

# Terms of Reference

## Knowledge, Attitudes and Practices (KAPs) in Inle Lake Region

<b>Title of Project</b>	Strengthening the Inle Lake Management Authority to Improve Development and Conservation
<b>Duration</b>	9 months (September 2019 – May 2020)
<b>Type of Contract</b>	Professional Service Contract
<b>Work Location</b>	Nyaung Shwe Township, southern Shan State, Myanmar
<b>Supervisor</b>	GRSP Project Manager and Chief Technical Advisor

### I. BACKGROUND

The Inle lake is renowned for a number of traditional cultural and livelihood practices, which have made it one of the main attractions for Myanmar’s booming tourism industry. The lake is, however, suffering environmental degradation from the combined effects of unsustainable resource use, increasing population pressures, climate variability and rapid tourism development.

The Government of Myanmar (GOM) implemented a number of initiatives to develop and conserve the Inle Lake in recent years. These initiatives were done in collaboration with a number of development partners including UNDP, UNEP, UNESCO, IUCN, IFC, Government of Norway, and UN-Habitat.

UNDP implemented the Inle Lake Conservation and Rehabilitation project in 2012, in collaboration with MOECF, and with financial support from the Royal Norwegian Government and in partnership with the United Nations Educational, Scientific and Cultural Organization (UNESCO). The objective of this initiative was to restore the environmental stability of the lake and improve the quality of life of local communities through the implementation of environmental conservation and environmentally friendly community development activities.

In 2015, the GOM prepared the Inle Lake Conservation 5-Year Action Plan (2015/16 to 2019/2020) which identifies nine priority issues, including setting up an institutional framework for Inle Lake conservation management, developing baseline data on the natural and social environment for future conservation and development and of Inle Lake, and promoting sustainable tourism practices, including improvement in infrastructure, training and capacity building for the local community.

The conservation and management of Inle Lake are long-term and ongoing processes, which are crucially needed to practice an integrated approach focusing on biodiversity conservation, integrity of the lake environment and improvement of the livelihoods of local communities. The Inle Lake Conservation plans aim at ensuring a balanced approach between conservation and development of Inle Lake through the active participation of local communities and key stakeholders. The estimated overall budget required to implement the Action Plan is USD33.3 million. The plan will also include monitoring and management systems to evaluate progress of conservation efforts.

Despite the overall achievements of projects and initiatives by the GOM so far, there are limitations in terms of strong mechanism to lead the necessary planning, decision-making, and coordination of different stakeholders and the necessary funding to support the implementation of the Inle Lake Conservation 5-Year Action Plan (2015/16 to 2019/2020).

In the effort to provide continuing support to the GOM in promoting inclusive, resilient and sustainable development and environmental management (under Outcome 2: UNDP Myanmar CPD 2018-2022), UNDP Myanmar with the funding support from Government of Norway, is implementing a 2-year project on *Strengthening the Inle Lake Management Authority to Improve Development and Conservation*.

The project's main aim is to support the implementation of the Inle Lake Conservation 5-Year Action Plan (2015/16 to 2019/2020) by strengthening the Inle Lake Management Authority, to coordinate, manage and develop the Inle Lake effectively. This will require strong leadership and coordinated efforts of all stakeholders involved – government, non-governmental organisations and local communities. As such, it is vital to strengthen the governance of Inle Lake to rally private, civil and government actors at various levels and defines various roles. It is also equally important to develop local capacities to collect and monitor the information of the lake's ecosystem and establish a baseline and central database to measure, assess and use data to support the roles of the stakeholders.

The 2 key results of the project are:

- 1. Result 1: *The Inle Lake Management Authority (ILMA) operates effectively and efficiently with adequate managerial, technical and financial resources and with the support from lake stakeholders.***
- 2. Result 2: *Progress in implementing the Inle Lake Conservation 5-Year Action Plan (2015/16 to 2019/2020) is systematically and transparently reviewed through a monitoring and evaluation framework and supported through institutionalised information collection, tracking and sharing mechanisms.***

UNDP has engaged an NGO, the Myanmar Institute for Integrated Development (MIID), to provide technical assistance to the project.

## II. OBJECTIVE AND SCOPE OF THE SURVEY

The objective of this assignment is to generate high-quality, reliable and valid data on the knowledge, attitudes and practices on environmental, social issues and development activities and management challenges of all stakeholders in Inle Lake area which include the Inle Lake itself and its watershed, to inform successful implementation of the project and future activities, and to capacitate the ILMA on KAP surveys. UNDP plans to conduct a KAP Survey with the following objectives:

- to define KAP assessment methods,
- to identify and analyse the challenges for development activities and management in Inle Lake area,
- to conduct two surveys/assessments (baseline and training-oriented) of the stakeholders' perceptions on the environmental and social issues in Inle Lake area,

- to develop the baseline survey report including recommendations and intervention strategy that reflects specific local circumstances and the cultural factors that influence them and to inform future activities (both within the project and by the ILMA in future) to ensure that they are suited to the respective population involved,
- to conduct the second survey in a cooperative manner with members of the ILMA as a learning exercise for their understanding on survey methodology, conduct, analysis and application,
- to compile the survey results, complete two sets of a statistical analysis (for the baseline and second survey), and analyze the information gathered and present this in a draft report, and
- to submit a report that presents the results of the analysis.

