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TERMS OF REFERENCE

Duration: November 2019 - February 2020
Contract Type: Professional Services Contract
Title of Consultancy: Sub-National Governance Mapping in Kachin State
Reporting Line: Chief Technical Advisor, Local Governance
Duty Station: Home based, with travels to Yangon, Nay Pyi Taw, and Kachin State with travel to other locations if required.

1) GENERAL BACKGROUND

Overall Context

Myanmar is in transition, with numerous reforms underway to strengthen the democratization process. The 2008 Constitution provides basic principles of democracy, rule of law and human rights, and the separation of powers. There is a strong commitment of the Government of Myanmar to further roll out and implement a complex reform agenda at multiple levels including and with a specific emphasis at the local and sub national level. Kachin state government faces several challenges in regard to Internally Displaced Persons (IDPs) and how it can provide basic public services at the IDPs place of origin, resettlement or relocation areas. This assignment will contribute to innovative solutions at the local level regarding the return, relocation or resettlement of the Kachin IDPs.

To contribute to an enhanced basis for policy dialogue, and to support decision making, planning and engagement for national stakeholders and development partners, UNDP will conduct an analysis of the current situation or 'state' of Sub-national Governance in Kachin state building on a similar the Local governance mapping exercise that was conducted in 2014.

Specific Context for this Assignment

The purpose of the mapping exercise is to better understand the specific governance dynamics in Kachin state at both state and township level, from both the supply and demand side perspective, i.e., from the institutional and people's perspectives. The mapping will identify the opportunities and challenges that exist in the area of sub-national governance, in order to contribute to policy discussions at the state level and in relation to local governance in an informed manner. It is expected that this mapping exercise will build on the momentum of reforms and contribute to a further consolidation of the democratic transition process in Kachin state.

The Local Governance Mapping exercise will therefore provide different stakeholders with the necessary data and information to make better informed decisions, produce better informed policies and better plans for improved service delivery and democratic governance at the local level. The people of Myanmar (including the poor and most vulnerable) will provide much of the content as part of the mapping exercise and it will provide them with an opportunity to express their perceptions of how local governance institutions carry out their mandates in the provision of public service delivery across a range of contextual aspects of Kachin State. Additionally, it will provide UNDP and other International



Development Partners with relevant baseline data to improve programming and inform indicator development and progress monitoring. The outcome of this mapping exercise will be used as a basis to design UNDPs (and other development partners) future work on local governance and other programmatic areas in Kachin state.

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2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to implement a Local Governance Mapping exercise in Kachin state building on the nationwide mapping UNDP conducted in collaboration with General Administrations Department (GAD) in 2013/14. The methodology will be similar as in 2013 (see Annex A).

UNDPs Chief Technical Advisor for Local Governance is the main focal point for this assignment. An international expert (lead consultant) for update and refine the overall framework and methodology for the mapping, is also on board.

The research institution will work closely with the Chief technical advisor and International consultant for the implementation of the mapping.

3) SCOPE OF WORK

Within the overall framework of the proposed methodology for the local governance mapping, the research institution will be responsible for the following tasks:

1. Participate in the Training of Trainers for the implementation of the local governance mapping exercise
2. Develop survey forms, coding sheets and sampling technique for the Citizen Report Card and frontline service provider survey
3. Assist in the identification of at least 12 sample communities in 6 selected townships in Kachin state
4. Hire and train data enumerators and analysts for CRC and frontline service provider survey
5. Select sample households/individuals and conduct a minimum of 50 CRC interviews per community and conduct interviews with all relevant frontline service providers which can differ according to size of the primary health and primary education facilities.
6. Analyze results of CRC and frontline service provider survey.
7. Engage and train facilitators for community and township-level consultations, including senior facilitators for township-level consultations.
8. Identify participants for stakeholder consultations at community, township and state level, representing all major stakeholder groups in the state.
9. Conduct community consultation workshops in all sample communities as per project guidelines.



