection and reporting tools and formats. The Responsible Party is expected to identify a minimum of 3 mid to senior level staff to participate in this orientation session.
- b) A detail methodology and work plan, along with a schedule will be developed by the Responsible Party in consultation with the technical specialist of AF Project. The work plan will be submitted for UNDP review and endorsement within 7 days following. (That work plan should be further updated and submitted by the time of interim reports.)
- c) The Responsible Party shall work in close collaboration with soil conservation and water harvesting specialist who will provide day-to-day technical guidance and supervision of the tasks enlisted in the scope of work.
- d) The Responsible Party takes full responsibility for the overall management of activities, and bears all substantive, operational, financial, monitoring responsibilities. The Responsible Party will be expected to possess complete project management set up, including for administrative and operational matters. UNDP will not provide any administrative support.
- e) The Responsible Party is expected to provide monthly progress report including detailed update on implementation progress, results achieved, challenges, forward planning and financial delivery.
- f) The Responsible Party is also expected to provide updates and inputs to UNDP where these are needed to respond to corporate and external partners.
- g) Maintain a data backup system for copies of original receipts for payments of goods, services, labor charges, training cost, operation running costs, etc. for auditing.
- h) One month following the end of the assignment, the Responsible Party is expected to submit a final report with comprehensive narrative including success and lessons learned, and completion of financial matters.

#### 10. MONITORING AND REPORTING (Monitoring and progress control)

The RP (assigned NGO/CSO) will provide a finalized work plan prior to implementation. The RP is expected to provide monthly 2-3-page progress report including cumulative updates on implementation progress, results against indicators, challenges and forward planning, within 7 days following the end of the month. The RP will provide a comprehensive narrative and financial completion report including lessons learned and recommendation, during 1 month following the end of the project.

Additionally, the RP will maintain regular communication with Technical Specialist (Chief Technical Advisor) and National Project Manager sitting at UNDP/AF Project head office (Patheingyi DZGD compound) and the SCWH Specialist sitting at UNDP/AF project suboffice (Nyaung U DZGD compound), to provide regular feedback on implementation progress, results, challenges and bottlenecks. RP is expected to collaborate with UNDP for regular or ad hoc monitoring visit to the project sites.

Provide periodic (monthly & quarterly) and ad hoc reports to UNDP (as needed by project office and UNDP Yangon) with updated feedback on monitoring of implementation progress and completion status with comprehensive explanations to UNDP office (Patheingyi). Submit a final report (together with audit reports) to UNDP office (Patheingyi) at the end of assignment period.

#### 11. PROPOSAL SUBMISSION

- The proposal prepared by the NGO/CSO and all related correspondence shall be in English
- The proposal should attach all required legal evidence, including evidence of legal registration.
- Only one proposal can be submitted per NGO/CSO.
- The deadline for submission of proposal is 17:00 hours, ...day 00 ... 2016.

The proposal and accompanying documents should be emailed to: <a href="myint.wai@undp.org">myint.wai@undp.org</a>
If you wish to send hard copy of the proposal, please send it in a sealed envelope clearly labelled:

CFP - "STRENGTHENING COMMUNITY RESPONSE TO CLIMATE CHANGE IMPACTS
THROUGH TECHNICAL ADAPTIVE INITIATIVES, CAPACITY BUILDING & DEMONSTRATIONS
ON SOIL & WATER CONSERVATION ACTIVITIES"
IN THE DRY ZONE OF MYANMAR

to:

National Project Manager,
UNDP - Adaptation Fund Project Office,
Dry Zone Greening Department Compound,
Ministry of Environmental Conservation and Forestry,
Patheingyi, Mandalay Region.