The key target population of the KAP Survey:

- Researchers, local communities and relevant stakeholders (CSOs, government departments, local NGOs and development partners) who live or work in Inle Lake area.

The scope of the assignment will cover:

- Review the programme project document, log frame and other key reference documents and refine questionnaires accordingly.
- Design the survey methodology, and develop comprehensive tools for data collection with reference to the project document
- In discussion with the focal government agency (Shan State Government and ILMA), UNDP and MIID, and with input from other expert advisors supporting UNDP, finalize the survey methodology and tools for data collection
- Train data enumerators and meet with various stakeholders
- Train ILMA members on KAP survey methodology and application
- Organize adequate supervision and coordination of the survey teams in the field
- Present preliminary findings to Shan State Government or ILMA, UNDP and the other key stakeholders as required.
- Analyze data and compile a comprehensive survey report
- Prepare and submit final survey reports and data sets to UNDP in English language both in soft and hard copy.

### III. INSTITUTIONAL ARRANGEMENTS

Under the direct supervision of Project Manager and Chief Technical Advisor of GRSP, the firm will be required to collect data at three levels:

1. A questionnaire-based survey conducted to at least 600 members of the local community,
2. Focus group discussions aimed at key informant groups,
3. Detailed qualitative interviews with key community representatives and leaders.

Prior to commencement of research an internal workshop will be held with the UNDP project representatives in Nyaung Shwe to identify key topics to be covered within the study, and to identify key informants to be included. The final questions and methodology will need to be approved by the Nyaung Shwe based team due to the potentially sensitive nature of the study.

The firm will conduct the KAP Survey in at least:

1. At least 2 Research Institutes (Forest Research Institute and Taunggyi University),

2. relevant government departments (Watershed Management Division, Nature and Wildlife Conservation Division, Forest Department, Department of Irrigation, Fisheries Department, Environmental Conservation Department, Department of Hotel and Tourism, Directorate of Investment and Company Administration, Department of Public Health, General Administration Department, Department of Meteorology and Hydrology, Department of Hydropower Implementation) and Inle Lake Management Office Committee
3. 25 Community Based Organizations (CBOs), civil society organizations (CSOs), local non-governmental organization and development partners in Inle Lake areas, and
4. indigenous people and local communities of Inle Lake area (with specific locations to be proposed and subject to agreement with UNDP).
5. Private sector representatives such as hotels, restaurants and private garbage collection company (e.g. Inle Rose).

The firm will ensure the quality of the deliverables under the assignment.

The expected deliverables are as followed.

1. Survey methodology and tools for data collection
2. Report on preliminary findings
3. KAP Survey final report with the baseline value of the indicators of the project in both English and Myanmar language
4. Dataset and transcripts

#### IV. PAYMENT ARRANGEMENTS

The payment for services will be made upon the satisfactory completion of the respective deliverables as per the following schedule:

<b>Deliverable No.</b>	<b>Description of the deliverables</b>	<b>Timeline</b>	<b>Payment</b>
1.	Upon submission of Survey Methodology and tools for data collection	3 weeks after the contract is signed	10%
2.	Upon submission of report on preliminary findings	10 weeks after the contract is signed.	40%
3.	KAP Survey final report with the baseline value of the indicators of the project.	14 weeks after the contract is signed.	30%
4.	KAP Survey final report with the updated value of the indicators of the project and report on training for ILMA.	31 May 2020	20%

#### V. QUALIFICATIONS OF THE SUCCESSFUL BIDDER

##### **Competencies of the Firm**

- Relevant accreditation/registration of the firm

- Experience in data collection and data analysis for KAP and similar surveys in Myanmar
- Ability to demonstrate the field experienced teams to conduct face-to-face interview.
- Ability to submit and present a concise and well written analytical report on the results of the surveys
- Previous experience with UNDP, UN and/or other international agencies in conducting the similar assignment is desirable.
- Adequate and appropriate manpower to conduct field research (survey personnel, enumerators etc.)