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10. Draft a presentation of the combined CRC, frontline service providers interviews and community consultations findings.
11. Conduct township consultation workshops in the 6 townships (1 senior, and 2 junior facilitators per township) in close collaboration with UNDP assigned staff
12. Prepare a report for each township as well combining the results of CRCs, frontline service provider surveys, community and township consultations.
13. Conduct a state level workshop, in close collaboration with UNDP.
14. Provide clean data sets as well as high quality data analysis, interpretation and reports from community, township and state level assessments.
15. Provide a separate report on methodology applied and lessons learnt, both in terms of content and process, from the governance mapping exercise

Deliverables (all reports to be submitted in English):

1. One overall report presenting the findings of the combined CRC, frontline service providers interviews and community consultations
2. A separate report for each township (6 in all), which combines the results of CRCs, frontline service provider surveys, community and township consultations, including illustrations (maps, photographs, any others)
3. Clean data set and basic analysis
4. Summary report on implementation methodology, project outcomes, and lessons learnt

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The research institution will be engaged for a period of 4 months, starting from 1st November 2019 and ending on 28th February 2020. The indicative time-frame of various activities is shown below.

Activity	Timing
Preparatory Activities	1 November – 15 December 2019
Surveys and Community-level workshops	15 December – 15 February 2020
Township and state level workshops, analysis and reporting	1 - 28 February 2020
Sharing of results and experiences	15-28 February 2020

5) INSTITUTIONAL ARRANGEMENTS

Regarding all operational matters, the research institution will consult with and report to the Chief Technical Advisor for Local Governance on a regular base. The research institution will be supported in conducting consultation workshops by UNDP Area office in Kachin. The research institution will also be supported substantively by the following UNDP personnel/consultants:

- Chief Technical Advisor Local Governance
- Senior UNDP staff with expertise in Local governance
- International Consultant (to support both State level consultation, and participate in Township level consultations as necessary)

6). Timeline of Tasks and Deliverables

Timeline	Deliverable	Elements to be covered
20 December, 2019	1. First deliverable	Completion of and translation of questionnaires, training of key enumerators, data analysts, community facilitators and other field staff, pilot-testing of survey tools and final preparations for field surveys
31 January 2020	2. Second deliverable	Completion of household surveys, frontline service provider surveys and community consultations in all surveyed communities
15 February 2020	3. Third deliverable	Data entry and data analysis
28 February 2020	4. Forth deliverable	Completion of township level consultations (6 in all) and submission of separate reports for each Township
28 February 2020	5. Final deliverable	Submission of clean data set and basic analysis as well as summary report on implementation methodology, project outcomes, and lessons learnt



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7) REQUIRED EXPERTISE AND EXPERIENCE

The research institute should have proven experience in conducting similar type of research, it should have sufficient management and organizational capacity to handle the complexity of this survey and be able to mobilize the right caliber of staff to implement the survey successfully.

8) PROPOSAL FORMAT AND PRESENTATION

The research institution is invited to submit a technical and financial proposal including the following key elements:

1. Profile of institution
2. Relevant experience (description of similar projects undertaken – either completed or ongoing)
3. Technical proposal including:
 - a. Proposed implementation approach, including a discussion on potential challenges or risks foreseen in the implementation of the project, and how these would be addressed/ mitigated
 - b. Proposed staffing plan, including proposed team composition (generic profiles rather than specific people) at community, state and township levels
 - c. Proposed work plan indicating weekly and monthly activities, milestones or outputs
 - d. Summary CVs of key staff/consultants to be engaged in the project
4. Financial proposal including:
 - a. Broad indication of costs for key activities and outputs of the project – household surveys, community consultations, township level consultations, state level consultation, report preparation.
 - b. Detailed breakdown of costs including professional fee, travel costs, consultation/meeting costs, reporting costs, etc.
 - c. The following Payment Schedule is proposed by UNDP. Proposed changes, if any, should be accompanied by a detailed justification.

Activities/Deliverables	Expected completion date	Percentage of total contract amount
Completion of and translation of questionnaires, training of key enumerators, data analysts, community facilitators and other field staff, pilot-testing of survey tools and final preparations for field surveys	20 December 2019	30%
Completion of household surveys, frontline service provider surveys and community consultations in all surveyed communities	31 January 2020	20%



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Data entry and data analysis	15 February 2020	20%
Completion of township level consultations (6 in all) and submission of separate reports for each Township	28 February 2020	20%
Submission of clean data set and basic analysis as well as summary report on implementation methodology, project outcomes, and lessons learnt	28 February 2020	10%

9) ANNEXES TO TOR

Manual for CRC and CD Implementation (to be revised)