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Resilient nations.*

TERMS OF REFERENCE

Title of Consultancy:	Senior International M&E Systems Advisor
Type of Contract:	Individual Contract (International, senior level)
Duration of Assignment:	1 December 2019 – 15 May 2020
Working Days	45 fee days
Location:	home-based and Nay Pyi taw, with travel to Yangon, Myanmar

1. Background

The Government of Myanmar has developed the Myanmar Sustainable Development Plan (MSDP), as its overarching strategy for sustainable development in Myanmar in line with the Sustainable Development Goals (SDGs) and the 2030 agenda. The MSDP will be implemented through a number of instruments, including through the Project Bank, a clearinghouse for large-scale government and public-private-partnership projects. The mechanism for coordinating and monitoring implementation of the MSDP, the MSDP Implementation Unit has yet to be convened. The MSDP is to be a “living document” with regular reviews of its implementation based on rigorous evidence.

The tasks of monitoring the implementation of MSDP and conducting regular evidence-based reviews of its achievements requires a robust monitoring and evaluation system, the coordination of which is beyond any single government ministry.

Myanmar has as of yet no national monitoring and evaluation (M&E) system that keeps track of the implementation of all of the government policies and plans – there is no policy or legal framework on national-level M&E, no agency mandated to maintain such strategic-level oversight and no mechanism to comprehensively collect, exchange and consolidate data coming from project, program and policy implementation.

The Central Statistical Organization (CSO)¹ with the support of UNDP’s Support to Effective and Responsive Institutions Project (SERIP), has recently finalized the development of a National Indicator Framework (NIF) with a comprehensive set of indicators to monitor the 28 strategies of the MSDP. From September 2019, process of metadata development for the NIF indicators has been launched and it is expected to complete in early 2020. The metadata process of NIF has three main objectives which are, a) NIF with full metadata (statistical detail information about concept and definition, data source, data collection method, calculation methodology and procedure for quality

¹ The Central Statistical Organization (CSO) of the Ministry of Planning and Finance is the national statistical agency conducting national household surveys, analyzing data and producing reports. The CSO’s role of national data custodian and statistical quality assurer is set out in Myanmar’s new Statistics Law and in the National Strategy for the Development of Statistics (NSDS).

assurance, etc.) will be developed, b) institutional arrangement for NIF reporting will be set up, and c) data baselines will be established and so to proceed with indicator target setting.

To ensure effective implementation of the MSDP, the CSO or other designated government agencies will need to ensure coordination of data collection against the MSDP's 286 indicators, many of which are composite and require inputs from more than one ministry. Beyond collection of data effective monitoring of the NIF requires that indicator stories be produced for indicators across agencies. These indicator stories will be made available to policy-makers to ensure they have information on implementation progress as per the NIF and can use this information to design adequate policy responses where necessary.

UNICEF and UNDP are also supporting a national evaluation working committee in the MoPF in conducting a National Evaluation Capacity Assessment (NECD) based on a regional methodology already successfully applied in Thailand, Indonesia and other countries of the South East Asia region. The findings of this assessment need to inform the development of an M&E system for the MSDP.

Against this background, UNDP seeks the services of an experienced Senior International M&E Systems Advisor to provide policy advice and for the design of a national M&E system with a focus on the monitoring and evaluation of the MSDP, ensuring also a link of the MSDP NIF process with ongoing sectoral monitoring efforts .

2. Objective of the Assignment

The objective of the assignment is to:

- Inform UNDP's strategy in supporting the development of a national M&E system that serves the M&E needs of the MSDP;
- Support the Government in developing adequate institutional arrangements for monitoring MSDP implementation ensuring that these arrangements are appropriate to serve as the nucleus for a national M&E system;

3. Scope of Work

1. Provide technical advice to the SERIP on its support to the design of a national M&E system that is adequate in monitoring and evaluating progress in implementation of the MSDP
 - a. Based the results of the NECD assessment and the MSDP-NIF institutional framework, provide advice on the institutional set-up of an M&E framework for the MSDP;
 - b. Develop for UNDP a strategy for support to MSDP M&E institutional set-up and Myanmar's M&E system more broadly and brief UNDP senior management in Yangon;
 - c. Ensure UNDP's strategy on M&E support is linked to its data harmonization and statistics system strengthening and meta-data work and other relevant work on data in the Country Office;
2. Provide technical assistance to the Ministry of Planning and Finance's Departments in putting in place the necessary arrangements for NIF monitoring, in particular interpreting indicator data against the MSDP-NIF
 - a. Drawing on the findings of the NECD assessment and based on the institutional arrangements defined in the NIF report, map the current screening, monitoring and evaluation procedures and institutional arrangements in place in MoPF's relevant departments and identify the needs for capacity building and technical assistance;
 - b. Based on the mapping results and UNDP's engagement strategy develop a plan for UNDP capacity-building and training support to relevant departments of MoPF in principles and practice of M&E and in particular on interpretation of monitoring data across a number of indicators;

