

APHR Consultancy Notice

A. Project Title

APHR US Mission on the International Parliamentary Inquiry on Myanmar

B. Background

Fifteen months since the violent coup in Myanmar, the global community's response to the continuing atrocities has fallen woefully short of international obligations and standards, including the responsibility to protect, atrocity prevention, and the humanitarian imperative. The international community's failure to impact change in Myanmar not only legitimizes the junta by default and worsen a major humanitarian crisis, its inaction also risks emboldening other brutal regimes by showing that atrocities can occur with impunity.

Since June 2022, APHR has organized an international parliamentary inquiry into the actions taken by the international community in response to the Myanmar coup – with a view to providing concrete recommendations for the international community to meet its own agreements, obligations, and standards.

The inquiry was conducted by a selection of leading MPs from around the globe and followed the format of other parliamentary inquiries conducted at the national level. It will accept both written and oral submissions of testimony and evidence from a variety of stakeholders. Oral evidence will be heard through public hearings broadcast live. Upon collection of information and evidence the committee will draft a report with key findings and recommendations. The report will be presented to key decision makers as well as to the media. The IPI Report is expected to be launched in Bangkok in November 2022.

Ahead of its IPI final report launch, APHR will be organizing a mission to the US (New York and Washington DC) from 13-23 September 2022 and will bring together IPI Panel Members and Members of Parliament from Malaysia, Indonesia and Philippines to meet and call on key stakeholders and the international community in the US to make stronger actions and sanctions against the junta and to spotlight

on the ongoing human rights and humanitarian emergency in Myanmar.

C. Scope of Work

The US IPI Mission will take place from the arrival of its members on 12 September to their departure on 24 September 2022.

APHR is hiring a US Mission Coordinator to support the planning and implementation of the following activities:

- Assist in finalizing the mission's agenda through identification of key meeting participants and other stakeholders to meet with the APHR members of the mission;
- Participate in coordination meetings with OSF;
- Coordinate and facilitate confirmation of key meeting participants and stakeholders;
- Provide advice on logistics support to the mission regarding hotel accommodations, meeting rooms, and travel/transportation routes for the mission's members while in New York and DC;
- Contribute inputs on the Myanmar situation including current perspectives of the US government on the issue;
- Document, summarize and draft the US mission report highlighting main issues and recommendations;
- Support the conduct of US media interviews for the APHR MPs;
- Participate in the debriefing and evaluation of the mission; and
- Conduct any follow-up necessary and relevant tasks after the activity.

D. Expected Outputs and Deliverables

Expected deliverables	Timeline
Inception Meeting	29 August 2022
Support in the finalization of agenda, meeting participants and logistical arrangements	29-30 August 2022



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In coordination with OSF Team Manager and APHR Operations Director, coordinate invitation and confirmation of key meeting participants	29 August- 12 September 2022
Coordinate with host organizations regarding the roundtable meetings with CSOs and local groups	29 August- 12 September 2022
Support the conduct of US media interviews for the Mission delegates	13-23 September 2022
Participation in Mission's activities including documentation/taking notes of meetings and drafting of Mission report	19 - 23 September 2022
Participation in the post US Mission's Debriefing and Evaluation Meeting	23-24 September 2022

E. Institutional Arrangement

The Local Coordinator will report directly to the APHR's Operations Director.

F. Duration of Work

The local coordinator is expected to immediately commence work on 29 August 2022 and conclude on 28 September 2022 after completing any follow up tasks that may be required after the activity.

G. Duty Station

Remote with travels to New York and Washington D.C.

H. Qualification of the Successful Contractor

- Good knowledge of the Myanmar crisis;
- Previous experience working with UN, donors, civil society organizations, and relevant stakeholders in the US working on Myanmar issues;
- Relevant experience in organizing missions, programs and activities; and
- Proficient in English, verbal and written.



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I. Requirements of the Offer

Applicants may submit the following requirements to procurement@aseanmp.org with Subject heading “Local Coordinator” by Friday, 26 August 2022:

- Cover letter including why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. Please also indicate your proposed consultancy fees.
- Personal CV indicating all relevant past experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references.