Phone: 09 788344034 / 09 260636727

For further queries please contact: <a href="myint.wai@undp.org">myint.wai@undp.org</a> (Phone: 09 788344034 / 09 260636727)

#### 12. ANNEXES

1. List of Project villages

# Signatures- Post Description Certification Incumbent (if applicable) Yan Naing Tun Soil Cons, & Water Harvesting Spl, AF Project Signature Date 28 Feb 2018

Myint Wai National Project Manager, AF Project	Signature	Date 28 Feb 2018
Tradional Froject Manager, Al Froject	Signatore	- Date 2010 2010
Karma Lodey Rapten Technical Specialist, AF Project	Signature	Date
Biplove Choudhary		
Chief, Sustainable and Inclusive Growth, UNDP	Signature	Date

#### **Annex 1. List of Project villages**

## "Addressing Climate Change Risk on Water Resources and Food Security in the Dry Zone of Myanmar" Project Villages

Township: Shwebo

Sr.	000000	Village Tract	000000	Village
1	0000000	Sin Kwet	000000	Min Bay
2		Na Maw		Peik Taw
3	00000000000	Tha Pyay Thit Cho	00000000000	Tha Pyay Thit Cho
4	00000000000	Min Kyaung	0000000000	Min Kyaung
5		Ка Нруи		Ka Hpyu
6	00000	Ta Kan Thar	0000000	Nyaung Kan
7	000000	Ta Kan Thar		Ta Kan Thar
8	0000000	Inn (Sin) Kwet	0000000(0)	Inn (Sin) Kwet (West)
9	0000000	Inn (Sin) Kwet	0000000(0)	Inn (Sin) Kwet (East)
10	0000	Na Maw	0000	Na Maw
11	00000000000	Boe Daw Taw		Pauk Kan
12	00000000000	Ta Khun Taing	00000	Shwe Ku
13	000000000	Thit Cho Pin	000000000	Thit Cho Pin
14	0000	Kawt	0000	Kawt
15	00000000000	Sub township	0000000	Thea Kyun
16	00000000000	Boe Daw Taw	0000000	Myo Thit
17	00000000000	Ta Khun Taing	00000000000	Let Pan Kone
18	00000000000	Ta Khun Taing	000000000000000000000000000000000000000	Nyaung Yin Kone

19		Na Maw	00000	Te Gyi
20		Kawt	0000000	Ta Yaw Taw
21	00000000000	Boe Daw Taw	0000000000	Boe Daw Taw
22	0000000000	Sub township	000000	Tei Pin
23	0000000000	Sub township	00000000	Kan Gyi Taw
24	000000000	Thit Cho Pin	0000000	Taik Ka Taw
25	0000000000	Ta Khun Taing	0000000000	Ta Khun Taing
26		Kan Hpyu	00000000000	Hta Naung Kone
27	0000000	Kyoe Kyar	0000000	Kyoe Kyar
28	0000000000	Sub township	000000000	Ohn Pauk
29	00000000000	Sub township	000000	Koe Pin
30	00000000000	Sub township	000000	Nga Pi Oe
31	00000000000	Sub township	000000000	Maung Tet
32	0000	Ta Ohn	0000	Ta Ohn
33	0000000000	Thit Cho Pin	00000000000000	Kyaung Man Kan
34	00000000000	Sub township	00000000000	Gway Pin Kone
35	00000000000	Tha Pyay Thit Cho	00000000	Kone Gyi
36	00000000000	Sub township		Ma Khauk
37	0000	Kan Hpyu		Min Ywar
38	00000000000	Sub township		Ma Lar
39	00000000000	Sub township		Ku Lar Ma
40	00000000000	Sub township	000000000	Let Kauk Kya
41	00000000000	Sub township		Hin Thar Gyi
42	00000000000	Min Kyaung	0000000000	Pa Goe Kone
43	0000000000	Sub township		Shwe Gun
44	0000000000	Sub township		Shwe Taik
45	0000000	Pauk Tone		Pauk Tone
46	0000000000	Hta Naung Wun		Hta Naung Wun
47		Chi Par		Ngar Su Kone
48	00000	Ta Ga Nan		Thar Yar Kone
49		Shar Taw		Shar Taw
50		Hta Naung Wun		Nwar Koke
51		Min Kone		Oe Bo
52		Pa Laing		Me Taw
53		Hpoke Kone		Hpoke Kone
54		Sub township		Ma Au
55		Bone Bweit		Bone Bweit
56		Min Kone		Min Kone
57		Ta Ga Nan		Ta Ga Nan
58		Hpoke Kone		Ywar Meik Thar
59		Sub township		Seik Thar
60		Seik Khun		Seik Thar