- c. Design, conduct and evaluate a pilot capacity-building and training programme for staff in relevant departments of the MoPF, generating recommendations for next steps and brief UNDP senior management in Yangon;

4. Deliverables

#	Deliverables	Deadline&location	Expected fee-days		Payments
			In Myanmar	Home-based	
1.	Signature of Contract	15 November 2019	0	0	0%
2.	Strategy note for UNDP engagement in supporting MSDP M&E and wider M&E system;				
3.	A mapping report on the current screening, monitoring and evaluation procedures and institutional arrangements in place in MoPF's relevant departments, identifying also the needs for capacity building and technical assistance;	15 January 2020	15 fee days (1 day Yangon – 14 days NPT	3 fee days	40%
4.	A work plan and proposed curriculum to relevant staff of MoPF in principles and practice of M&E and in particular on interpretation of monitoring data across a number of indicators	5 February 2020		7 fee days	20%
5.	Completion of a pilot capacity building and training programme for staff in relevant departments of the MoPF; training materials used in delivering the pilot training programme; assessment report on capacity improvement of the training participants	08 April 2020	15 fee days (14 days NPT, 1 days Yangon)	3 fee days	30%
6.	Final report on the assignment including recommendations for UNDP's M&E work going forward, including in the framework of MSDP implementation and monitoring	15 May 2020	0	2 days	10%
Total Working Days			45 fee days		100%

5. Duration of Assignment and Duty Situation

The assignment will include 45 fee days to be carried out in the period of **1 December 2019 and 15 May 2020**. The work will be carried out in-country in Nay Pyi Taw (28 days), Yangon (2 days) and home-based (15 days) over the course of up to **two missions**.

6. Institutional Arrangements

6.1) Reporting line:

The Contractor will report to the Project Manager SERIP on a weekly basis and work closely with the Project Analyst Data for Development.

6.2) Logistical arrangements:

a) For all international travels:

- Up to two international missions.
- Candidates are requested to include international travel costs from possible origins of travel in the financial proposal and arrange the flight. The travel cost should be based on the economy class fares, with most direct routes. UNDP will reimburse flight costs.
- Candidates are requested to specify a daily living allowance rate for days spent in Myanmar in their financial proposal. Living Allowance will be reimbursed based on actual days spent in country.
- UNDP will provide support for the visa process and reimburse the visa fee, based on the actual receipt.
- UNDP will provide terminal charges at the rate of US\$ 80 per mission.

b) For all in-country travels:

- When in-country missions are requested by UNDP, UNDP will arrange, and cover costs related to all domestic travels – such as transportation(s) between the agreed in-country duty stations and living allowances - in accordance with UNDP's regulations and policies.
- UNDP will facilitate security clearances required to travel in-country (if applicable).

c) Other logistical matters:

- The Contractors will arrange for his/her accommodation in the agreed duty stations. In Nay Pyi Taw, UNDP will organize transportation from the contractor's accommodation to the business places.
- The working language of this assignment is English. Interpretations/translations from and to Myanmar language will be provided by UNDP as and when required.
- The Contractor is expected to use their own computers.

7. Qualifications and competencies

Minimum Qualifications:

- Masters in the field of Development Studies, Statistics, Economics, Mathematics, or equivalent;

Experience (70 points):

- A minimum of 15 years relevant working experience in statistics or monitoring and evaluation in national agencies or international organizations; (15 points)
- Proven experience in providing technical assistance in the design of national M&E systems in a developing country; (15 points)
- Proven experience working on SDG integration in a national development plan; (15 points)
- Proven experience in process facilitation and training design and delivery; (10 points)
- Experience working with senior public officials; (5 points)
- Experience working on statistics or M&E systems Myanmar or South East Asia is an asset; (10 points)

8. Presentation of Offer

Candidates should present their offer to UNDP in the following form:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- A **Cover Letter**, outlining the suitability of the candidate for the assignment;
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

7) Contracting Method and Payments

The consultant will be selected through a competitive process based on the qualifications and the competitiveness of the financial proposal.

The contract price is a fixed output-based price regardless of extension of the herein specific duration. Payments will be made on a monthly basis, against successful delivery of outputs in accordance with the delivery schedule.

Offers will be evaluated based on the combined scoring methods, whereby the qualifications of the applicants and the quality of the cover letter will be weighted 70% and the financial proposal will be weighted 30%. The formula for scoring will be as follows.

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for qualifications) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(Qualifications Rating) x (Weight of Qualifications, 70%)
+ (FP Rating) x (Weight of FP, 30%)

Total Combined and Final Rating of the Proposal