

TERMS OF REFERENCE – CONSULTANT

The International Senior Lawyers Project (ISLP) seeks to hire a Myanmar-based consultant to help facilitate a program of strategic legal assistance to empower civil society to advance equitable, sustainable, community-inclusive development in Myanmar. The anticipated term of consultancy will commence in May 2017 and will terminate on March 31, 2018. The consultant will need to commit to full consultancy term.

ISLP provides pro bono legal assistance to governments and civil society organizations in developing countries, leveraging global legal resources in alignment with client needs to support just, accountable, and inclusive development. It strategically mobilizes its unique network of highly skilled and experienced legal experts to help civil society and low-income governments build legal and regulatory frameworks that ensure fair and sustainable natural resource management while supporting transparent stakeholder engagement and community-inclusive development. Through this work, ISLP empowers its clients to better enable the benefits from development and investment to be shared equitably with legitimate developing country governments and their people.

ISLP strategically mobilizes lawyers who are leaders in their fields, representing a range of legal practices that shape the terms, trends, and industry standards of large-scale development projects. These lawyers bring extensive cross-border experience in upstream oil and gas deals, environmental law and regulation, complex corporate structures, tax, agribusiness and forestry concessions, finance, and corporate social responsibility (CSR). Conducting due diligence into proposed extractive, infrastructure, and agribusiness deals, negotiating the terms of those deals, and drafting the highly complex documentation that governs them gives these lawyers deep insight into the often opaque corporate structures and investments behind such deals and the business decisions and investment drivers that define their parameters. Additionally and crucially, these lawyers also understand how to negotiate skillfully with project investors, having negotiated over the years on behalf of the same types of investors. This understanding they can deploy on behalf of communities directly across the negotiating table from the investors, and they can share through a combined package of training, strategic advice, and mentorship for CSO and community leaders.

EMPOWERING CIVIL SOCIETY IN MYANMAR'S DEVELOPMENT

ISLP developed its Myanmar Program in early 2013 to provide a multi-level program of strategic legal assistance in Myanmar during the current period of transition. The Myanmar Program has worked with government and CSO clients to support key civil society initiatives and help establish a space for CSOs in Myanmar, to build the capacity of the legal profession, and to assist in economic law reform and capacity building. The Myanmar Program initiated a targeted program of legal assistance in 2015, "*Empowering civil society in Myanmar's development*" (the "Program"), to enable civil society and development-impacted communities to more effectively advocate for equitable, sustainable, and rights-supportive development outcomes in the country. The Program intends to support vulnerable communities potentially impacted by large-scale investment and natural resource extraction projects by providing law-based solutions and legal tools.

1. OBJECTIVES OF THE PROGRAM

The Program aims to:

- Improve community input and representation in the planning, implementation, and regulation of development projects;
- Assist communities and CSOs in mitigating potential harms and in seeking remedies to existing harms from development projects;
- Help communities realize tangible economic and social benefits from large-scale developments that impact their lands and livelihoods; and
- Build the capacity of local lawyers to represent community interests.

2. OBJECTIVE AND SCOPE OF THE ASSIGNMENT

The Consultant will be expected to help facilitate work for the Program in close coordination with and under the direction of ISLP's Legal Officer. As the Legal Officer is based in New York, the Consultant will be expected to facilitate much of the work that must be conducted in Myanmar, including planning and attending meetings among clients, partners, and ISLP's staff and pro bono lawyers, organizing and implementing in-country events, such as training programs, and coordinating the field work of ISLP's pro bono lawyers and others as necessary. The Consultant will also need to be available for regular consultation and check-ins with the Legal Officer via Skype.

The primary responsibilities expected of the Consultant include:

- Maintain relationships for ISLP with clients and partners in Myanmar;
- Scope potential ISLP projects, clients, and partners and assist ISLP New York in collecting information necessary to conduct due diligence;
- Participate in bi-weekly calls with ISLP New York staff to coordinate regarding prospective and ongoing projects and to evaluation Program progress;
- Provide bi-weekly written updates on Program progress (changes, meetings notes, updates; impacts; and request from clients and partners);

- Attend meetings and events in Myanmar relevant to Program priorities;
- Assist in collection of information required for grant reporting (narrative and financial);
- Provide in-country logistical support to ISLP New York staff and volunteers when in Myanmar;
- Provide logistical support and in-person coordination and oversight during workshops;
- Assist in gathering Myanmar-side information required for project budgets (e.g. venue rental; local travel costs); and
- Provide timely notification about potential risks and issues relevant to Program.

3. INSTITUTIONAL ARRANGEMENTS:

The Consultant will be managed by and report directly to ISLP's Legal Officer. Other ISLP staff will be involved in the implementation and oversight of the Program, including ISLP's Director for Inclusive Development. The Consultant will be required to abide by all relevant ISLP policies, including but not limited to policies regarding attorney-client confidentiality and conflicts of interest.

4. DURATION OF THE WORK

ISLP expects the Consultant to undertake the assignment over a period of just under one year. The anticipated term of consultancy will commence in May 2017 and will terminate on March 31, 2018. The consultant will need to commit to full consultancy term. Workload volume may vary over the course of the assignment period, but the Consultant will be expected to remain in regular contact with the Legal Officer with regard to the Program's timeline and the Consultant's responsibilities and schedule thereunder.

5. LOCATION AND TRAVEL

The Consultant will be based in Yangon, Myanmar and expected to travel as needed to project locations outside of Yangon. The Consultant will be responsible for his or her own arrangements for accommodations, work space, and travel in Myanmar. Modest expenses for the required in-country travel will be covered by ISLP in accordance with a written agreement to be made in advance between the Consultant and ISLP New York.

6. QUALIFICATIONS

Candidates must have the following qualifications:

- A degree in law and/or coursework or practical experience in international law, human rights law, or related fields
- Knowledge of and/or exposure to economic development and human rights issues relevant to the Program and ISLP's work in Myanmar
- Strong organizational skills and attention to detail
- Excellent analytical and communication skills
- Ability to multi-task, plan work assignments, and both work independently and as part of a team

- Proven interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Residency in Myanmar or ability to relocate to Myanmar for the duration of the consultancy term
- Competence in working in and traveling around a developing country and comfort in traveling around open areas of Myanmar
- Fluency in the English language

Additionally, an ideal candidate would have the following preferred qualifications:

- Knowledge of the Myanmar language
- Experience in coordination of programs and dealing with a range of local and international stakeholders
- Demonstrated experience working with community organizations with tact and appropriate deference to sensitivities among community members

7. APPLICATION

Please submit a résumé, brief writing sample, and cover letter containing a description of why you consider yourself to be the most suitable candidate for the assignment. Because the preferred start date is as soon as possible, applications will be reviewed on a rolling basis. Selected candidates will be contacted for an interview. Please submit all application materials via email: hr@islp.org, with the subject line: Myanmar Consultant Application.

ISLP is an Equal Opportunity Employer.