## "Addressing Climate Change Risk on Water Resources and Food Security in the Dry Zone of Myanmar" Project Villages

Township: Monywa

Sr.	000000	Village Tract	000000	Village
1	cwuúef (ajrmuf)	Kha Tet Kan (North)	anmifyifom	Nyaung Pin Thar
2	cwuúef (awmif)	Kha Tet Kan (South)	vSnf;'g;	Hle Dar
3	ausmif;ukef;	Kyaung Kone	om,mpk	Thar Yar Su
4	cwuúef (awmif)	Kha Tet Kan (South)	NrdKifpD	Myaing Si
5	usD;tkyf	Kyee Oke	edAÁmef0	Naint Ban Wa
6	BudK;Mumuef	Kyoe Kyar Kan	rkqdk;ukef;	Moke Soe Kone
7	yv'ifukef;	Pa Lin Kone	uHtdk	Kan Oh
8	cwuúef (ajrmuf)	Kha Tet Kan (North)	ausmufuGJ	Kyauk Kwe
9	awmifMum;	Taung Kyar	anmifyifwJ	Nyaung Pin Te
10	yv'ifukef;	Pa Lin Kone	qHkukef;	Son Kone
11	tifwkdif;	In Taing	tifwkdif;	In Taing
12	qnfBuD;awm	Se Gyi Taw	opfndKyif	Thit Nyo Pin
13	zefcg;usif;	Hpan Khar Kyin	zefcg;usif;	Hpan Khar Kyin
14	BudK;Mumuef	Kyoe Kyar Kan	BudK;Mumuef	Kyoe Kyar Kan
15	tifwkdif;	In Taing	aESmyif (ajrmuf)	Hnaw Pin (North)
16	ausmif;ukef;	Kyaung Kone	abmf*g	Baw Gar
17	yv'ifukef;	Pa Lin Kone	rBuD;ukef;	Ma Gyi Kone
18	tifwkdif;	In Taing	aESmyif (awmif)	Hnaw Pin (South)
19	jrif;rD;avmif	Myin Mee Laung	jrif;rD;avmif	Myin Mee Laung
20	jrif;rD;avmif	Myin Mee Laung	a*gBuD;	Gaw Gyi
21	jrif;rD;avmif	Myin Mee Laung	r*Fvmukef;	Min Ga Lar Kone
22	a&uefpk	Yae Kan Su	yrJawm	Pa Me Taw
23	awmifMum;	Taung Kyar	awmifMum;	Taung Kyar
24	awmifMum;	Taung Kyar	ausmufcGuf	Kyauk Khwet
25	usD;tkyf	Kyee Oke	AefpD	Ban Si
26	yv'ifukef;	Pa Lin Kone	yv'ifukef;	Pa Lin Kone
27	yv'ifukef;	Pa Lin Kone	,if;yef; (vifyef;)	Yin Pan (Lin Pan)
28	yv'ifukef;	Pa Lin Kone	&Smaygufawm	Shar Pauk Taw
29	ausmif;ukef;	Kyaung Kone	&Gmopf	Ywar Thit
30	a&uefpk	Yae Kan Su	a&uefpk	Yae Kan Su
31	'gef;yifwJ	Dan Pin Te	'gef;yifwJ	Dan Pin Te
32	'gef;yifwJ	Dan Pin Te	'gef;yifwJ&Gmopf	Dan Pin Te Ywar Thit
33	ZD;uRef;	Zee Kyun	oajyyif	Tha Pyay Pin
34	ZD;uRef;	Zee Kyun	udkif;awm	Kaing Taw
35	qnfBuD;awm	Se Gyi Taw	qnfBuD;awm	Se Gyi Taw
36	yv'ifukef;	Pa Lin Kone	rif;wJ	Min Te
37	ompnf	Thar Si	wGif;acsmif;	Twin Chaung
38	jrif;rD;avmif	Myin Mee Laung	tdk;ukef;	Oe Kone
39	&GmwHk	Ywar Ton	atmufqdrfhawm	Auk Sant Taw
40	wJBuD;ukef;	Te Gyi Kone	wJBuD;ukef;(ta&SU)	Te Gyi Kone (East)
41	wJBuD;ukef;	Te Gyi Kone	wJBuD;ukef; (taemuf)	Te Gyi Kone (West)
42	anmifyif	Nyaung Pin	anmifyif&Gmopf	Nyaung Pin Ywar Thit
43	ZD;uRef;	Zee Kyun	yv'if (awmif)	Pa Lin (South)
44	ZD;uRef;	Zee Kyun	yv'if (ajrmuf)	Pa Lin (North)
45	r½dk;awm	Ma Yoe Taw	r½dk;awm (awmif)	Ma Yoe Taw (South)
46	uHjym;	Kan Pyar	uHjym;	Kan Pyar
47	ausmif;ukef;	Kyaung Kone	zvefusif;	Hpa Lan Kyin
48	a&mifawmfwHk	Yaung Taw Tone	ta½SUysHus	Ah Shey Pyan Kya