### **Experience Competencies of the Survey Team**

- **Team Leader:**
  - Must be a Myanmar national (may have support from a Myanmar-based international)
  - University degree in development studies, Environmental studies, social science, and any other related field.
  - Minimum 2 years working experiences in data analysis, similar surveys and research
  - Experienced in conducting/managing the KAP survey or similar survey process
  - Good facilitation skills and ability to write analytical report and communicate key messages
  - Demonstrated ability to work under pressure, multi-task and meet deadlines
  - Good communication and interpersonal skills, team-oriented work style
- **Team Members (10 – 15 Enumerators approximately, with variations in proposal acceptable with justification):**
  - A bachelor's degree in natural sciences or related fields.
  - Good communication and interpersonal skills, team-oriented work style
  - Experience in data collection or similar survey
  - Self-motivated, ability to work with minimum supervision
  - Ability to work in a multi-cultural environment

### **Language Requirements:**

- Excellent language proficiency (written and spoken) in English and Myanmar
- Working knowledge of dialects (Inntha, Pa-O, Danu, Taung Yoe, Shan) is desirable

## **VI. PRESENTATION OF OFFER**

Please provide:

- Letter of confirmation of interest and availability.
- Technical proposal clearly stating:
  - The profile and previous experience of the firm, covering why they are most suitable for the work
  - Description of skills and experience in conducting survey/research
  - The approach and methodology, including proposed work and travel schedule, number of fieldwork days
- Submission of previous KAPs and/or similar survey reports in Myanmar
- Financial proposal that includes:

- Lump sum amount which is all-inclusive (i.e. total cost of the contract), with a breakdown for professional fees, living allowance, transportation costs, along with other incidental costs.
- CVs of proposed team leader and team members

## VII. CRITERIA FOR SELECTION OF THE BEST OFFER

Combined scoring method – where the qualifications will be weighted 70 % and combined with the price offer which will be weighted 30%. The criterion for qualifications obtainable score: 100 points. Only candidates obtaining a minimum 70 points would be considered for the financial evaluation.

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

- Relevant accreditation: 10%
- Expertise of the firm: 30%
- Proposed methodology: 35%
- Qualification and experience of the proposed team: 25%

## VIII. MANAGEMENT ARRANGEMENTS (SUPERVISION, TEAMWORK AND ADMINISTRATIVE SUPPORT)

The selected firm will work under direct supervision of GRSP Project Manager and Chief Technical Advisor, and the National Project Coordinator will provide with guidance for day-to-day implementation. The selected firm will be directly responsible for reporting findings, progress, issues and challenges, as well as to seek for acceptance and/or validation of milestones. Biweekly updates shall be furnished highlighting findings, issues, and progress of rehabilitation work, and monthly reports will be submitted to describe overall progress of the work. The selected firm will work closely with ILMA, MIID, local communities, local institutions, community leaders and other stakeholders, and potentially with CSOs selected by UNDP. UNDP reserves the right to engage additional technical experts to directly and indirectly support the KAP survey through the provision of technical and contextual advice and guidance. The Firm will be expected to work collaboratively with such advisors.

Upon signing of the contract, the Firm is expected to attend an inception meeting with UNDP and MIID, as well as other expert advisors engaged by UNDP, to review the scope of work, deliverables, site locations, reporting tools and formats. UNDP and the Firm will agree on the reporting tools and formats. The firm needs to provide minimum of 3 mid to senior level staff to participate in this orientation session. A detail methodology and work plan, along with a schedule will be developed by the Firm in consultation with UNDP. The work plan will be submitted for UNDP review and endorsement within 7 days following the inception meeting.

The Firm takes full responsibility for the overall management of activities, and bears all substantive, operational, financial, monitoring responsibilities. The Firm has to possess complete project management set up, including for administrative and operational matters. UNDP will not provide any administrative support.

The Firm needs to provide monthly progress report including detailed update on implementation progress, results achieved, challenges, forward planning and financial delivery. The Firm also needs to provide updates and inputs to UNDP whenever necessary or on request. At the end of the assignment, the Firm will have to submit a final report with comprehensive narrative including success and lessons learned, and completion of financial matters.

The Firm needs to 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.

#### IX. MONITORING AND REPORTING (MONITORING AND PROGRESS CONTROL)

The Firm needs to provide monthly progress report including cumulative updates on implementation progress, results against targets, challenges and forward planning, within 7 days following the end of the month. The Firm will submit a comprehensive narrative and financial completion report including lessons learned and recommendation at the end of the assignment.

The Firm will maintain regular communication with UNDP Nyaung Shwe Office to provide regular feedback on implementation progress, results, challenges and bottlenecks; as well as collaborate with UNDP to facilitate regular or ad hoc monitoring visit to the project sites.

The Firm will provide **periodic** (monthly & quarterly) **and ad hoc reports to UNDP** (as needed by project office and UNDP Yangon). The Firm will also submit a **final report** to UNDP at the end of assignment period.