	49	awmifrmawm	Taung Mar Taw	awmifrmawm&Gmopf	Taung Mar Lar Taw Ywar
ſ	50	usD;tkyf	Kyee Oke	usD;tkyf	Kyee Oke

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Township: Myingyan

Sr.	000000	Village Tract	000000	Village
1	0000000000	Gway Pin Yoe	000000000	Kyauk Tan
2	000000000	Kun Saik	0000000000	Ma Gyi Tha Myar
3		Chay Say	00000	Chay Say
4		Gway Pin Yoe	0000000000	Gway Pin Yoe
5		Pin Lel	00000	Pin Lel
6		Pin Lel	00000	Te Gyi
7	0000000000	Gway Pin Yoe	000000000	Taung Shey
8	000000000000000000000000000000000000000	Chaung Daung	000000000	Kyauk Yan
9	00000	Ywar Si	0000	Thein
10	000000	Ywar Thar Yar	0000000	Ywar Thar Yar
11	000000	Ywar Thar Yar	0000000	Ma Gyi Su
12	000000	Ywar Thar Yar	0000000000	Htan Taw Gyi
13	000000	Kan Chaw	0000000000	Hnat Cho Taw
14		Kan Chaw	0000000	Gway Cho
15		Pin Lel		Kyar Kan
16		Pin Lel	0000000	Ywar Thar Aye
17		Kan Chaw	00000000	Thein Kone
18		Yon Htoe	0000	Ba Leit
19	0000000000	Hpet Pin Aing	00000	Son Ywar
20		Hpet Pin Aing	00000000000	Kyauk Taing
21		Kan Ni	00000	Kan Ni
22		Pay Taw	00000000	Kan Pauk (Pay Taw)
23		Pay Taw	000000000	Chaung Lel
24		Nyaung Wun	00000000	Nyaung Wun
25		Kan Chaw	000000000	Chaung U
26		Pyawt	00000	Myin Thar
27		Pyawt		Bon Ywar
28		Pyawt		Chin Myit Kyin (Pyawt)
29		Pay Taw		Kan U
30		Ku Ywar		Ku Ywar
31		Kun Saik		Kun Saik
32		Koke Ke		Koke Ke Ywar Ma
33		Koke Ke		Koke Ke Ywar Thit
34		Koke Ke		Tha Nyit Kan
35		Koke Ke		Ka Tet Pin
36		Lel Thit		Du Wun
37		Kyee Pin Kan		Kyee Pin Kan
38		Kyee Pin Kan		Seik Kone
39		Kyee Pin Kan		Yon Htoe Swe
40		Na Bu Aing		Shwe Paw Kyun
41		Mee Pauk		Mee Pauk

42	0000000	Mee Pauk		Du La Bo
43	0000000	Mee Pauk	00000	Kan Ni
44	000000	Kan Chaw	000000	Kan Chaw
45	000000	Kan Chaw	00000	Te Pin
46	000000	Kan Chaw	000000000	Lay Yar Kyaw
47		Nat Htar	00000	Nat Htar
48	0000000	Yon Htoe	0000000	Taung Pon
49	00000000	Zee Pin Kan	00000000	Kyauk Kan
50		Pyar		Pyar
51	000000	Kan Chaw	00000	Son Ywar
52	000000	Kan Sint	000000(00000)	Kan Sint (North)
53	000000	Kan Sint	000000(00000)	Kan Sint (South)
54	00000000000	Tu Ywin Bo	0000000000	Tu Ywin Bo
55	00000	Sar Khar	00000	Sar Khar
56	000000	Kan Chaw	00000000000	Ngwe Paw Kyun
57		Ba Lon	00000000	Phaung Kar
58		Ba Lon		Ba Lon
59		Ba Lon	00000000	Lay Ywar Son
60	00000000	Thin Pyun	00000	Te Ywar

## "Addressing Climate Change Risk on Water Resources and Food Security in the Dry Zone of Myanmar" Project Villages

Township: Nyaung U

Sr.	0000000 000000	Village Tract	000000	Village
1		Htee Pu	00000	Htee Pu
2	00000	Htee Pu	00000000	Kaung Nyo
3	00000	Htee Pu	000000	Da Hat Kan
4	00000	Htee Pu	(00000	Kan Ti (Jun Hle)
5		Htee Pu	00000000	Kyoet Pin Thar
6		Htee Pu	000000	Hman Taw
7		Sa Par Thin	000000	Sa Par Thin
8		Kyun Khin Gyi		Kyun Khin Gyi
9		Da Hat See	000000	Da Hat See
10	000000000	Nga Min May	000000000	Nga Min May
11	000000000	Nga Min May	000000000000	Htan Pauk Taw
12	0000000000	Nga Min May	0000000	Nga Paing
13	00000	Su Ti	00000	Su Ti
14		Su Ti	00000000000	Hta Naung Wun
15	000000000	Tha Pyay Aing	000000000	Tha Pyay Aing
16	000000000	Tha Pyay Aing	00000000	Kone Shey
17	00000000000	Nyaung Ni Kyin	00000000000	Nyaung Ni Kyin
18	00000000000	Nyaung Ni Kyin	00000000	Chay Pu Kan
19	00000	Dan	00000	Dan

20		Dan	000000000000	Hin Khwet Aing
21		Dan		Than Kyi Kan
22		Chaung Shey		Chaung Shey
23	0000000	Chaung Wa	0000000	Chaung Wa
24	0000000	Chaung Wa	0000000000	Nga Lin Poke
25	0000000000	Ywar Thit (South)	00000000000	Ywar Thit (South)
26	00000000000	Pan Kone Pin	00000000000	Pan Kone Pin
27		Kya Oh	00000	Myaung
28		Kya Oh		Kan Thar
29		Pyawt Kan	0000000	Pyawt Kan
30	000000000	War Khin Gyi	0000000	Thea Twin
31		Tet Ma (Nyaung	0000000000	Oke Hlay Kar
32		Tet Ma (Nyaung	0000000	Tha Put Su
33		Tet Ma (Nyaung	000000000	Mon Taing
34		Taw Ywar	000000	Taw Ywar
35		Zee Sa Hmyin		Zee Sa Hmyin
36		Zee Sa Hmyin		Yar Taw Gyi
37		Kan Ni Pauk	000000000	Kan Ni Pauk
38		Myay Thin Twin	0000000(0)	Let Pan Te (North)
39		Myay Thin Twin	0000000(0)	Let Pan Te (South)
40		Mee Laung Pyar		Lel Kan
41		Shwe Ka Hpyu		Shwe Ka Hpyu
42		Myay Ni		Myay Ni
43		Myay Ni		Bo Kone
44		Myay Ni		San Kan
45		Myay Ni		Kyun Bo Kan
46		Myay Ni		Htet yar Kone
47		Pyin Chaung		Pyin Chaung
48		Kamma		Kamma
49		Kamma		Tha Nut Pin
50		Yan San Yan San		Yan San
52		Kyauk Pyin Kan		Ywar Thar Aye  Kyauk Pyin Kan
53		Tet Ma (Nyaung		Gon Taw
54		Kyauk Kan		Kyauk Kan
55		Pya Taing		Pya Taing
56		Kan Thar Yar		Kan Thar Yar
57		Sin Thar Mway		Sin Thar Mway
58		Sin Thar Mway		Khet Lan Kan (South)
59		Taw Pyar		Maung Hkwet Taw
60		Kan Ni Gyi		Kan Ni Gyi
61		Kan Tein		Kan Tain
62	000000	Kan Tein	0000000	Tel Pin Te
63	000000000000000000000000000000000000000	Htan Pauk Kone	000000000000000000000000000000000000000	Htan Pauk Kone
64	00000000	Myay Ne Gyi	00000000	Myay Ne Gyi
65		Ywar Pale		Ywar Pale
66		Ywar Pale	000000	Hpa Lan kan
67		Byu Gyi	000000	Byu Gyi
68		Ku Taw	000000000(0)	Kyo Pin thar (East)
69	00000000	Set Set Yo	00000000	Set Set Yo

## Addressing Climate Change Risk on Water Resources and Food Security in the Dry Zone of Myanmar" Project Villages

Township: Chauk

Hauk	000000			
Sr.		Village Tract		Village
1	0000000	Myay Sun	0000000 (0)	Na Lin Kan (East)
2	0000	Ya Thit	0000	Ya Thit
3		Than Bo	00000000000	Than Bo Ywar Thit
4		Poke Pa Kan	00000000	Nat Sin Kan
5	0000000	Kyauk Ye	000000	Aye Ywar
6		Sa Lay	0000000000	Thit Nyo Kone
7	000000	Gway Pin	000000000000	Kin Mun Chon
8	000000	Gway Pin	( <u></u> )	Than Pin (South)
9	000000	Gway Pin	( <u></u> )	Than Pin (North)
10	0000	Ywar Ma	000000000	Chaung U
11	000000	Htein Kan	0000000	Wa Ya Kone
12	0000000	Poke Pa Kan	000000	Poke Pa Kan
13	0000000	Poke Pa Kan	000000	Kyant Kan
14	00000	Than Bo	( <u></u> )	Than Bo (South)
15	00000	Than Bo	( <u></u> )	Than Bo (North)
16	0000	Ya Thit	000000000000000000000000000000000000000	Ma Gyi Sauk (East)
17	00000000000	Kyaung Yar	0000000000	Kyoet Pin Su
18	000000	Myay Pa Don	000000	San Su
19	0000000	Gway Cho	0000000000	Taung Nauk
20	0000000	Myay Sun	000000000000000000000000000000000000000	Myay Sun Ywar Thit
21	0000000	Myay Sun	00000000(0)	Myay Sun (West)
22	000000	Htein Kan	0000	Sin Ka
23	0000	Ya Thit	000000000000000000000000000000000000000	Ma Gyi Sauk (West)
24	000000000000	Nyaung	00000000	Ma Gyi Kan
25	0000000	Taung Ba Lu	00000000000000	Pe Toe Chaung
26	0000000	Kyauk Ye	00000000000000000	Kyauk Ye Ywar Thit
27	0000000000	Kyaung Yar	000000 (0)	U Yin (West)
28	0000000	Twin Lat	00000000	Twin Lat
29	0000000	Htein San	000000000	Aint Gyi
30	0000000000	Chaung Tet	0000000000	Chaung Tet
31	00000	Nyee Su	000000	Oke Hpo
32	0000000	Nyaung Zin	0000000	Nyaung Zin
33	0000000	Sar Taung	0000000 (0)	Sar Taung (East)
34	000000	Wa Thae San		Than Bo
35	0000000000	Gway Pin Gyi		Kyat Kan Ywar Thit
36	0000000	Htein San	0000000	Htein San
37	00000000	Tha Lone	00000000	Tha Lone Thway
38	00000000	Thit To Kan	00000000	Thit To Kan
39	00000000	Thit To Kan	000000	San Kan
40	000000000	Ma Gyi Kone	000000000	Ma Gyi Kone